

Minimum Qualification Specifications
for the Classes:HEALTH UNIT COORDINATOR I AND II

Education Requirement: High school diploma or equivalent.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had experience of the kind, quality and amounts described below and in the amounts shown in the following table:

Class Title	General Experience (Years)	Specialized Experience (Years)	Total Experience (Years)
Health Unit Coordinator I	2	0	2
Health Unit Coordinator II	2	1	3

General Experience: Work experience which involved the performance of a variety of clerical tasks such as typing, substantive clerical work, or any combination of these experiences which duties demonstrated knowledge of English grammar, spelling, arithmetic, common office appliances and equipment; and the ability to read and understand oral and written instructions, carry out procedures in clerical work systems, communicate effectively orally and in writing; deal tactfully and effectively with others; operate various kinds of office equipment; and organize and prioritize work tasks.

Specialized Experience: Work experience in a health care setting (e.g., hospital, clinic, physician's office, etc.) which involved working with healthcare professionals such as a physician and/or nurse and receiving, coordinating, expediting and/or implementing their patient/resident care orders, inputting of data into a computer system, preparing and maintenance of medical records and/or work experience in an Electronic Medical Records (EMR) system or similar application. Such experience must have

demonstrated knowledge of medical terminology through the application of such knowledge to work assignments.

Non-Qualifying Experience: Experience limited to the performance of simple and repetitious clerical work which primarily involved a short cycle of tasks and manual dexterity shall not be considered qualifying. Examples of such non-qualifying work include but is not limited to such tasks as wrapping and unwrapping articles; opening envelopes, folders, and similar containers; affixing tags and labels; rearranging or tidying up office desks and equipment; delivering, distributing, or collecting correspondence or parcels.

Substitutions Allowed:

1. An Associate's or Bachelor's degree from an accredited college or university may be substituted for all of the required General Experience.
2. Successful completion of a substantially full-time equivalent clerical or medical/health-related curriculum leading to a degree, diploma or certificate of achievement at an accredited community college, business or technical school which provided knowledge of medical terminology and involved the application of such knowledge to assignments may be substituted for six (6) months of the required Specialized Experience.
3. Current certification as a Health Unit Coordinator by the National Association of Health Unit Coordinators (NAHUC) may be substituted for six (6) months of the required Specialized Experience.
4. An Associate's Degree from an accredited college or university in Health Unit Coordinator, Medical Administrative Assistant, Health Care Administration, Health Services Administrator or equivalent may be substituted for all of the required General and Specialized Experience.

Quality of Experience:

Possession of the required amount of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that the applicant has the ability to perform the duties of the position for which the applicant is being considered.

Selective Certification:

Specialized Knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, applicants may be restricted to those who possess the pertinent training, experience, or skills required to perform the duties of the position.

Departments requesting selective certification must show the connection between the kind of training, experience, or skill on which they wish to base selective certification and the duties of the position.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP & Chief Human Resources Officer.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum qualification specifications for the classes, HEALTH UNIT COORDINATOR I & II to update the class title in the experience requirements effective March 9, 2023.

This is the first minimum qualification specifications for the classes, HEALTH UNIT COORDINATOR I and HEALTH UNIT COORDINATOR II effective February 16, 2023.

DATE APPROVED: Mar 9, 2023

JUANITA LAUTI
VP & Chief Human Resources Officer