HEALTH UNIT COORDINATOR/MONITOR TECHNICIAN

Description of Program
The Health Unit Coordinator/Monitor Technician (Unit Secretary) program prepares individuals to be unit secretaries and cardiac monitor technicians in hospitals and clerical staff in physicians’ offices, outpatient surgical units and nursing homes. Students will become familiar with the cardiovascular system, application of telemetry equipment and recognize normal/abnormal electrical cardiac activity. Students are introduced to the clinical area early in the program and proceed sequentially, correlating classroom theory and selected clinical application. Emphasis is placed on accuracy, interpersonal skills, and the moral, legal, and ethical implications relative to employment in a medical facility.

Requirements for Admission

- Orientation/Testing/Counselor Interview
- High School Diploma or GED
- FDLE Background Screening Clearance
- Drug Screening Clearance
- Completed Physical/Immunizations
- Health/Accident Insurance
- Transportation

Program Content
- Health Care Delivery System
- Communication and Interpersonal Skills
- Legal and Ethical Responsibilities
- Wellness and Disease
- Infection Control
- Blood Borne Disease Including AIDS
- CPR and Response to Emergency Situations
- Transcriptions and Routing of Physicians’ Orders
- Medical Terminology
- Clerical Duties
- Efficient Work Practices
- Safety
- Basic Math and Science
- Computer Literacy
- Employability skills

Program Length
630 hrs  |  Full Time  |  21 weeks

Approximate Cost
$2,276

Location
Main Campus

Schedule
- Full Time: Monday-Thursday
  7:15 am - 3:30 pm
To be admitted into a program of study offered by Sheridan Technical College, an individual must satisfy all of the admission requirements applicable to that program of study. General admissions and registration procedures for Sheridan Technical College are as follows:

ADMISSION AND REGISTRATION PROCEDURES

1. **Attend Orientation**
   Applicants for technical programs must attend an on campus or online orientation.
   - **On-campus Orientation**: It is strongly recommended and provides an in-depth overview of our programs and resources. For Main Campus orientation, please report to Building #11 by 8:30 am. For West Campus orientation, please report to the main office by 8:00 am.
   - **Online Orientation**: At the end of the online orientation you must complete the Online Orientation Survey. To access the orientation visit: [http://www.sheridantech.edu/HowtoApply/OnlineOrientation](http://www.sheridantech.edu/HowtoApply/OnlineOrientation)

2. **Take the Test of Adult Basic Education (TABE)**
   - **Main Campus**: TABE is administered Monday through Thursday for all programs directly after orientation. Applicants must report to Building #11 with a valid picture ID and $10.00 by 8:30 am.
   - **West Campus**: TABE is administered Tuesday, Wednesday and Friday for all programs. Applicants must check in with a valid picture ID and $10.00 by 8:00 am.
   - Prospective students showing evidence pursuant to State Board Rule 6A-10.040(8) may be eligible to receive an exemption from taking the TABE. A program counselor/advisor can assist you with identifying Basic Skills exemption criteria.
   - Programs that do not require TABE testing are as follows: Commercial Class B Driving, Commercial Vehicle Driving, Facials Specialty, Gaming Machine Repair Technician, Home Health Aide, Patient Care Assistant and Phlebotomy.

3. **Schedule and Attend a Counselor Interview**
   - Schedule an appointment for an interview with the program counselor/advisor by calling 754-321-5400 (Main Campus) or 754-321-3900 (West Campus).
   - Discuss TABE scores and next steps. Next steps may include a referral for remediation if minimum basic skills levels have not been achieved, program placement, special needs, financial aid and registration procedures. **Test scores cannot be given over the phone.**
   - Please bring two forms of documented Florida residency to the interview.

4. **Register for Class**
   - Registration for postsecondary students is held throughout the year.
   - Please check with the program counselor/advisor for availability and registration dates.

**Health Unit Coordinator/Monitor Technician (H170107)**

<table>
<thead>
<tr>
<th>Tuition/Registration</th>
<th>$2,030</th>
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<tbody>
<tr>
<td>PAVE</td>
<td>$1,764</td>
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<tr>
<td>Lab</td>
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<tr>
<td>Registration Fee</td>
<td>$60</td>
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<td>Student Activity Fee</td>
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<tr>
<td>Test Fee</td>
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<tr>
<td>Other Required Fees</td>
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**Books/Supplies $246**

- BLS Health Providers  
  ISBN: 9781616693037
- HIPAA Training Handbook for Nursing  
  ISBN: 9781615692316
- Quick Medical Terminology 5th  
  ISBN: 9780470886199
- New American Medical Dictionary  
  ISBN: 9780451197207
- ECGs Made Easy 5th Ed.  
  ISBN: 9780323101066
- Health Unit Coordinating Bundle 7th Ed.  
  ISBN: 9781455750184
- Navy Blue Top
- White Pants
- Lab Coat

**Approximate Program Cost $2,276**

Prices are for Florida Residents. Fees listed are based on the number of class days according to the District calendar. Books and Supplies are subject to change.

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**Sheridan Technical College & Technical High School**

D. Robert Beegle, Director
Mary A. Barba, Assistant Director
Barrett Goldman, Assistant Director
Annette Johnson, Assistant Director
Anna Knaeble, Assistant Director
Thomas Moench, Assistant Director

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The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADEA Compliance Department at 754-321-2150 or Teletype Machine (TTI) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) may call Equal Educational Opportunities/ADEA Compliance Department at 754-321-2150 or Teletype Machine (TTI) 754-321-2158. [www.BrowardSchools.com](http://www.BrowardSchools.com)