

# Health Unit Coordinator Job Description

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- Assigns and monitors the health units
- Credentialing nursing staff and physician assistants
- Coordinates hospital screening and medical procedures to provide a smooth flow of healthcare delivery throughout the facility
- Maintains staffing and provides necessary staffing levels to ensure continuity of care in cases where healthcare-related emergencies arise or if quality assurance is required by state or federal government agencies or accrediting bodies
- Maintains a comprehensive array of services that are age specific, gender specific, disease specific, and activity specific, with determination to meet the need of diverse patient populations
- Oversees outpatient services provided at the health care facility
- Ensures that all equipment and supplies are available, clean, and correct
- Develops, maintains, and administers a health unit budget
- Administers required transactions to meet the needs of the facility
- Maintains hospital databases and reports on patient demographics, services rendered, and procedures performed, etc.
- Adheres to all applicable laws and regulations, including but not limited to federal anti-discrimination laws that might protect patients or co-workers from abusive practices by health unit staff or other personnel at the facility
- Ensures compliance with health department request for data/information related to patient safety.