

TEQUILA BANDARI

Health Unit Coordinator

tequila.bandari@gmail.com

(989) 434-3330

1234 Aurora Lane, Anchorage, AK 99501



PROFILE

Dedicated Health Unit Coordinator with 1 year of experience in providing essential administrative support in fast-paced healthcare environments. Proficient in managing patient records, coordinating interdisciplinary communication, and optimizing unit workflow. Strong commitment to patient privacy and teamwork, with excellent interpersonal and organizational skills. Eager to contribute to a patient-centered healthcare team and further enhance operational efficiency.

LINKS

[linkedin.com/in/tequilabandari](https://www.linkedin.com/in/tequilabandari)

SKILLS

Scheduling

Medical Terminology

Patient Registration

Electronic Health Records (EHR)

Insurance Verification

HIPAA Compliance

Interdepartmental Coordination

LANGUAGES

English

Urdu

HOBBIES

Gardening

EMPLOYMENT HISTORY

Health Unit Coordinator at Alaska Regional Hospital, AK

Apr 2023 - Present

- Successfully coordinated and managed the schedules for over 50 healthcare staff members, ensuring adequate coverage and smooth operations within the health unit at Alaska Regional Hospital.
- Streamlined patient admission and discharge processes, reducing average waiting times by 20% and increasing patient satisfaction rates by 15%.
- Implemented a new electronic health record system, leading to a 30% reduction in paperwork and a 10% decrease in data entry errors, ultimately improving overall efficiency at Alaska Regional Hospital.
- Developed and executed a comprehensive training program that increased Health Unit Coordinator competency levels by 25%, resulting in improved communication and collaboration among healthcare staff.

Assistant Health Unit Coordinator at Providence Alaska Medical Center, AK

Sep 2022 - Mar 2023

- Successfully streamlined patient intake and discharge processes, resulting in a 20% reduction in patient wait times and a 15% increase in overall patient satisfaction scores.
- Coordinated and managed the schedules of over 50 healthcare staff members, ensuring optimal coverage and reducing scheduling conflicts by 30%.
- Implemented a new electronic health records system, leading to a 25% decrease in data entry errors and improving overall efficiency in the health unit.

EDUCATION

Associate of Applied Science in Health Unit Coordinating at University of Alaska Anchorage, AK

Aug 2017 - May 2022

Relevant Coursework: Healthcare Systems and Operations, Medical Terminology, Human Anatomy and Physiology, Health Unit Coordinating Procedures, Electronic Health Records, Medical Law and Ethics, and Interpersonal Communication.

CERTIFICATES

Certified Health Unit Coordinator (CHUC)

Feb 2022

National Association of Health Unit Coordinators (NAHUC) Certification

Dec 2020

Health Unit Coordinator Sample Test

Michal Rosen-Zvi



Health Unit Coordinator Sample Test:

LaFleur Brooks' Health Unit Coordinating Elaine A. Gillingham, Monica Wadsworth Seibel, 2013-01-24 Get the most comprehensive in depth coverage on health unit coordinating from the industry's most popular text Expert authors Elaine Gillingham and Monica Wadsworth Seibel offer in depth discussion of key theories and concepts surrounding the profession and guide you through the common responsibilities of a health unit coordinator in both traditional and electronic medical record environments From greeting new patients and dealing with visitors to transcribing physicians orders maintaining statistical reports and preparing patient charts this text will prepare you for success across all areas of health unit coordination Certification Review Guide with mock certification exam is included on the Evolve site with every purchase of the book Step by step instructions on how to perform important procedures include in depth explanations of key tasks and possible modifications that would meet special requirements High Priority boxes throughout the text offer useful information such as lists of addresses organizations laboratory studies hospital specialties health unit coordinator career ladders helpful hints and more related to chapter discussions Example boxes in the Communication chapters present real life scenarios that outline the responsibilities of the health unit coordinator in each situation and offer tips on how you can conduct yourself in a professional and helpful manner Bad handwriting examples give you experience deciphering hard to read handwriting that you will encounter in practice Student friendly features such as outlines chapter objectives vocabulary and abbreviations are included at the beginning of each chapter to set the stage for the important information to be covered later in the chapter References within the text to the companion skills practice manual and online tools direct you to hands on exercises that stress the practical applications of skills and procedures in a simulated health care environment NEW Expanded coverage of the EMR CPOE explains how the implementation of the electronic medical record CPOE is changing the role of the Health Unit Coordinator UPDATED Coverage of medications diagnostic procedures therapies surgical procedures and new health care trends keep you up to date on how to perform your role effectively in today's medical environment NEW Hot topics in health unit coordinating keep you abreast of issues currently affecting the health unit coordinator such as the electronic health record CPOE physician order entries preceptorships and interviewing background checks are addressed NEW Additional student activities are included in each chapter to help reinforce material expand your critical thinking and application skills and prepare you for exams NEW Flashcards on Evolve help you review important terminology and abbreviations that you will use on the job *Health Unit Coordinator* Donna J. Kuhns, Patricia Noonan Rice, Linda L. Winslow, 2008 The role of the 21st century health unit coordinator is one that requires constant education and awareness of the changes in technology and health care Whether you are an experienced health unit coordinator or just entering the field this review and practice resource will help you prepare for the National Association of Health Unit Coordinators certification exam Exercises and activities such as tear out worksheets and crossword puzzles provide a variety of ways to review and

reinforce content This resource is also a unique tool for job preparation *Skills Practice Manual for LaFleur Brooks' Health Unit Coordinating - E-Book* Elaine A. Gillingham, Monica Wadsworth Seibel, 2016-06-27 Master skills in a simulated hospital electronic medical record before working in actual hospital practice Nearly 100 exercises and activities in this practice manual correspond to LaFleur Brooks Health Unit Coordinating 7th Edition and provide hands on experience by specifying necessary skills as well as the materials and steps you need to practice them Plus the online electronic health record that comes with this manual gives you realistic practice working on hospital computer system to help you hone skills you ll use in the field Standard organization for each activity provides a record of the tasks to be completed such as materials needed situation directions and check lists Relevant practice orders include additional scenarios to give you more practice with relevant skills Printable physicians orders allow simulation for both the EHR and paper environment Ordering requisitions appendix can be used for activities requiring the online EHR when a computer is not available Handwritten doctors orders give you practice deciphering poor handwriting samples Clinical Evaluation Record provides a written record of your performance in the clinical setting NEW Online access to a working Electronic Health Record gives you realistic hands on practice entering orders admitting transferring and discharging patients processing patient and order inquiries canceling orders entering lab and diagnostic imaging results completing patient profiles doctor s rosters and chart forms NEW Fully updated directions provides the most up to date information on order transcription forms and orders and skills evaluations that reflect working in an EHR environment *Health Unit Coordinating* Myrna LaFleur-Brooks, 2004 Fully revised and up to date the fifth edition of this popular resource is the only book of its kind to offer complete coverage of health unit coordinating From greeting new patients and dealing with visitors to transcribing physicians orders maintaining statistical reports and preparing patient charts this outstanding book features in depth discussions of health unit coordination theory and concepts Book jacket **Book of Majors 2014** College Entrance Examination Board, The College Board, 2013-07-02 The only book that describes majors in depth and lists the colleges that offer them **Financial and Business Management for the Doctor of Nursing Practice** KT Waxman, 2012-11-05 Awarded second place in the 2013 AJN Book of the Year Awards in the Advanced Practice Nursing category Finally a definitive financial management book geared to nursing professionals who need to know health care finance in non CPA terms Dr Waxman has organized excellent authors who are knowledgeable about their topic and address the issues using real life examples that make sense to nursing professionals I am thrilled to see that Dr Waxman has used her knowledge and skills in producing a book that has been on my to do list for years Roxanne Spitzer PhD MBA RN FAAN Editor in Chief Nurse Leader Now more than ever nurse leaders must be proficient in understanding the financial aspects of health care This unique text designed specifically for the DNP course in health care economics and finance is the only book to embed economic and financial concepts in the context of nursing practice and nursing care systems It offers a practical approach to business finance economics and health policy that is

designed to foster sound business and leadership skills within our complex health care system skills that will enable the DNP graduate to improve the quality of health care delivery while reducing costs and improving outcomes

Key Topics Covered

Economics of health care Insurance coverage Reimbursement Policy Budgeting Strategic planning Quality Data analysis Ethics Entrepreneurship Marketing Business plan development Project management Grant writing Teaching financial management Global health

Key Features

Offers multiple real life examples Examines the economic and financial implications of evidence based practice and quality improvement by focusing on ambulatory and acute care clinical research and quality initiatives Enables students to understand the cost of care as it relates to the quality of care and ethics Includes special section on finance for independent practitioners Incorporates critical thinking questions for students at different levels Addresses the required competencies designated in the AACN Essentials of Doctoral Education for Advanced Nursing Practice as well as those set forth by the AONE

CompTIA Healthcare IT Technician HIT-001 Cert Guide Joy Dark, Jean Andrews, 2012-06-25

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key topic Acronym Drills reinforce learning of important acronyms Review Quizzes help you gauge your knowledge all answers are provided and explained at the end of the book Practical Application critical thinking questions deepen your understanding Well regarded for its level of detail assessment features and challenging review questions and exercises this CompTIA authorized study guide helps you master the concepts and techniques that will enable you to succeed on the exam the first time *Newsletter*, 1985 **Guide to HIPAA Auditing** Margret Amatayakul, 2004 Book of Majors 2013 College Entrance Examination Board, The College Board, 2012-07-03 An in depth look at the top 200 college majors and a guide to 3600 colleges offering any or all of these programs *Foundations of Health Information Management - E-Book* Nadinia A. Davis, 2019-10-23 UPDATED Content organized to follow CAHIIM 2018 HIM Associate Degree curriculum competencies allowing you to study content that matches your credentialing exam NEW Updated material fully addresses the newest curriculum competencies with the most contemporary picture of the health care landscape and job market NEW Cardinal focus on electronic health record processes in both ambulatory and acute care settings with new screens and images UPDATED Revised Statistics and Data Analytics chapter reinforces the role of the HIM professional as a data analyst and includes introductory material on research methodologies NEW RHIT review question engine with custom exam and timer functionalities so you can study for the RHIT exam by category or create timed mock exams EXPANDED Additional application exercises offer more opportunities to strengthen your understanding UNIQUE New Bloom s level Competency Milestone features assure instructors of your mastery of all competencies NEW and UPDATED Expanded coding and reimbursement content with hands on exercises NEW Ethics Challenge and Critical Thinking exercises assess your learning EXPANDED Additional photos and images visually demonstrate HIM concepts and real life scenarios *Quality of Life Assessment: Key Issues in the 1990s* S.R. Walker, Rachel M. Rosser, 2012-12-06 It was over five years ago that the Centre for Medicines Research organized a workshop entitled Quality of Life Assessment and Application This workshop brought together a unique group of participants some of whom had been involved in studies on quality of life for well over a decade whilst others were meeting the subject for the first time This blend of experienced researchers and enthusiastic newcomers was a great stimulus to the discussions which followed individual presentations as well as that resulting from the study groups In the ensuing publication a balance was sought between a consideration of the complex principles underlying the assessment of quality of life and the application of such assessments to specific clinical conditions which necessitated this approach The organization in 1991 of a second workshop entitled Quality of Life Assessment Key Issues in the 1990s resulted in a further consideration of the quality of life philosophy concepts and key instruments together with an update on assessing quality of life in a number of major disease areas Of particular importance was an examination of various viewpoints concerned with ethical questions and their implications and quality of life from industry regulatory and health care purchasers perspectives As a result of this second workshop the editors of the original book referred to above decided to

produce a second edition with a number of updates and additional chapters **Contemporary Practical/Vocational Nursing** Corinne Kurzen, Anna LaVon Barrett, 2019-12-26 Developed specifically for the LPN LVN student Contemporary Practical Vocational Nursing delivers a basic introduction to the nursing profession with an emphasis on lifelong learning leadership skills and career planning to help students develop the practical knowledge and problem solving skills for success The updated 9th Edition of this versatile text reflects the latest evidence based coverage of the LPN LVN professions and equips student nurses with the clinical judgment capabilities essential to an effective career in today s nursing workforce

Plunkett's Procedures for the Medical Administrative Assistant Heather D Ramsay, Marie Rutherford, 2019-12-11 NEW Four Colour design with new art programme better illustrates current concepts and improves readability and visual appeal UPDATED Expanded coverage of healthcare plans across Canada NEW Coverage of Electronic Medical Records EMR NEW Evolve site including chapter review questions review questions videos forms and templates audio glossary and more UPDATED Reflects contemporary standards technological tools and terminology used in day to day modern health care practice NEW New and revised learning tools including learning objectives key terms assignment boxes tips critical thinking boxes and Did You Know boxes UPDATED Reflects current privacy legislation PIPEDA and changes to provincial and territorial Freedom of Information acts NEW Chapter order and comprehensive Table of Contents *District Laboratory Practice in Tropical Countries, Part 1* Monica Cheesbrough, 2005-09-08 Changes in the organization of health services in developing countries have led to the district level assuming more responsibility for the planning delivery and quality of community health care This fully up dated new edition has been produced to help those working in the district laboratory and those responsible for the organization and management of community laboratory services and the training of district laboratory personnel Replacing the previous publication Medical Laboratory Manual for Tropical Countries this book provides an up to date practical bench manual taking a modern approach to the provision of a quality medical laboratory service It includes practical accounts of organization and staffing of district laboratory services total quality management health and safety equipping district laboratories parasitological tests illustrated in colour clinical chemistry tests how to plan a training curriculum for district laboratory personnel Volume 2 published in late 1999 covers microbiological tests haematological tests and blood transfusion tests Mosby's Dictionary of Medicine, Nursing & Health Professions - eBook Mosby, 2016-04-28 Make sense of the complex world of health care with Mosby s Dictionary of Medicine Nursing Health Professions 10th Edition This one stop reference includes detailed entries that help you communicate more effectively with colleagues in various disciplines With over 56 000 definitions 2 450 photographs and line drawings and supporting reference appendixes and atlases it is an indispensable reference for students and professionals alike Over 56 000 entries offer detailed definitions as well as the latest information on pathophysiology treatment and interventions and nursing care More than 2 450 color photographs and line drawings demonstrate and explain complex conditions and abstract concepts Strict common

sense alphabetical organization makes it easy to find key terms and definitions Detailed appendixes provide you with useful information on lab values symbols and abbreviations pharmacology infection control standards and more that can be used throughout your health career NEW Approximately 5 000 new and revised definitions reflect the latest developments in health care drugs and nursing terminology NEW Completely updated illustrations visually clarify key definitions to reflect current healthcare practice and equipment Mosby's Pocket Dictionary of Medicine, Nursing & Health Professions - E-Book Mosby,2023-03-06 What does that term mean How is it even pronounced Make sense of the complex world of health care with Mosby s Pocket Dictionary of Medicine Nursing Health Professions 9th Edition This comprehensive portable dictionary offers a unique strong focus on nursing and health science terminology Featuring over 37 000 authoritative definitions of diseases procedures equipment drugs and more it ensures you have the most reliable health science information right at your fingertips in an intuitive A to Z format no struggling to find sub definitions Word roots and pronunciations help you learn and correctly use medical terminology and alphabetized screened thumb tabs make finding definitions quick and easy Over 35 700 definitions focused on language in current use ensure easy access to key information Practical strict A to Z organization with no subentries makes it easier to find terms British spellings are included where appropriate for international users and for US users who need to be able to recognize alternate spellings of common terms Marie O Toole an experienced dictionary lexicographer and nursing educator has reviewed and revised all definitions to provide a cohesive and consistent voice Small size makes this dictionary portable and convenient Terms emphasize nursing and health science terminology making this a useful resource for students and practitioners Etymologies for most entries help you understand medical terminology and build a professional vocabulary Pronunciations for key entries boost your confidence when using terminology in everyday practice Screened thumb tabs allow you to quickly locate entries A Spanish English appendix and commonly used abbreviations are easy to access on the front and back end sheets NEW Approximately 1 700 updated or new terms reflect the changing terminology used in medicine nursing and the health professions

Transactions from a Symposium on Quality Function Deployment ,1995 **Mosby's Dictionary of Medicine, Nursing & Health Professions - E-Book** Mosby,2021-07-21 Selected for Doody s Core Titles 2024 with Essential Purchase designation in Dictionaries Terminology Make sense of complex medical terms with this comprehensive reference Mosby s Dictionary of Medicine Nursing Health Professions 11th Edition includes more than 56 000 authoritative definitions along with 2 450 illustrations that s twice the number of images found in other medical dictionaries Appendixes in the book and online make it easy to look up frequently used information and an enhanced eBook version includes animations audio pronunciations and more Helping you communicate more effectively in the workplace this reference is an indispensable reference for students nurses and healthcare professionals More than 56 000 entries offer detailed definitions as well as the latest information on pathophysiology treatment and interventions and nursing care More than 2 450 color photographs and

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