

TEQUILA BANDARI

Health Unit Coordinator

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(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