

Telephone Techniques Answer Key

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Telephone Techniques Answer Key

Chapter 8 - Telephone Techniques Admin. STUDY. PLAY. A commercial service that answers telephone calls for its clients. ... or sentences spoken in an unvaried key or pitch. monotone. ... What should the medical assistant do first when answering the phone. identify the facility.

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Chapter 9: Telephone Techniques Study Guide Answer Keys 3. The person answering the telephone should first determine whether the call is truly urgent. Emergency calls could include such conditions and/or symptoms as chest pain, profuse bleeding, severe allergic reactions, cessation of breathing, injuries resulting in

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Quia - Chapter 9 : Telephone Techniques

Effective telephone communication skills result in more productive relationships that lead to better customer service and perhaps increased sales. Whenever you're handling clients over the phone, remain positive and do all that you can to satisfy them. Empathize with them when necessary and

be personable.

Customer Service Phone Tips | SkillsYouNeed

TELEPHONE SKILLS – SELF DIAGNOSTIC Answer the following questions to see how professional you are on the telephone. Do you... Yes No 1. Answer the telephone promptly – within three rings if possible? ... to find out what the caller wants? 6. Listen and resist the temptation to interrupt? 7. Make notes and read back the key points so that ...

Telephone Skills - TrainingShelf

This telephone training video, packed with information about customer service skills, covers all aspects of telephone selling and customer service. The kind of service that customers receive over the phone is a good indication of how an organization is run.

Telephone Customer Service: Basic and Advanced CSR Skills ...

Use the local telephone directory to find telephone numbers for the following medical specialty offices in your area. Call these offices to determine how they answer the telephone. Explain the purpose of your call to the staff member who answers the phone, and record the phone greeting they use in the space provided below.

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