

## Busy FD

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Sometimes the FD could get very busy, you will then need to return calls to clients that you couldn't have accommodate. Remember that the phone is ALWAYS priority. If you find yourself unable to adequately aid a G, take their name and phone number and return their call within 5 minutes.

*"Thank you for choosing Trini. (Insert Your Name) speaking, may I please take your name and phone number so I can give you a call back?"*

Follow the same procedure when phone lines are ringing simultaneously. Do keep calm and acknowledge present guests.

Upon returning the call...

*"Hello (Insert G's Name) this is (Insert Your Name) calling you back from Trini Salon. Thanks so much for your patience. How may I assist you today?"*

## Non-Appointment

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You will receive calls for staff and management. All calls must be filtered. See protocol for each type of non-appointment call.

### Call for Staff

Always take a message.

If the SP is busy with a G...

*"(Insert SP's Name) is with a guest at the moment. I am happy to take a message for her/him."*

Use a post it to write a name, phone number, and reason for call. You should never interrupt a SP while they are with a G.

If the call is personal and urgent, discreetly hand the FM a post it.

When the SP is ready to return the call you must dial the number and greet the caller, then hand the phone over to the SP. You may not give G information to employees.

*"Hello (Insert G's Name) it is (Insert Your Name) from Trini. I have (Insert SP's Name) here to speak to you regarding your message!"*

### Call for Management

Find out the name, phone number, and reason from the caller and write a note for management. You may share the office number upon request.

# Medical Front Desk Training Manual

**JS Bruner**



## **Medical Front Desk Training Manual:**

## Reviewing **Medical Front Desk Training Manual**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is actually astonishing. Within the pages of "**Medical Front Desk Training Manual**," an enthralling opus penned by a highly acclaimed wordsmith, readers set about an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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