

CALL CENTER SCRIPT

This script serves as a guideline to assist call center agents in conducting effective and empathetic customer interactions. It should be adapted to fit the specific needs and policies of your organization.

1. INTRODUCTION/GREETING:

- "Hello and welcome to [YOUR COMPANY]! My name is [AGENT'S NAME], and I'm here to assist you today. How are you doing?"

2. ESTABLISHING RAPPORT:

- "Before we proceed, may I have your name, and, if available, your customer ID or reference number?"

3. IDENTIFYING THE ISSUE:

- "Thank you, [CUSTOMER'S NAME]. How can I be of service to you today? Could you please describe the issue you're facing or the question you have?"

4. ACTIVE LISTENING:

- "I understand. Please take your time to explain everything. I'm here to listen and ensure we address your concern thoroughly."

5. PROVIDING SOLUTIONS:

- "Based on the information you've provided, I suggest the following solution(s)... Does this sound good to you?"

6. OFFERING CHOICES:

- "You have several options to choose from: [LIST AVAILABLE SOLUTIONS OR ACTIONS]. Please let me know which one you prefer, or if you need more information."

Medical Office Sample Call Center Scripts

Robert W. Strauss, Thom A. Mayer



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