

Reagan Bhatia

Customer Service Representative II

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📍 123 Elm Street, Aurora, IL 60506

STRENGTHS

- 🗨️ **Effective Communicator**
Consistently convey complex ideas simply, creating a seamless connection with patients and staff. Patients often appreciate the clarity I bring in discussions.
- 📋 **Organizational Skills**
Maintaining structured records systems helps streamline workflows. My focus has minimized response times significantly in patient inquiries.
- ❤️ **Empathy**
Connecting deeply with patients fosters a supportive atmosphere. Feedback indicates I've made them feel valued and heard during tough times.
- 💡 **Problem Solver**
Communicating effectively enables me to identify core issues quickly. My approach alleviates anxiety among patients facing uncertainties.
- 👥 **Team Collaboration**
Building partnerships with fellow employees allows us to share insights easily. Team spirit encourages shared success in achieving goals.

SKILLS

Verbal Communication

Written Communication

Microsoft Office Suite

Patient Care Protocols

Multi-tasking HIPAA Compliance

Call Management Systems

Scheduling Proficiency

Customer Interaction

Problem Resolution Teamwork

Critical Thinking

SUMMARY

Dedicated customer service professional with over three years of experience in healthcare environments. Known for handling patient inquiries effectively and exemplifying professionalism in all interactions. Skilled in utilizing software applications to enhance operational efficiency, ensuring patients receive optimal support. A collaborative team player, committed to improving patient satisfaction and service delivery through clear communication and effective problem solving. Eager to contribute expertise and positively impact Healthcare Solutions, fostering a constructive and supportive environment for both patients and staff.

EXPERIENCE

Customer Service Associate

CareConnect Services 📅 March 2025 - Present 📍 Naperville, IL

Key responsibilities include serving as the primary point of contact for patient inquiries, ensuring their experiences are positive. Operate call management software, efficiently handling a high volume of incoming calls. Collaborated with multiple healthcare providers to ensure accurate communication is delivered regarding patient needs. Documented instructions and discussed care plans with patients, reinforcing trust and transparency.

- Managed patient inquiries consistently, fostering positive connections and proactive solutions.
- Operated advanced call management systems successfully, streamlining communication processes.
- Collaborated closely with medical professionals to uphold high standards of patient care.
- Documented essential messaging for physicians, maintaining clarity and accuracy at all times.

Customer Support Representative

HealthFirst Group 📅 June 2023 - February 2025 📍 Joliet, IL

Gained valuable experience assisting patients with questions about scheduling procedures and various services offered. Maintained strict adherence to HIPAA regulations while handling sensitive information. Championed patient-focused initiatives that led to increased satisfaction levels. Followed up on issues promptly, ensuring every concern was addressed to promote patient well-being.

- Enhanced appointment scheduling practices leading to timely resolutions of patient concerns.
- Insisted on adhering to HIPAA laws strictly, ensuring privacy and compliance.
- Executed follow-up procedures diligently, guaranteeing all patient feedback was reviewed.
- Communicated transparently with patients, building strong relationships built on trust.

Customer Service Intern

University Internship Program 📅 January 2022 - May 2023 📍 Chicago, IL

Acquired hands-on experience supporting customer service operations within the healthcare sector. Provided critical assistance to fellow staff members in handling patient queries while learning about health services directly. Gained comprehensive knowledge of hospital scheduling systems which improved response times. Observed seasoned professionals using interpersonal skills to engage positively with patients.

- Assisted in daily customer service functions, supporting healthcare delivery efforts effectively.
- Learned best practices in communication and still managed time-sensitive schedules.
- Participated in training sessions, comprehending real-life applications of academic concepts.
- Engaged actively with team members, forming a productive collaborative working environment.

LEADERSHIP & AWARDS

- Recognized Employee of the Month for October 2024 at HealthFirst Group for exceptional customer service.
- Achieved commendations from patients for outstanding assistance in navigating healthcare processes during internship.

Time Management

Conflict Resolution

Healthcare Software

Organizational Skills

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Customer Service Associate at CareConnect Services (1.2 Years)

● Customer Support Representative at HealthFirst Group (1.7 Years)

● Customer Service Intern at University Internship Program (1.3 Years)

EDUCATION

Associate Degree in Health Services

Illinois Community College 🎓 GPA: 3.8 📅 2022 📍 Aurora, IL

Coursework: Healthcare Management, Patient Care Protocols, Medical Terminology, Office Administration

CERTIFICATIONS

- CPR and First Aid Certified 📅 2022
- Certified Customer Service Professional (CCSP) 📅 2023

TECHNICAL SKILLS

- **Communication Tools:** Microsoft Office, Zoom, Slack
- **Patient Management Software:** Epic, Cerner, Allscripts
- **Call Center Technologies:** Avaya, Five9, Genesys
- **Documentation Tools:** Google Workspace, Microsoft OneNote, Trello
- **Compliance Training:** HIPAA Guidelines, OSHA Training, Emergency Response Plans
- **Patient Scheduling Systems:** QGenda, Amion, AppointmentPlus
- **Customer Support Platforms:** Zendesk, Freshdesk, Kaltura
- **Data Analysis Tools:** Tableau, SAS, Alteryx
- **Team Collaboration Apps:** Notion, Miro, Figma
- **Clinical Support Applications:** MediTech, DocuTAP, Centricity

PROFESSIONAL AFFILIATIONS

- Member of Health Services Student Association, participating in community outreach projects.
- Volunteer with local non-profit organization providing support to underserved populations.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST