

Nisha Fields

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📍 123 Main Street, Chicago, IL 60601

SUMMARY

Dedicated and detail-oriented professional with strong foundational skills in customer service and administrative support. Proven ability to create a welcoming atmosphere for patients and families, ensuring exceptional service delivery. Skilled in managing clerical tasks efficiently while utilizing Microsoft applications and maintaining organized records. Committed to contributing positively to team dynamics and enhancing patient satisfaction through effective communication and interpersonal skills. This role prioritizes patient-first interactions and emphasizes teamwork to create a streamlined, efficient front desk operation facilitating excellent care experiences.

EXPERIENCE

Patient Care Front Desk Specialist

January 2025 - Present

CareWell Medical Center

Chillicothe, IL

Managed clinical office front desk operations, supporting healthcare professionals and enhancing patient experiences. Ensured seamless appointment scheduling and record management, contributing significantly to the overall functionality of medical services.

- Delivered outstanding customer service to over 50 patients daily, effectively addressing inquiries and concerns for enhanced satisfaction.
- Managed appointment scheduling and patient check-in processes, improving workflow efficiency by 30%, securing better patient through-put.
- Utilized Microsoft Office Suite for data entry and record keeping, maintaining accuracy and confidentiality of sensitive information.
- Collaborated closely with the healthcare team to streamline office operations, resulting in improved cohesive care experiences.
- Implemented organized filing systems that enhanced document retrieval time, benefiting office productivity.
- Trained new staff on front desk protocols and customer interaction strategies, fostering a collaborative team environment.

Front Office Assistant

June 2023 - December 2024

Healthy Life Clinic

Peoria, IL

Provided essential front desk support in a dynamic medical setting, assisting in optimizing patient intake experiences and adherence to scheduling protocols.

- Established a friendly and service-oriented front desk presence, nurturing positive patient relationships for ongoing feedback.
- Assisted in record management and scheduling, contributing to a reduction in waiting times, promoting better workflow.
- Conducted clerical duties like typing and filing, ensuring accurate documentation was consistently maintained.
- Supported administrative efforts by taking initiative on various tasks, improving operational efficiency within the clinic.
- Participated in meetings aimed at discussing patient care improvements, providing insights on workflow enhancements.
- Developed rapport with patients that encouraged consistent trust in healthcare delivery and reception services.

LEADERSHIP & AWARDS

- Certified Customer Service Excellence Training, 2023
- Outstanding Team Member Award, CareWell Medical Center, 2025

EDUCATION

High School Diploma

2022

Chillicothe High School GPA: 3.5

Chillicothe, IL

Coursework: General Studies, Health Science, Business Management, Communication Skills

CERTIFICATIONS

- Customer Service Excellence Training 📅 2023
- First Aid Certification 📅 2024

TECHNICAL SKILLS

- **Office Software:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- **Scheduling Systems:** Zocdoc, Chronofy, SimplePractice
- **Healthcare Compliance:** HIPAA Regulations, Patient Privacy, Consent Management
- **Communication Tools:** Email, Phone Systems, Messaging Platforms
- **Documentation Methods:** Electronic Health Records, Paper Filing Systems, Digital Filing Solutions
- **Customer Feedback Tools:** Surveys, Focus Groups, Review Portals
- **Scheduling Methodologies:** Resource Allocation, Capacity Planning, Time Management
- **Remote Operations:** Telemedicine Chapel, Telehealth consultations, Virtual Appointments

- **Conflict Management:** De-escalation Techniques, Active Listening, Negotiation Skills
- **Training Programs:** Onboarding Processes, Mentorship, Cross-training Initiatives

SKILLS

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|--------------------------|-----------------------|-------------------|------------------------|
| • Customer Service | • Communication | • Record Keeping | • Data Entry |
| • Microsoft Office Suite | • Team Collaboration | • Problem Solving | • Hospitality Skills |
| • Appointment Scheduling | • Document Management | • Time Management | • Conflict Resolution |
| • Clerical Support | • Patient Relations | • Multi-tasking | • Interpersonal Skills |

PROFESSIONAL AFFILIATIONS

- Member of National Customer Service Association since 2022
- Volunteer at Local Health Fair, 2023

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST