

Medical Secretary

Medical Secretaries perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Medical Secretaries typically do the following:

- Answer telephones and direct calls to appropriate staff.
- Schedule and confirm patient diagnostic appointments, surgeries, or medical consultations.
- Operate office equipment, such as voice mail messaging systems, and use word processing, spreadsheet, or other software applications to prepare reports, invoices, financial statements, letters, case histories, or medical records.
- Maintain medical records, technical library, or correspondence files.
- Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.

Work Environment

Medical Secretaries mostly work in hospitals, medical offices, dental offices, and outpatient centers.

Watch a video about being a Medical Secretary

Top Local Employers: Stanford Healthcare, Stanford Children’s Healthcare, Sutter Health, Department of Veterans Administration, Robert Half International

Median Pay

\$54,010

Job Growth (2020-2025)

6%

Education and Training

Medical Secretaries require additional training to learn industry-specific terminology.

Local Education:

De Anza College

West Valley College

For More Information:

International Association of Administrative Professionals



www.JobTrainWorks.org