

MEDICAL SECRETARY

WHAT WILL I BE DOING?

- 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.
- Transmit correspondence or medical records by mail, e-mail, or fax.

NATIONAL, STATE AND LOCAL WAGE INFORMATION

	Entry Level Hourly Wage	2016 Employment	Projected 2026 Employment
Capital Area	\$13.04	5,314	6,809
Texas	\$11.92	98,011	126,878
United States	\$12.58	574,200	703,200

WHAT JOB TITLES SHOULD I SEARCH FOR?

- Medical Secretary

WHERE COULD I WORK?

- Offices of Physicians
- General Medical and Surgical Hospitals
- Offices of Dentists

KNOWLEDGE AND SKILLS NEEDED

WHAT TYPE OF EDUCATION AND/OR TRAINING WILL I NEED?

Workers in occupations at this level can develop the skills needed for average job performance by obtaining a high school diploma/GED.

WILL I NEED A SPECIAL LICENSE OR CERTIFICATION?

Many occupations prefer or require at least one certification for entry or advancement.

Primary Data Sources: Texas Workforce Commission at texaslmi.com, JobsEQ at jobseq.eqsuite.com, Bureau of Labor Statistics at bls.gov, and CareerOneStop at careerinfonet.org, 2018, Nationwide data is for 2019



Connecting People to Jobs

OCCUPATIONAL PROFILE

For Staff Use

SOC: 43-6013

CIP: 51.0799,
51.0716

MEDICAL SECRETARY

CAPITAL AREA CAREER LADDER

* Also Included on Targeted Occupation List (PY 2021)

Medical & Health Services Manager

Hourly Wages

- Entry Level: \$28.67
- Median Level: \$42.99

70 new & replacement positions between 2016-2026

*Management Analyst

Hourly Wages

- Entry Level: \$26.30
- Median Level: \$39.17

146 new & replacement positions between 2016-2026

Medical Secretary

Hourly Wages

- Entry Level: \$13.04
- Median Level: \$17.24

250 new & replacement positions between 2016-2026

Office Clerk General

Hourly Wages

- Entry Level: \$12.38
- Median Level: \$18.33

760 new & replacement positions between 2016-2026

This Career Ladder is for illustrative purposes and does not display all pathways for career advancement. For more information or feedback email: CareerLadder@wfscapitalarea.com

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OCCUPATIONAL PROFILE

