

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

	2017 Entry Level Hourly Wage	2016 Employment	Projected 2026 Employment
Capital Area	\$12.89	5,314	6,809
Texas	\$11.49	98,011	126,878
United States	\$12.31	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 October 2018



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 2019)

Medical & Health Services Manager

Hourly Wages

- Entry Level: \$30.41
- Median Level: \$45.69

70 new & replacement positions between 2016-2026

*Management Analyst

Hourly Wages

- Entry Level: \$26.47
- Median Level: \$40.37

146 new & replacement positions between 2016-2026

Medical Secretary

Hourly Wages

- Entry Level: \$17.89
- Median Level: \$16.51

250 new & replacement positions between 2016-2026

Office Clerk General

Hourly Wages

- Entry Level: \$11.48
- Median Level: \$17.18

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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