PROFILE

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 2016 Projected 2026 **Hourly Wage Employment** Employment 6,809 **Capital Area** \$12.89 5,314 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?

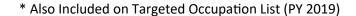
Many occupations prefer or require at least one certification for entry or advancement.

For Staff Use SOC: 43-6013 CIP: 51.0799, 51.0716

> 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

MEDICAL SECRETARY

CAPITAL AREA CAREER LADDER



Medical & Health Services Manager

Hourly Wages

Ш

• Entry Level: \$30.41

• Median Level: \$45.69

Typical Education & Experience

Bachelor's Degree

Less than 5 years experience

70 new & replacement positions between 2016-2026

*Management Analyst

Hourly Wages

• Entry Level: \$26.47

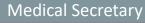
• Median Level: \$40.37

Typical Education & Experience

Associate's or Bachelor's Degree

• Less than 5 years experience

146 new & replacement positions between 2016-2026



Hourly Wages

• Entry Level: \$17.89

• Median Level: \$16.51

Typical Education & Experience

• High School Diploma or Equivalent

Moderate-term on-the-job training

250 new & replacement positions between 2016-2026

Office Clerk General

Hourly Wages

• Entry Level: \$11.48

• Median Level: \$17.18

Typical Education & Experience

- High School Diploma or Equivalent
- Short-term on-the-job training

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

A proud partner of the american obcenter network

Workforce Solutions Capital Area is an Equal Opportunity Employer/Program. Auxiliary aids and services are available, upon request, to persons with disabilities. Relay Texas: 1.800.735.2989 (TDD) / 711 (Voice). www.wfscapitalarea.com

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



