

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

	2019 Entry Level Hourly Wage	2018 Employment	Projected 2028 Employment
Capital Area	\$13.19	5,138	6,394
Texas	\$12.23	95,175	118,967
United States	\$12.58	623,400*	682,700*

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, 2019, *US projections are for 2019-2029



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: \$31.08
- Median Level: \$47.10

494 new & replacement positions between 2018-2028

*Management Analyst

Hourly Wages

- Entry Level: \$28.40
- Median Level: \$41.11

795 new & replacement positions between 2018-2028

*Medical Secretary

Hourly Wages

- Entry Level: \$13.19
- Median Level: \$17.29

1,256 new & replacement positions between 2018-2028

Office Clerk General

Hourly Wages

- Entry Level: \$12.39
- Median Level: \$18.39

1,103 new & replacement positions between 2018-2028

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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Relay Texas: 1.800.735.2989 (TDD) / 711 (Voice). www.wfscapitalarea.com

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OCCUPATIONAL PROFILE

