

What do Medical Secretaries do?

Medical Secretaries perform duties that help doctors, nurses and other health care professionals provide quality patient care.

Medical Secretaries:

- Transcribe dictation and assist physicians with reports, articles and speeches.
- Need to be familiar with insurance rules, billing practices and hospital or laboratory procedures.
- Record medical histories and other personal health information related to the patient.
- Make the arrangements when patients need to be hospitalized.
- Order supplies.

Where do Medical Secretaries work?

Medical Secretaries work in hospitals, clinics, nursing care facilities, and medical group practices like in doctors' and dentists' offices.

How can I become a Medical Secretary?

Medical Secretaries' training ranges from high school vocational programs to one and two-year programs in office administration (with specialized courses relating

to the medical field) offered by business schools, vocational-technical institutes and community colleges.

Is this the career for me?

Medical Secretaries need to be decision makers and have strong computer skills. They must demonstrate academic aptitude and an ability to communicate. To complete their duties, Medical Secretaries must be familiar with a wide variety of office equipment, including fax machines, photocopiers, telephone systems and personal computers. Recommended high school courses include English, Health and Computer.

How much do Medical Secretaries make?

The average annual salary for Medical Secretaries is \$26,260.

Will I be able to get a job in Pennsylvania?

There are an average of 446 annual openings for Medical Secretaries in Pennsylvania.

Where do I go for more information?

www.pahealthcareers.org

Pennsylvania Center for Health Careers

**901 North Seventh Street
Suite 103
Harrisburg, PA 17102**

**Telephone: 717-772-4966
Fax: 717-783-4660
www.paworkforce.state.pa.us**