

# Medical Secretaries

**Entry wages (2014):** \$11.84 per hour or \$24,627 annually

**Projected growth (2016-2025)** Faster than average at 23.4% in Tarrant County

## What will you do?

Medical secretaries assist doctors, nurses, and other medical staff with secretarial and related office administration duties. Responsibilities may include working with accounting and billing, establishing and maintaining an on-site professional library, and conducting research as directed for scientific studies and reports. Other administrative duties may include ordering and maintaining office supplies, equipment installation, and overseeing repair technicians.

## Where will you work?

Medical Secretaries are employed in doctor's offices, hospitals, clinics, and diagnostics laboratories. They can also work in medical libraries, medical insurance companies, and in offices within the local, state or federal agencies with healthcare duties. Medical Secretaries schedule and maintain patient appointments including file maintenance both electronically and hardcopy.

## What Experience do you need?

High school graduates who have experience using computer software applications usually qualify for entry-level positions. Although most secretaries learn their job in several weeks, many legal and medical secretaries require additional training to learn industry-specific terminology. With added experience and management training, a medical secretary can become a medical office supervisor, and later on a health unit coordinator. Medical Secretaries interested in patient care, can cross train as clinical and administrative medical assistant.

## What type of Training do I need?

Medical Secretaries is an Entry Level position. State or registration licensure is not required for this occupation. National industry recognized credentials are favored by employers that include both administrative and medical terminology from the National Healthcareer Association (NHA) as a Certified Medical Administrative Assistant (CMAA). They are often called, "Medical Front Office". Credentialing agencies vary according to the curriculum for basic Medical Coding & Billing such as the American Association of Professional Coders (AAPC), American Health Information Management Association (AHIMA), and the Practice Management Institute. Basic credentials should include Microsoft Word, Excel, Power Point, Access, and Share Point for Administrative. Recertification is determined by the credentialing agency. General medical terminology, medical coding & billing, and electronic medical records knowledge is helpful to stay current to the needs of physician offices and hospitals.



**43-6013.00 – Medical Secretaries (ONET Code)**

## What else should I know?

Employers are able to verify your education and credentials when considering employment offers. Medical occupations are sensitive to criminal backgrounds. For criminal background applicants please check each certifying organization's policy for application and recertifying. For complete listing of convictions and deferred adjudications, See: <http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.250.htm> Sec. 250.006. CONVICTIONS BARRING EMPLOYMENT.

# Approved Tarrant County Training Programs

Provider	Program Name	Hours (Contact/Credit)	Cost	Pell Eligible
Texas A & M (Online)	Medical Administrative Assistant (Career Step)	200/0	\$1,995.00	No
Texas A & M (Online)	Administrative Medical Specialist-Billing & Coding (Online Certificate Program)	300/0	\$1,995.00	No
University of Texas at Arlington	Administrative Medical Specialist (Online)	300/0	\$1,995.00	No
Texas A & M (Online)	Administrative Medical Specialist-Billing & Coding & Medical Terminology (Online)	360/0	\$2,495.00	No
Texas A & M (Online)	Medical Transcription and Editing Online (Career Step)	640/0	\$2,995.00	No
Tri-Med Career Institute	Medical Billing and Coding Specialist	480/0	\$7,600.00	No
Brightwood College	Medical Office Specialist	760/51	\$8,640.00	Yes
Concorde Career Institute	Medical Office Administration (Certified Professional Coder)	780/28	\$9,950.00	Yes
The College of Healthcare Professionals	Medical Administrative Assistant	750/33	\$12,000.00	Yes
Fortis College	Medical Office Administration	720/55	\$14,850.00	Pending

The cost of training reflected on this page is set by the training provider and does not reflect Tarrant County WIOA funding amounts. All services are subject to availability and funding.

\*This information is subject to change. See a Workforce Center Career Counselor for more information.



# DRAFT Career Pathway Map – Medical Secretaries Occupation

