

Medical Secretaries

Medical Secretaries provide administrative or clerical support to physicians or other health professionals. They schedule appointments and make sure the office runs smoothly. The Medical Secretaries occupation work involves knowledge and use of medical terminology and hospital or laboratory procedures. Medical Secretaries may handle correspondence, bill patients, complete insurance forms, and transcribe dictation. They may keep financial records and handle credits, collections, and other bookkeeping duties. They also record simple medical histories and arrange for patients to be hospitalized. Classroom training and on-the-job training are needed.

Employees in this field must have at least a high school diploma or GED. Employees are expected to have communication, organizational skills and computer skills.

Brazos Valley Mean Wage

\$28,552 (\$13.73/hr.)

Statewide Mean Wage

\$28,924 (\$13.91/hr.)

Above table shows the average wage for Medical Secretaries in the Brazos Valley and State of Texas.

