



# Explore a Career as a **MEDICAL SECRETARY**

## **What do Medical Secretaries do?**

A career as a medical secretary can take several forms. In a physician's office, a medical secretary's job responsibilities may involve recording medical histories, completing insurance paperwork, and arranging for patients' hospital procedures. Some medical secretaries work with medical doctors and scientists in research settings, transcribing dictation, making arrangements for speeches, conference engagements, and assisting with articles and reports. Still others find employment in hospitals and outpatient care centers. These professionals must be proficient with computers and familiar with office software. Medical secretaries also need a strong understanding of billing policies and insurance rules.

## **Training & Educational Opportunities**

You will have plenty of employment opportunities as a medical secretary, but first you will have to complete specific training and earn a certificate or associate degree. Coursework for medical secretaries will include medical terminology, microcomputer applications, medical transcription, pathophysiology, medical insurance and coding, keyboarding, and medical office procedures.

## **As a Medical Secretary you will:**

- Handle inquiries from patients
- Manage filing systems
- Monitor office budgets
- Send samples for medical testing
- Type patient letters and clinical reports
- Update patient records

## **Medical Secretaries are in demand in Grundy County!**

Grundy County employment of medical secretaries is expected to increase through 2020.

# Medical Secretary

## Training Provider

The following certified training provider offers programs and certifications to train for a career as a medical secretary:

- Joliet Junior College

Career scholarships may be available if you qualify.



## Types of Employers

There are many types of employers looking to hire medical secretaries in Grundy County, including:

- Doctor offices
- Hospitals
- Laboratories
- Outpatient clinics
- Physical therapy clinics

## Wages & Openings

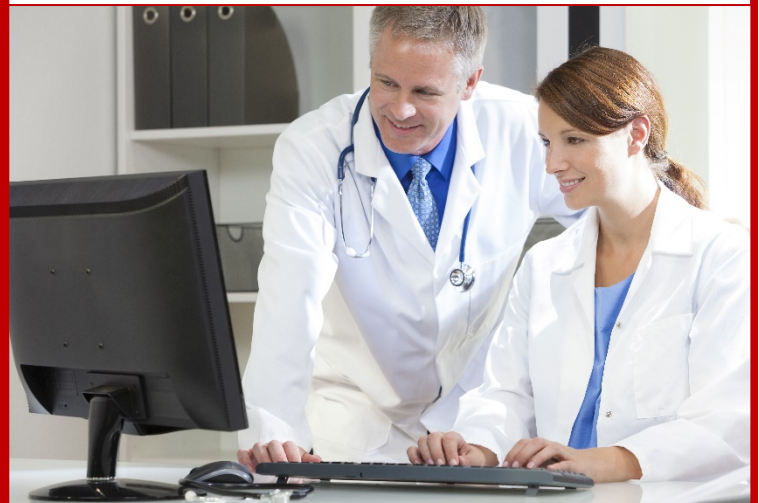
### Medical Secretary Employment Data for Grundy County

Average Starting Hourly Wage	\$12.37
Average Hourly Wage With Experience	\$22.63
Average Annual Job Openings Grundy County	~10
Average Annual Job Openings Chicago Metro	1,317

## Opportunities

After earning your medical secretary certificate or degree, you will have many opportunities for advancement. Some opportunities include:

- Medical Assistant
- Medical Transcriptionist
- Office Manager



**Grundy Workforce Services**  
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