

CAREER OUTLOOK

Employment opportunities for medical secretaries will be good over the next decade. There is an expected increase in employment of 10%-20% through the year 2010. The overall growth in the health services industry should be a major contributing factor for the expansion of this job market. There is also a trend toward secretaries assuming more responsibilities that would have otherwise been done by managers or other professionals. As in most occupations, many openings will result from the need to replace workers who transfer to other companies, retire, or stop working for some other reason.

PROFESSIONAL ORGANIZATIONS

Professional Secretaries International
World Headquarters
10502 NW Ambassador Drive
P. O. Box 20404
Kansas City, MO 64195-0404
Phone: (816) 891-6600
Fax: (816) 891-9118
Web: www.main.org/psi/

American Association for Medical
Transcription (AAMT)
100 Sycamore Ave.
Modesto, CA 95354-0550
Phone: (800) 982-2182
Phone: (209) 527-9620
Fax: (209) 527-9633
Web: www.aamt.org

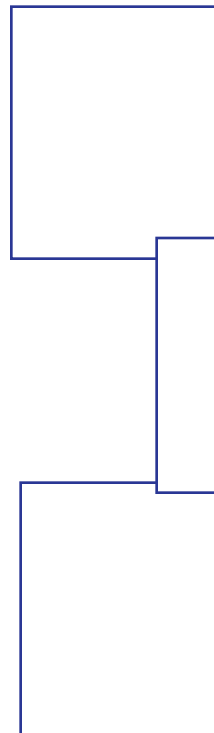


MHA HEALTH CAREERS CENTER

6425 LAKEOVER ROAD (39213)
P.O. Box 16444
JACKSON, MS 39236-6444
PHONE (601) 982-3251
FAX (601) 368-3200

WWW.MSHEALTHCAREERS.COM

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POSITION RESPONSIBILITIES

Medical Secretaries perform a variety of administrative and clerical duties in an effort to support the professionals that work in health related fields. They perform tasks such as answering phone calls, handling and preparing correspondence, keeping accurate and up-to-date records, making appointments, transcribing dictation, and completing insurance and other medical forms. One of the main responsibilities of a medical secretary is to make sure that the office runs smoothly. They must be well organized in order to maximize the efficiency of their employer's time. These secretarial positions require excellent computer skills in word processing, database management, and spreadsheets. Medical secretaries are often required to recognize and understand scientific as well as medical terminology. Duties vary depending on the size of the institution that one is employed. In smaller offices, they may be required to greet patients, keep medical records, or act as a receptionist. In larger institutions, they might be personal secretaries to a department head or work in the medical records department with several other administrative staff. Anyone interested in becoming a medical secretary should have good communication skills and enjoy working in the health care field.

WORK ENVIRONMENT

Medical secretaries can work in a number of different health care delivery facilities. Some of the most popular places of employment are hospitals, clinics, insurance companies, doctor's offices, local or state health departments, group medical practices, and medical research departments.

HIGH SCHOOL PREPARATION

Students interested in becoming a medical secretary should take high school courses in word processing, algebra, introduction to business, business computer applications, English, shorthand, record keeping, composition, health occupations/medical professions education, and cooperative office education.

COLLEGE REQUIREMENTS

Individuals interested in medical secretarial work need to have a high school diploma or equivalent. Since medical secretaries need to have a certain degree of medical knowledge, employers usually prefer an individual with an associate's degree. Training and educational courses should include medical terminology, insurance billing, and dictation and word processing skills. Students interested in this line of work should contact schools for information on admission and course of study.

EDUCATION

Jones County
900 South Co
Ellisville, MS
Phone: (601)

Pearl River
101 Hwy 11
Poplarville, M
Phone: (601)

MS Gulf Co
Jeff Davis Ca
2226 Switzer
Gulfport, MS
Phone: (228)

Copiah-Linco
Natchez Cam
11 Co-Lin C
Natchez, MS
Phone: (601)

East Central
PO Box 129
Decatur, MS
Phone: (601)

Northwest M
4975 Highwa
Senatobia, M
Phone: (662)

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