



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. 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 Kankakee County!

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

Medical Secretary

Training Providers

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

- Prairie State College
- South Suburban

Career scholarships may be available if you qualify.



Types of Employers

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

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

Wages & Openings

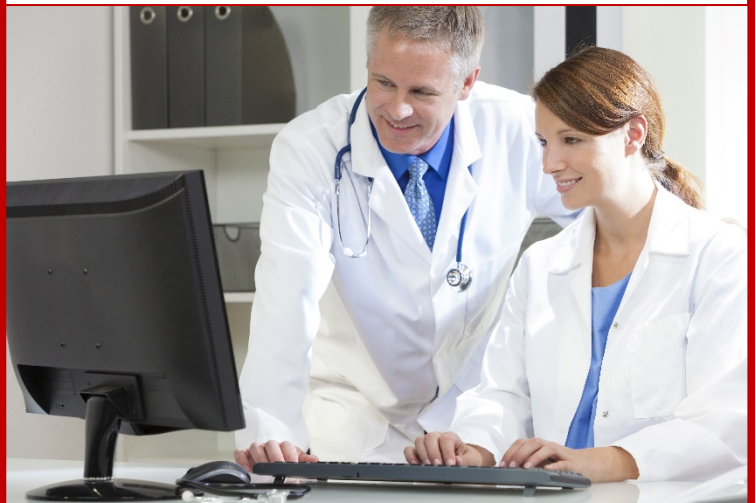
Medical Secretary Employment Data for Kankakee County

Average Starting Hourly Wage	\$13.43
Average Hourly Wage With Experience	\$23.55
Average Annual Job Openings Kankakee County	16
Average Annual Job Openings Chicago Metro	1,317

Opportunities

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

- Medical Assistant
- Medical Transcriptionist
- Office Manager



Kankakee Workforce Services

www.kcc.edu/wioa

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