



# MEDICAL ADMINISTRATIVE ASSISTANTS

NOC 13112

Perform a variety of administrative duties in doctor's offices, hospitals, medical clinics and other medical settings.



### 3-YEAR OUTLOOK



Good

### 3-YEAR JOB OPENINGS

127

### MEDIAN HOURLY WAGE

\$25.00

\$20.00 \$28.00  
LOW HIGH

### TYPICALLY REQUIRED



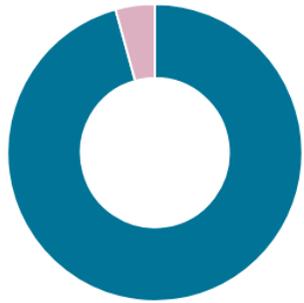
College or apprenticeship

### EMPLOYED

1,207

### AVERAGE SALARY

\$43,400



### EMPLOYMENT BY INDUSTRY

95.7%	Health care and social assistance
Suppressed	Suppressed
Suppressed	Suppressed
4.3%	All Other Industries



### EMPLOYMENT BY AGE

4.8%	15-24
22.6%	25-34
22.1%	35-44
26.4%	45-54
18.8%	55-64
5.3%	65+

### ALSO KNOWN AS

- Administrative Assistant - Medical
- Medical Secretary
- Ward Secretary

### MAIN DUTIES:

- This group performs some or all of the following duties:
- Schedule and confirm medical appointments and receive and communicate messages for medical staff and patients
  - Enter and format electronically based medical reports and correspondence and prepare spreadsheets and documents for review
  - Interview patients in order to complete forms, documents and case histories
  - Complete insurance and other claim forms
  - Initiate and maintain confidential medical files and records
  - Prepare draft agendas for meetings and take, transcribe and distribute minutes.

