

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 LOW

$28.00 HIGH

TYPICALLY REQUIRED



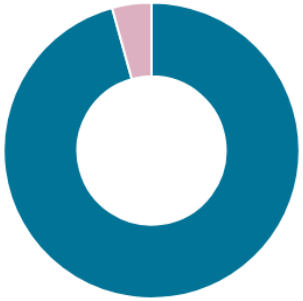
College or apprenticeship

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.

