

## **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** 



**3-YEAR JOB OPENINGS** 

188

**MEDIAN HOURLY WAGE** 

\$24.34

\$18.43 \$27.00 LOW HIGH

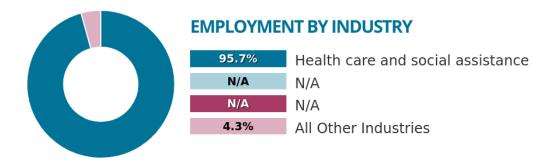
**TYPICALLY REQUIRED** 

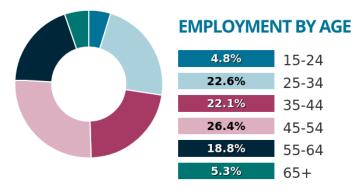


**EMPLOYED** 

**AVERAGE SALARY** 

1,194 \$43,400





## **ALSO KNOWN AS**

- Administrative Assistant Medical Secretary
  - Medical

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.

