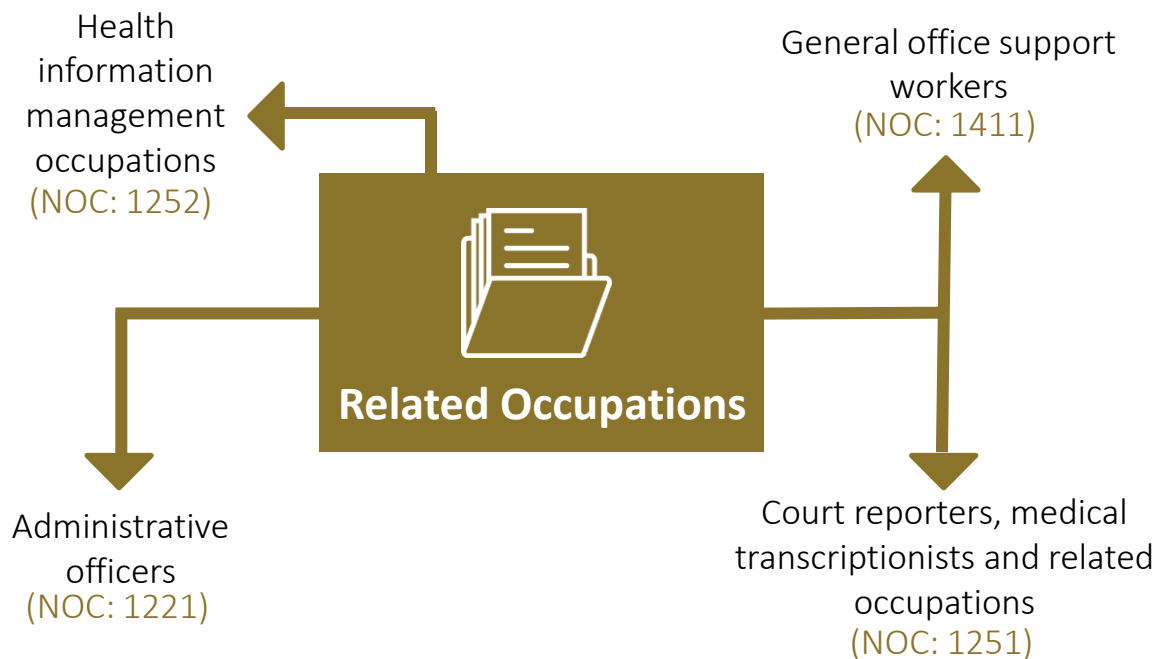


MEDICAL ADMINISTRATIVE ASSISTANTS (NOC: 1243)



Medical administrative assistants perform a variety of secretarial and administrative duties in doctor's offices, hospitals, medical clinics and other medical settings.

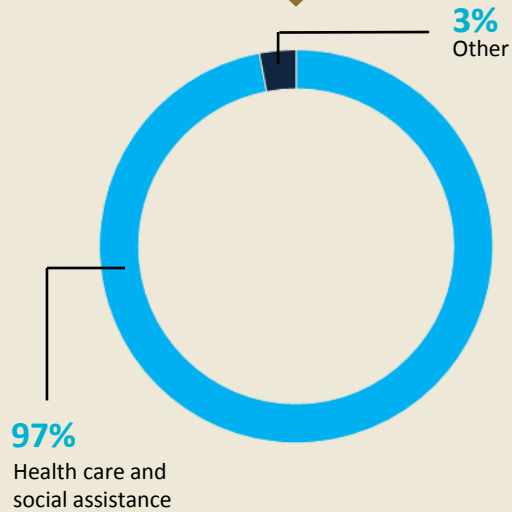


Completion of a one- or two-year **college program** or other specialized courses for secretaries or medical secretaries is usually required.



Work Prospects (2018 - 2020): **Good**

Employment by Industry



Examples of duties performed

- 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.



Sample Job Titles

Medical secretary

Ward secretary

Administrative assistant - medical

164

Job Openings
2017-2026

\$19.01

Average
Wage
(per hour)



Funded by the Government of Canada and the Province of New Brunswick through the Canada-New Brunswick Labour Market Agreements.

NBjobs.ca