

Medical Secretaries (43-6013)

Occupation description: Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Employment and Job Openings

	Employment			Average annual openings		
	2016 estimate	2026 projection	Percent change	Labor force exits	Occupation transfers	Total
Alaska	721	892	23.7	43	42	102
United States	574,200	703,200	22.5	34,400	33,500	80,800

Job outlook

Alaska: Alaska's employment growth is robust with very high employment opportunities. [Read more.](#)

2018 Wages ?

	Mean Wage	Wage by Percentile				
	Mean	10th	25th	Median	75th	90th
United States	17.83	12.21	14.22	17.19	20.77	24.95
Alaska	19.63	13.55	15.72	19.33	23.06	27.50
Anchorage/Mat-Su Area	20.07	14.22	16.28	19.79	23.28	27.61
Fairbanks North Star Borough	20.82	15.90	17.07	19.14	23.83	29.62
Balance of State	17.21	12.08	13.11	15.35	21.21	24.81

Labor Force Indicators

2016 Worker Characteristics

Total workers	Nonresident workers	Percent nonresident	Percent age 45 plus	Percent age 50 plus
794	54	6.8	30.4	22.1

2016 Potential Supply

Qualified but working in another occupation	198
Currently employed in a lower paid occupation	52
UI claimants previously working in occupation	57

2016 ALEXsys Employment Data

Number of registrants	717
Number of job position postings	183
Ratio of registrants to job position postings	3.9

Typical Entry-level Education, Experience, and/or On-the-job Training

Education: High school diploma or equivalent

Work experience: None

On-the-job training: Moderate-term on-the-job training

Training Resources

	Degree
Charter College, Anchorage (Anchorage)	
Medical Office Administration: Concentration in Medical Assistant	Certificate
	Degree
Iisagvik College (Barrow)	
Medical Office Management	AAS
Medical Office Management I	Certificate
Medical Office Management II	Certificate
	Degree
North Star Computing (Fairbanks)	
Medical Office Practice	
	Degree
University of Alaska Anchorage (Anchorage)	
Medical Office Support	OEC
	Degree
University of Alaska Anchorage, Kenai (Soldotna)	
Medical Office Support	OEC
	Degree
University of Alaska Anchorage, Kodiak (Kodiak)	
Medical Office Support	OEC
	Degree
University of Alaska Anchorage, Mat-Su (Palmer)	
Medical Office Support	OEC
	Degree
University of Alaska Fairbanks, CTC (Fairbanks)	
Medical Billing	OEC

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