

## 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.](#)

### 2019 Wages ?

	Mean Wage	Wage by Percentile				
	Mean	10th	25th	Median	75th	90th
United States	18.31	12.58	14.71	17.59	21.47	25.59
Alaska	19.13	14.08	16.08	18.56	22.44	25.00
Anchorage/Mat-Su Area	19.56	15.41	16.69	18.83	22.62	24.99
Fairbanks North Star Borough	21.03	16.17	17.65	20.38	23.89	27.96
Balance of State	16.85	12.42	13.36	14.97	20.48	23.93

### 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

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

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