

MEDICAL SECRETARY

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

Education Required

- Associates – 2 yrs

Salary

- \$34,000

Area College Options

- Ashland CTC, Big Sandy CTC, Bluegrass CTC, Southcentral CTC, Elizabethtown CTC, Hazard CTC, Hopkinsville CTC, Madisonville CTC, Maysville CTC, Owensboro CTC, Somerset CTC, Southeast CTC, West KY CTC

Resources

- Amspar.com Association of Medical Secretaries, Practice Managers, Administrators and Receptionists