



Job Situation

Working in a busy medical clinic working full year. Dealing with many people daily.

Weekly Hours of Work

37.5

Overtime

0

Monthly Salary

\$3,500

Student Loan – Owing

0

Student Loan – Monthly Payment

0

Duties

Scheduling appointments, billing patients.
Recording medical charts and reports.
Greeting patients and checking their files.

Prospects

Executive Assistant. Medical
Transcription. Unit Clerk administrative
Support. Medical Scheduler.

Job Title

Medical Secretary

National Occupational Classification (NOC)

1243

Job Description

Feeling a little bored and wanting something new you became a part time student and took a few health sciences classes to familiarize yourself with medical terminology. Thanks to your initiative to go back to school, you landed yourself a job as a medical secretary. It is a big change from the high school but you are enjoying it. The clinic is much smaller than the high school one that you are used to, but you are quite happy with the change.

Your day starts out at your desk sipping your morning glass of apple juice and booting up your computer. You check your emails and messages and then check your schedule. You answer phone calls of patients and other secretaries as well as calling back certain patients to ask a few questions.

You spend a lot of your day typing up referrals. You thank your lucky stars that you took all those classes; they really helped in understanding what you were typing. Whenever you get stuck you make sure your medical dictionary is not far away. When you are not busy with the referrals you are updating files and making sure that the files needed are ready to keep everything going smoothly.

Before you know it, it's time for the weekly meeting where all the practitioners of the clinic get together. It is your job to take the minutes of that meeting. It is helpful that you have such fast keyboarding skills, as the doctors tend to talk fast so they can get back to their patients. Right after the meeting you check it over, then send it out to all staff so that everyone can do their follow-up. You are kept busy but you don't mind your job. You like to keep everything running and feel only a little smug that it is all thanks to you.