

**Occupation Title:** Medical Secretaries

**EMSI Data As Of:** September 2016

**Industry Sector:** Health Science and Medical Technology

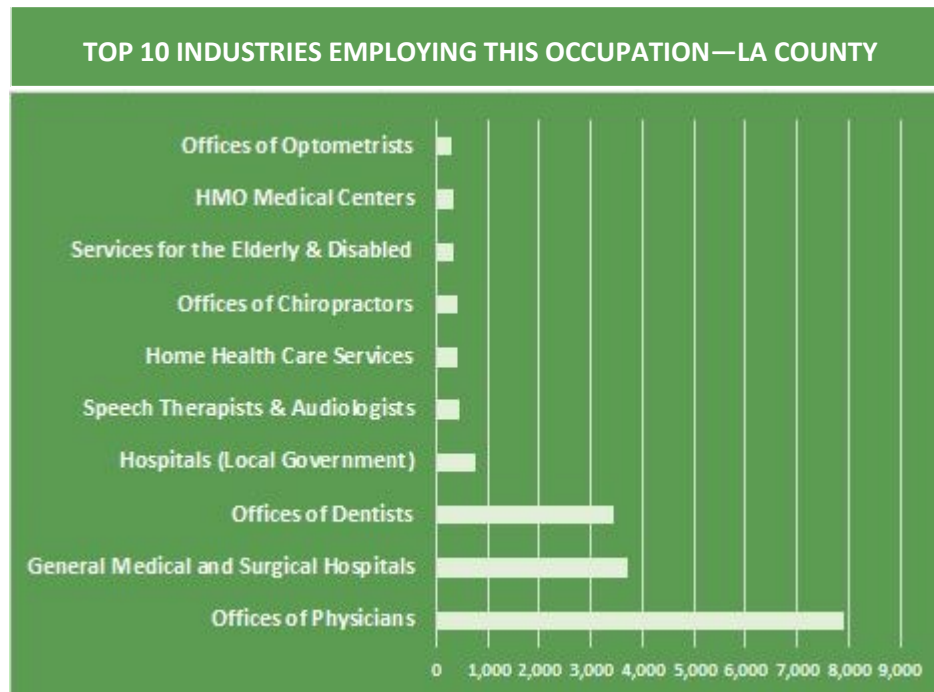
**Standard Occupational Classification Code:** 43-6013

2015-2020 JOB OPENINGS AREA DISTRIBUTION					
Area	# of Jobs 2015	# of Jobs 2020	% Change 2015-20	Replacements 2015-20	Job Openings 2015-20
Los Angeles County	21,164	23,692	12%	1,207	3,735
Orange County	7,908	8,987	14%	456	1,535
Long Beach	993	1,101	11%	57	165

*% Change* represents employment growth projected in the next five years (new jobs created).  
*Replacements* are the number of jobs that are projected to be open due to retirements and turnover.  
*Job Openings* represent all job openings, whether the jobs are new or due to retirements /turnover.

EMPLOYMENT WAGE INFORMATION- LA COUNTY				
2015 Employment Wage Statistics	Rate type	Entry level	Median	Experienced
	Annual Wage or Salary	\$27,185.60	\$35,859.20	\$44,012.80
	Hourly Wage	\$13.07	\$17.24	\$46,259.20

*Earnings exclude benefits. Median earnings represent the wage at which half of the workers in the occupation earned more than that amount*



### REAL-TIME EMPLOYERS WITH JOB OPENINGS- LA COUNTY

Employer	Title(s)
UCLA Health System	Patient Service Representative
David Geffen School of Medicine	Patient Service Representative
DaVita Inc.	Health Unit Coordinator
The University of Southern California	Clinical Coordinator, Patient Care Coordinator
Appleone	Medical Receptionist
JSA Healthcare Corporation	Medical Receptionist
Providence Health & Services	Unit Secretary, Medical Staff Coordinator
Cedars- Sinai Medical Center	Medical Office Specialist
Hired	Medical Receptionist
Radnet Management, Inc.	Patient Services Coordinator

**Medical Secretaries:** 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.

**Sample of Reported Job Titles:** Admissions Coordinator, Billing Coordinator, Health Unit Coordinator, Medical Office Specialist, Medical Secretary, Patient Coordinator, Physician Office Specialist, Unit Secretary, Unit Support Representative, Ward Clerk.