



Medical secretaries and administrative assistants

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.

Cognitive and mental requirements

The qualifications that workers need to use judgment, make decisions, interact with others, and adapt to changes in jobs.

In 2023, verbal interactions were required constantly (every few minutes) for 54.6 percent of medical secretaries and administrative assistants, and were required not constantly, but more than once per hour for 43.8 percent.

Table 1. Percentage of medical secretaries and administrative assistants with cognitive and mental requirements, 2023

Requirement	Yes	No
Pace: Pause control	52.5	47.5
Interaction with general public	>99.5	<0.5
Working around crowds	<0.5	>99.5
Telework	2.3	97.7
Work review: Supervising others	3.8	96.2
Work review: Presence of supervisor	85.0	15.0

Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey

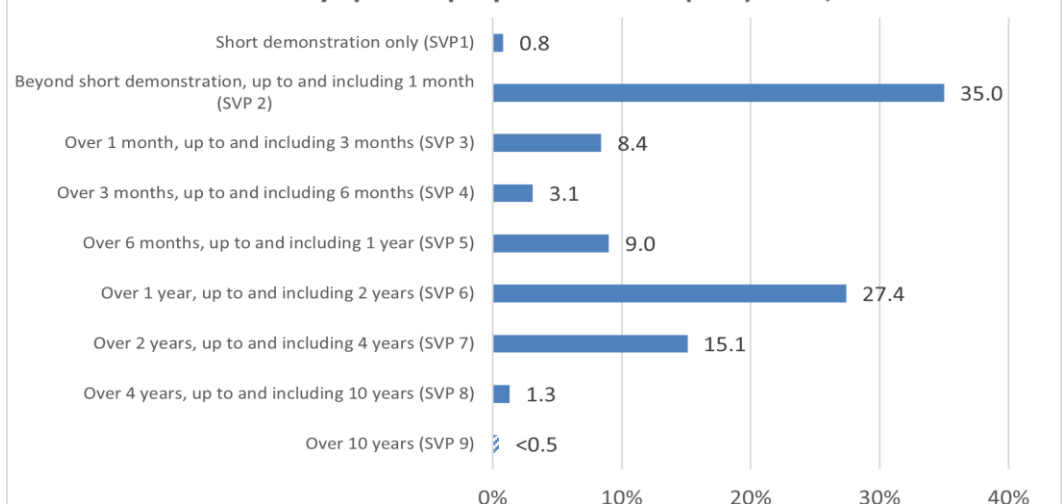
Education, training, and experience requirements

The minimum level of formal education required, credentials necessary, on-the-job training, and prior work experience necessary for average performance in jobs.

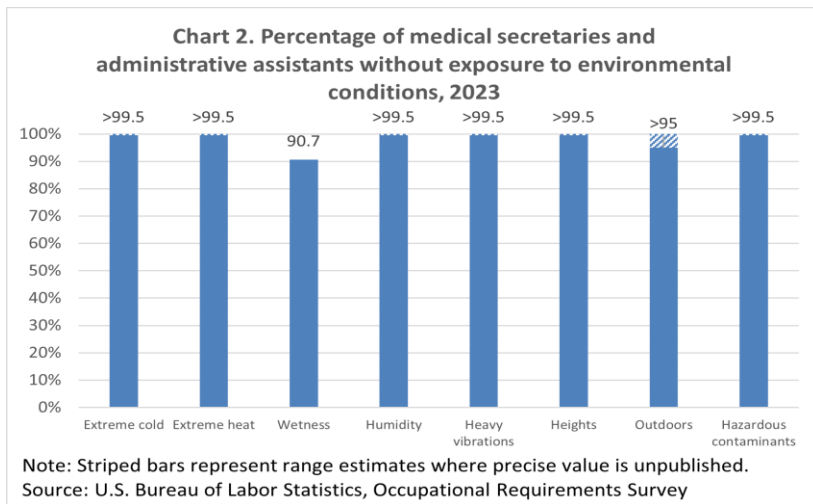
In 2023, credentials were required for 8.5 percent of medical secretaries and administrative assistants. Prior work experience was required for 53.8 percent and on-the-job training was required for 91.7 percent.

A high school diploma was required for 87.8 percent of medical secretaries and administrative assistants.

Chart 1. Percentage of medical secretaries and administrative assistants by specific preparation time (SVP) level, 2023



Note: Striped bars represent range estimates where precise value is unpublished.
Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey



Environmental conditions

The various tangible or concrete hazards or difficulties that are in the vicinity of where jobs' critical tasks are performed.

In 2023, greater than 99.5 percent of medical secretaries and administrative assistants were not exposed to extreme cold, and greater than 99.5 percent were not exposed to extreme heat. Wetness was not present for 90.7 percent, greater than 99.5 percent were not exposed to heavy vibrations, and greater than 95 percent were not exposed to the outdoors.

Physical demands

Refer to the physical activities required to perform tasks in jobs. The presence and, in some cases, duration of these activities are published.

In 2023, keyboarding was required for greater than 99.5 percent of medical secretaries and administrative assistants and was not required for less than 0.5 percent. For less than 0.5 percent of workers, keyboarding was seldom performed, for 23.7 percent keyboarding occurred occasionally, 71.9 percent frequently, and for 4.4 percent keyboarding occurred constantly.

Performing work in low postures was required for 16.9 percent of medical secretaries and administrative assistants and was not required for 83.1 percent.

The choice to sit or stand when performing critical tasks was available to 79.8 percent of medical secretaries and administrative assistants. On average, workers spent 86.1 percent of the workday sitting and 13.9 percent of the workday standing.

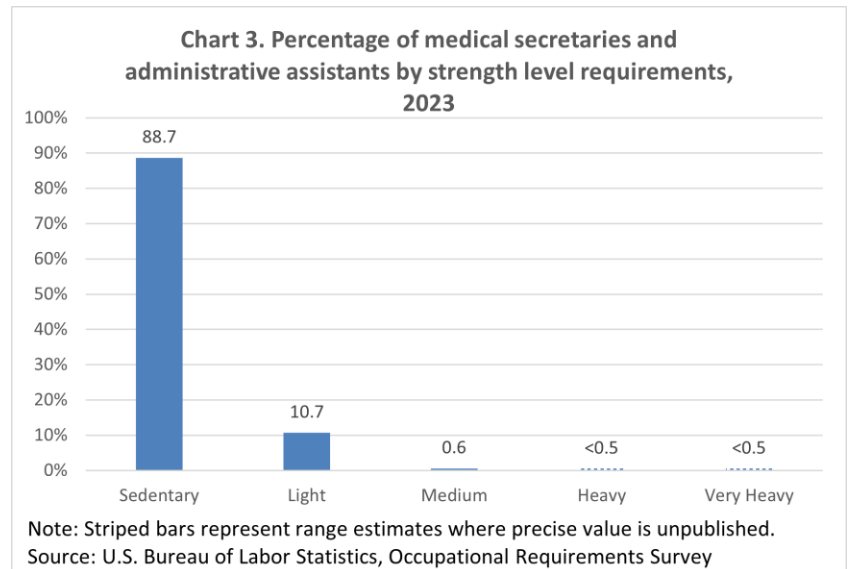


Table 2. Percentage of medical secretaries and administrative assistants with physical demands, 2023

Requirement	Yes	No
Choice of sitting or standing	79.8	20.2
Driving	2.5	97.5
Climbing structure-related ramps or stairs	4.6	95.4

Source: U.S. Bureau of Labor Statistics, Occupational Requirements Survey