



Building Careers

Medical Front Office Technology

Medical Office Technician

Medical office technicians, also called 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.

Job Tasks

- Answer telephones and direct calls to appropriate staff.
- Schedule and confirm patient diagnostic appointments, surgeries, or medical consultations.
- Operate office equipment, such as voice mail messaging systems, and use word processing, spreadsheet, or other software applications to prepare reports, invoices, financial statements, letters, case histories, or medical records.
- Maintain medical records, technical library, or correspondence files.
- Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.
- Compile and record medical charts, reports, or correspondence, using typewriter or personal computer.
- Receive and route messages or documents, such as laboratory results, to appropriate staff.
- Transmit correspondence or medical records by mail, e-mail, or fax.
- Perform various clerical or administrative functions, such as ordering and maintaining an inventory of supplies.
- Interview patients to complete documents, case histories, or forms, such as intake or insurance forms.

Career Outlook

Average Salary	Average Entry-Level Wage		Average Median Wage		Average Experienced Wage	
	United States	\$10.65/hr	\$22,200/year	\$15.33/hr	\$31,900/hr	\$22.32/hr
Texas	\$9.77/hr	\$20,300/year	\$13.99/hr	\$29,100/year	\$19.86/hr	\$41,300/year

Available Jobs	2012 Job Openings	2022 – Projected Job Openings	Projected Growth 2012-2022	Projected Annual Job Openings
United States	525,600	714,900	36%	25,250
Texas	59,790	85,600	43%	3,380

Brenham

Hodde Tech Center
2910 S. Blue Bell Rd.
Brenham, TX 77833
979-830-4443

Bryan

Workforce Education Center
301 Post Office St.
Bryan, TX 77805
979-209-7205

Schulenburg

Schulenburg Campus
100 Ranger Dr.
Schulenburg, TX 78956
979-743-5237

Sealy

Sealy Campus
3701 Outlet Center Dr.
Sealy, TX 77474
979-627-7997