

Work Processes Schedule

MEDICAL SECRETARY (MEDICAL SERVICE)

RAPIDS: 0751N

O*NET/SOC: 43-6013.00

REVISION DATE: 12/2014

Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Applicable Ratings/MOS

USMC MOS None

USCG HS

USN HA, HM, HN, HR

Related Instruction

Any trade related schools/courses totaling 144 hours

Additional Requirement

None

Total Hours: **2000**

Skill	Description	Hours
A	<p>GENERAL ADMINISTRATION</p> <p>Type and file correspondence. Maintain files, logs, publications and records. Write correspondence, prepare and type reports. Answer telephone, schedule appointments, and greet and direct visitors. Give information to callers, take dictation, and otherwise relieve officials of clerical work and minor administrative and business detail.</p>	500
B	<p>TECHNICAL ADMINISTRATION</p> <p>Use medical terminology on administrative reports. Compile and record medical charts, reports and correspondence. May prepare and send bills to patients. Record appointments. Transcribe medical doctor's orders. Admit, transfer and discharge patients. Prepare, use and maintain inpatient clinical records. Determine generic or trade name equivalency of drugs. Check medications for expiration date, deterioration, storage, contamination and security. Read and/or route incoming mail. Locate and attach the appropriate files to correspondence to be answered by employer. Maintain personnel records, record minutes of staff meetings. Copy correspondence. Prepare outgoing mail.</p>	800
C	<p>LOGISTICS</p> <p>Inventory material and equipment. Order supplies and equipment. Receive supplies and equipment. Assemble, refurbish, and maintain operational contingency supply blocks.</p>	200
D	<p>PERSONNEL SUPPORT</p> <p>Use sound principles of patient relations at patient contact points.</p>	200
	<p>COMPUTER OPERATIONS</p>	

