



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 2022, more than basic people skills were required for 72.9 percent of medical secretaries and administrative assistants, and basic people skills were required for 27.1 percent.

Table 1. Percentage of medical secretaries and administrative assistants with cognitive and mental requirements, 2022

Requirement	Yes	No
Pace: Pause control	52.8	47.2
Interaction with general public	99.5	0.5
Working around crowds	-	100.0
Telework	2.4	97.6
Work review: Supervising others	4.5	95.5
Work review: Presence of supervisor	86.0	14.0

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

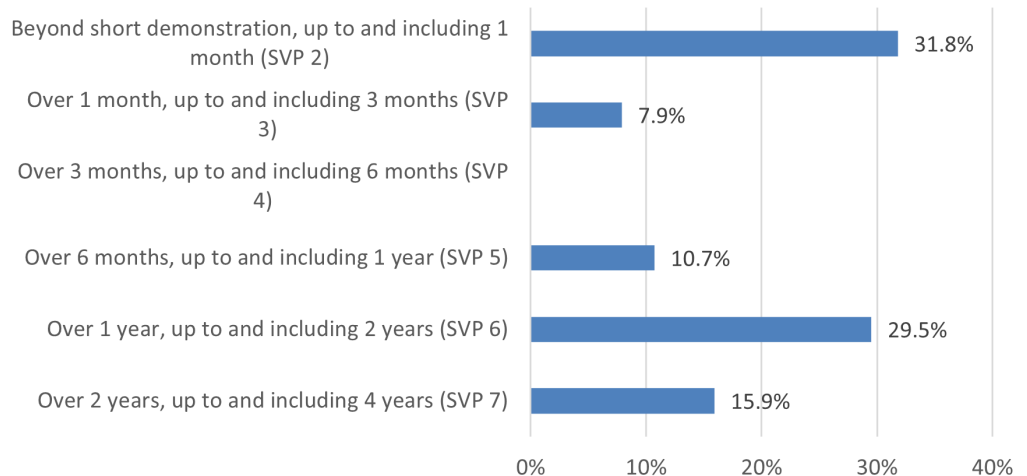
Education, training, and experience requirements

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

In 2022, credentials were required for 7.1 percent of medical secretaries and administrative assistants. Prior work experience was required for 56.3 percent and on-the-job training was required for 91.3 percent.

A high school diploma was required for 85.3 percent of medical secretaries and administrative assistants.

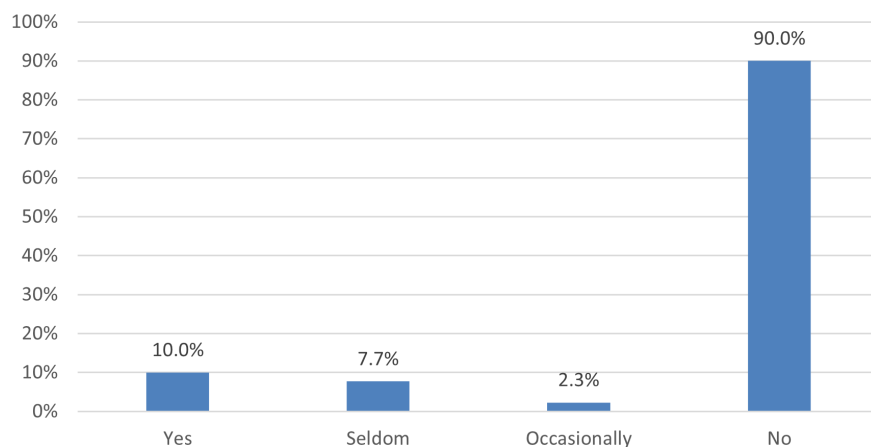
Chart 1. Percentage of medical secretaries and administrative assistants by specific preparation time (SVP) level, 2022



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



Chart 2. Percentage of medical secretaries and administrative assistants with wetness exposure and duration, 2022



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 2022, 100.0 percent of medical secretaries and administrative assistants were not exposed to extreme cold, and 100.0 percent were not exposed to extreme heat. Wetness was not present for 90.0 percent, 100.0 percent were not exposed to heavy vibrations, and 98.9 percent were not exposed to the outdoors.

Physical demands

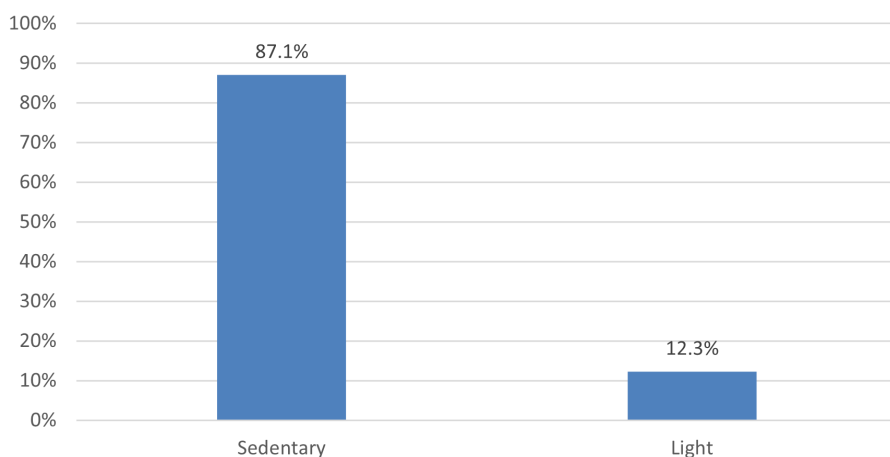
Refer to the physical activities required to perform tasks in jobs. The presence and, in some cases, duration of these activities are published.

In 2022, reaching at or below the shoulder was required for 61.5 percent of medical secretaries and administrative assistants and was not required for 38.5 percent. For 22.5 percent of workers, reaching at or below the shoulder was seldom performed, and for 37.7 percent reaching at or below the shoulder occurred occasionally.

Performing work in low postures was required for 19.6 percent of medical secretaries and administrative assistants and was not required for 80.4 percent.

The choice to sit or stand when performing critical tasks was available to 78.8 percent of medical secretaries and administrative assistants. On average, workers spent 85.2 percent of the workday sitting and 14.8 percent of the workday standing.

Chart 3. Percentage of medical secretaries and administrative assistants by strength level requirements, 2022



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

Table 2. Percentage of medical secretaries and administrative assistants with physical demands, 2022

Requirement	Yes	No
Choice of sitting or standing	78.8	21.2
Driving	2.5	97.5
Climbing structure-related ramps or stairs	3.5	96.5

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