

# Pearson Adult and Career Centre

## Medical Secretary Program

2020



**PACC Vocational Centre**



Tel: 514-363-6213 Fax: 514-363-5295

# Medical Secretary Program

11 competencies

450 hours (4 months)

Career choices

- Medical Secretary
- Unit Coordinator
- Medical Senior Clerk

# Program Competencies

## Technological / Software

- \* 2 competencies (Patient Visits with Purkinje)

## Languages

- \* 5 competencies (Medical Transcription with Express Scribe)

## Accounting

- \* 1 competency (Billing by Purkinje)

## General

- \* 2 competencies for Medical Secretary
- \* 1 competency (Infection control & handling of hazardous materials)

# Salary Comparison

## Medical Secretary

### Salary Ranges:

\$19.46 - \$23.42 (35 hours)

\$35,417 - \$42,624\*

(18-months or 4-months)

\*as of April 1, 2018

## Secretarial Studies

### Salary Ranges:

\$12 - \$20\* (37.5 hours)

\$23,400 - \$39,000

(14-month program)

\*Source: Payscale