

## Medical Secretary

Medical secretaries provide administrative and secretarial support for doctors, consultants and other senior staff in hospitals, health centres or GP surgeries.

### The Work

You could be:

- dealing with consultants' correspondence and managing their diaries
- working on reception, making appointments and handling patient queries
- filing confidential medical records
- organising patient waiting lists
- typing patient letters or confidential medical reports
- updating patients' medical records
- sending patients' samples for testing
- organising meetings, and associated requirements, and taking minutes at meetings
- booking rooms, audio visual equipment and refreshments for meetings.

### Pay

The figures below are only a guide. Actual pay rates may vary, depending on:

- where you work
- the size of company or organisation you work for
- the demand for the job.

Medical secretaries in Scotland are paid on the NHS Agenda for Change Band 3, £26,869 to £28,998 a year. With experience you can go up to Band 4, £29,116 to £31,670 a year. The current pay scales are from April 2024. Secretaries in private hospitals and GP surgeries can earn around £17,000 to £24,500 a year.

### Conditions

- You could be based in an office of a department in a hospital, such as cardiology or radiography.
- You could be working in the office of a GP surgery or private practice.
- You would work at a reception desk or workstation using a computer.
- Your hours would normally be 9.00am-6.00pm, Monday to Friday.
- You will have a lot of contact with patients, medical staff and other healthcare staff.
- Opportunities for part time work are good.

### Getting In

- A good general education is helpful. Many employers ask for some subjects at National 4 or 5 including English.
- You need good IT and audio typing skills.

- A typing or word processing qualification is useful and sometimes essential. You need a good typing speed.
- You might get in through a Modern Apprenticeship in Business and Administration.
- You could take an NC or NQ (SCQF Levels 4-6) or an SVQ in administration before applying for a job. In many cases, there are no formal entry requirements for an NC, NQ or SVQ.
- Some courses can include medical specialisms.
- You need to develop a good knowledge of medical terms.

You could look for work in NHS or private hospitals or clinics, GP surgeries, health centres, research institutes or universities.

## What Does It Take

You should have:

- accuracy and attention to detail
- the ability to take the initiative and make decisions
- good communication skills and a tactful nature
- good organisational skills
- good typing and IT skills
- an interest in health and medicine
- respect for dealing with confidential information
- the ability to work as part of a team.

## Training

- Training is usually on the job, perhaps with part time study towards a relevant qualification.
- If you do a Modern Apprenticeship, you would complete an SVQ in Business and Administration at SCQF Level 5 or 6.
- [The Association of Medical Secretaries, Practice Managers, Administrators and Receptionists](#) (AMSPAR) offers the Level 2 and Level 3 Diploma in Medical Administration.

## Getting On

With more experience you could move on to the job of practice manager.

## Contacts

### NHS Scotland Careers

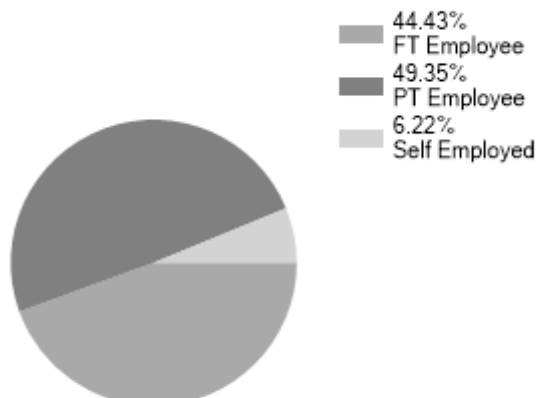
Website: [www.careers.nhs.scot](http://www.careers.nhs.scot)

Website (2): [jobs.scot.nhs.uk](http://jobs.scot.nhs.uk)

X: @NHSScotCareers

## Statistics

Employment Status UK %

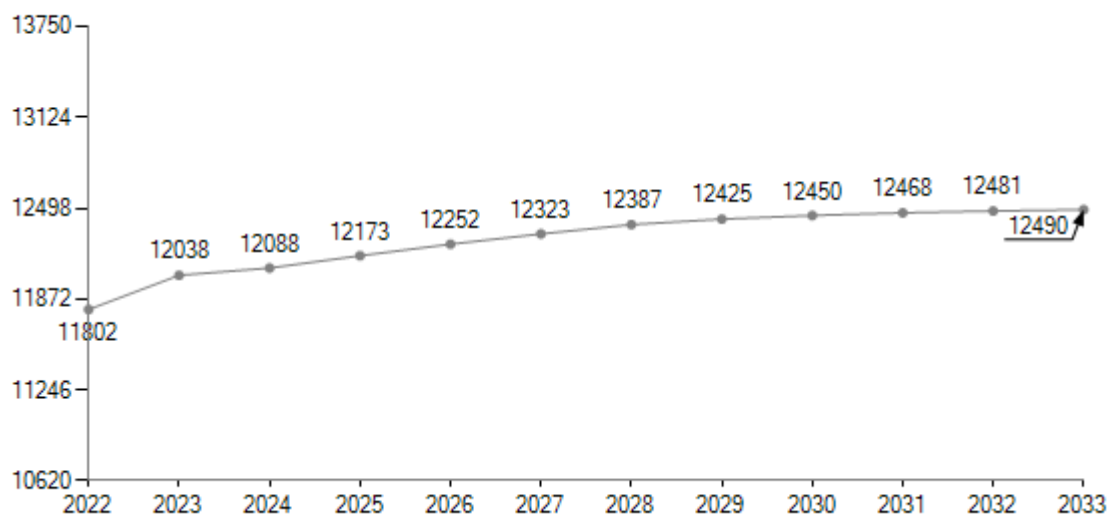


### Past Unemployment - Scotland

No Claimant statistics available for Scotland.

LMI data powered by [LMI for All](#)

Predicted Employment in Scotland



LMI data powered by [Lightcast](#)