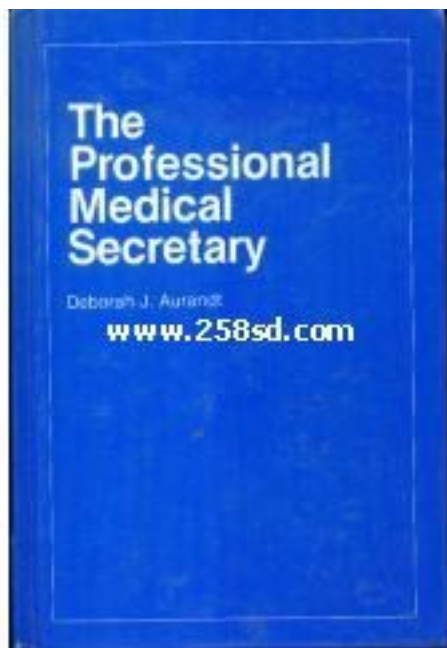


Professional Medical Secretary



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<p>Competent medical secretaries will always be in demand to work with physicians in providing quality health care to patients. Physicians, faced with the pressure of busy medical practices, depend on their medical secretaries to assume several important management functions in their offices. To be competent and successful in carrying out these responsibilities, medical secretaries must be trained in many aspects of medical offices, including verbal and written communication, medical terminology, transcription, bookkeeping and financial matters, insurance-claims processing, and records management.</p>

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