

Occupation Overview

EMSI Q2 2015 Data Set

Health Office Assistant Certificate
October 2015

Western Technical College



400 Seventh Street
La Crosse, Wisconsin 54601
608.785.9200

Parameters

Occupations

Code	Description
43-3021	Billing and Posting Clerks
43-4071	File Clerks
43-4171	Receptionists and Information Clerks
43-6013	Medical Secretaries
43-9021	Data Entry Keyers
43-9022	Word Processors and Typists
43-9041	Insurance Claims and Policy Processing Clerks
43-9061	Office Clerks, General
43-9071	Office Machine Operators, Except Computer

Regions

Code	Description
55011	Buffalo County, WI
55023	Crawford County, WI
55053	Jackson County, WI
55057	Juneau County, WI
55063	La Crosse County, WI
55081	Monroe County, WI
55121	Trempealeau County, WI
55123	Vernon County, WI

Timeframe

2016 - 2020

Datarun

2015.2 – Employees

Health Office Assistant Certificate 2015 (AED) in 8 Counties

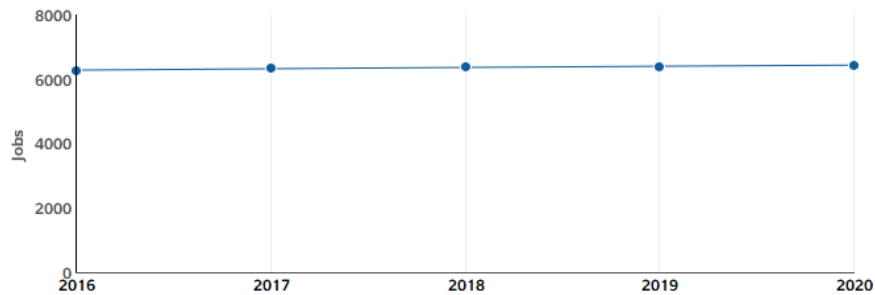
SOC	Description	2016 Jobs	2020 Jobs	2016 - 2020 Change	2016 - 2020 % Change	Openings	Annual Openings	Median Hourly Earnings
43-3021	Billing and Posting Clerks	362	385	23	6%	51	13	\$14.78
43-4071	File Clerks	89	90	1	1%	<10	Insf. Data	\$12.36
43-4171	Receptionists and Information Clerks	679	705	26	4%	104	26	\$11.84
43-6013	Medical Secretaries	756	801	45	6%	84	21	\$15.57
43-9021	Data Entry Keyers	158	149	(9)	(6%)	<10	Insf. Data	\$11.46
43-9022	Word Processors and Typists	50	46	(4)	(8%)	<10	Insf. Data	\$17.99
43-9041	Insurance Claims and Policy Processing Clerks	213	244	31	15%	56	14	\$15.59
43-9061	Office Clerks, General	3,924	3,969	45	1%	391	98	\$13.49
43-9071	Office Machine Operators, Except Computer	63	63	0	0%	<10	Insf. Data	\$14.30
		6,295	6,452	157	2%	711	178	\$13.66

Occupation Summary for Health Office Assistant Certificate 2015 (AED)

6,241 Jobs (2015) 0% below National average	2.5% % Change (2016-2020) Nation: 3.1%	\$13.66/hr Median Hourly Earnings Nation: \$14.21/hr
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Growth

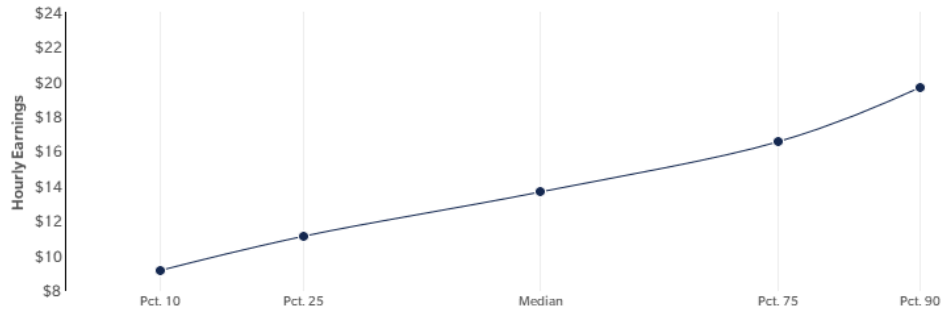
6,295 2016 Jobs	6,452 2020 Jobs	157 Change (2016-2020)	2.5% % Change (2016-2020)
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Occupation	2016 Jobs	2020 Jobs	Change	% Change
Billing and Posting Clerks (43-3021)	362	385	23	6%
File Clerks (43-4071)	89	90	1	1%
Receptionists and Information Clerks (43-4171)	679	705	26	4%
Medical Secretaries (43-6013)	756	801	45	6%
Data Entry Keyers (43-9021)	158	149	-9	-6%
Word Processors and Typists (43-9022)	50	46	-4	-8%
Insurance Claims and Policy Processing Clerks (43-9041)	213	244	31	15%
Office Clerks, General (43-9061)	3,924	3,969	45	1%
Office Machine Operators, Except Computer (43-9071)	63	63	0	0%

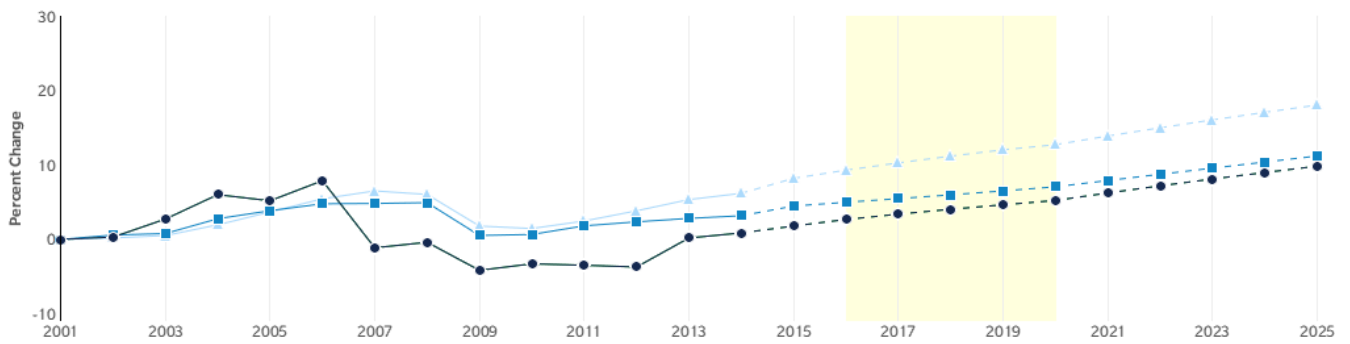
Percentile Earnings

\$11.11/hr 25th Percentile Earnings	\$13.66/hr Median Earnings	\$16.55/hr 75th Percentile Earnings
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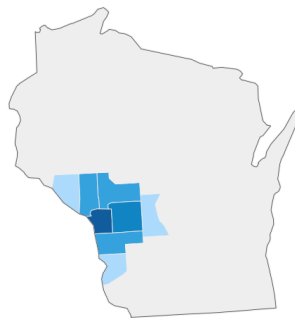
Occupation	25th Percentile Earnings	Median Earnings	75th Percentile Earnings
Billing and Posting Clerks (43-3021)	\$12.25	\$14.78	\$17.61
File Clerks (43-4071)	\$10.07	\$12.36	\$15.17
Receptionists and Information Clerks (43-4171)	\$9.59	\$11.84	\$14.23
Medical Secretaries (43-6013)	\$13.48	\$15.57	\$17.71
Data Entry Keyers (43-9021)	\$9.81	\$11.46	\$14.03
Word Processors and Typists (43-9022)	\$15.71	\$17.99	\$20.47
Insurance Claims and Policy Processing Clerks (43-9041)	\$13.04	\$15.59	\$18.62
Office Clerks, General (43-9061)	\$10.73	\$13.49	\$16.61
Office Machine Operators, Except Computer (43-9071)	\$12.26	\$14.30	\$17.06

Regional Trends



	Region	2016 Jobs	2020 Jobs	Change	% Change
●	Region	6,295	6,452	157	2.5%
■	State	139,768	142,539	2,771	2.0%
▲	Nation	6,283,101	6,479,998	196,897	3.1%
●	Western Technical College District	6,295	6,452	157	2.5%

Regional Breakdown



County	2020 Jobs
La Crosse County, WI	3,502
Monroe County, WI	809
Trempealeau County, WI	538
Vernon County, WI	419
Jackson County, WI	367








Occupation Gender Breakdown



	Gender	2015 Jobs	2015 Percent
•	Males	855	13.7% 
•	Females	5,386	86.3% 

Occupation Age Breakdown



	Age	2015 Jobs	2015 Percent
•	14-18	126	2.0% 
•	19-24	802	12.9% 
•	25-34	1,146	18.4% 
•	35-44	1,083	17.4% 
•	45-54	1,400	22.4% 
•	55-64	1,240	19.9% 
•	65+	443	7.1% 

Occupation Race/Ethnicity Breakdown



	Race/Ethnicity	2015 Jobs	2015 Percent
●	White	5,840	93.6%
●	Asian	122	1.9%
●	Black or African American	118	1.9%
●	Hispanic or Latino	104	1.7%
●	Two or More Races	29	0.5%
●	American Indian or Alaska Native	27	0.4%
●	Native Hawaiian or Other Pacific Islander	2	0.0%

Occupational Programs

	8 Programs (2014)	16 Completions (2014)	208 Openings (2014)
CIP Code	Program	Completions (2014)	
51.0716	Medical Administrative/Executive Assistant and Medical Secretary	7	
52.0407	Business/Office Automation/Technology/Data Entry	5	
52.0302	Accounting Technology/Technician and Bookkeeping	4	
52.0408	General Office Occupations and Clerical Services	0	
51.0703	Health Unit Coordinator/Ward Clerk	0	

Industries Employing Health Office Assistant Certificate 2015 (AED)

Industry	Occupation Group Jobs in Industry (2015)	% of Occupation Group in Industry (2015)	% of Total Jobs in Industry (2015)
Offices of Physicians (except Mental Health Specialists)	599	9.6%	27.3%
General Medical and Surgical Hospitals	483	7.7%	5.0%
Local Government, Excluding Education and Hospitals	458	7.3%	5.7%
Colleges, Universities, and Professional Schools (Local Government)	257	4.1%	13.9%
Third Party Administration of Insurance and Pension Funds	246	3.9%	19.2%

Appendix A - Data Sources and Calculations

Occupation Data

EMSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

Completers Data

The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

Staffing Patterns Data

The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

Industry Data

EMSI industry data have various sources depending on the class of worker. (1) For QCEW Employees, EMSI primarily uses the QCEW (Quarterly Census of Employment and Wages), with supplemental estimates from County Business Patterns and Current Employment Statistics. (2) Non-QCEW employees data are based on a number of sources including QCEW, Current Employment Statistics, County Business Patterns, BEA State and Local Personal Income reports, the National Industry-Occupation Employment Matrix (NIOEM), the American Community Survey, and Railroad Retirement Board statistics. (3) Self-Employed and Extended Proprietor classes of worker data are primarily based on the American Community Survey, Nonemployer Statistics, and BEA State and Local Personal Income Reports. Projections for QCEW and Non-QCEW Employees are informed by NIOEM and long-term industry projections published by individual states.

State Data Sources

This report uses state data from the following agencies: Illinois Department of Employment Security, Employment Projections; Iowa Workforce Development; Michigan Department of Labor and Economic Growth, Bureau of Labor Market Information and Strategic Initiatives; Minnesota Department of Employment and Economic Development; Wisconsin Department of Workforce Development, Bureau of Workforce Information