

TRAINING FOR JOBS IN HEALTHCARE

MediClerk

A training
Program of
Wellspring
House,
Inc.

Apply

MediClerk is open to residents of the North Shore who:

- Have attended a MediClerk Information Meeting.
- Have a high school diploma or GED.
- Are available Monday through Friday 8:45am-3pm for the entire 13-week session.
- Have computer or typing experience.
- Are able to pass a Criminal Offender Record Investigation (CORI)..

Tuition assistance may be available. For more information, call Sandy at 978-354-2499.

Learn

The MediClerk program is designed to provide the skills necessary to succeed in an administrative position in the healthcare field. Courses offered during each 13-week session include:

- Medical Terminology
- Medical Keyboarding
- MS Word/Excel
- Business Communications
- Medical Office Procedures
- Professional Success
- Job Search Skills

Students also learn on the job through job-shadowing and working internships at North Shore Medical Center facilities.

Classes take place Monday-Friday, 8:45am-3:00pm at the Salem Campus of North Shore Medical Center.

**For more information
Para mas informacion
(978) 354-2499**

**mediclerk@wellspringhouse.org
www.wellspringhouse.org**

MediClerk Summer 2012 Session

July 9, 2012 - October 5, 2012

Information Open House Meetings at:

Highland Hall 4th Floor, 55 Highland Ave. Salem, MA

Wednesday, February 29th, 2012 9:30 am

Thursday, March 15th, 2012 9:30 am

Thursday, March 29th, 2012 9:30 am

Thursday, April 12th, 2012 5:30 pm

Wednesday, May 2nd, 2012 9:30 am

Attendance at one of the above meetings is mandatory

Work!

Upon successful completion of the MediClerk program graduates qualify for consideration for entry-level positions in the healthcare field including:

- Patient Accounts Representative
- Patient Registration
- Unit Secretary
- Medical Records Clerk
- Financial Counselor
- Receptionist/Secretary

Continued Career counseling and support after graduation and placement.

Why?

"We've hired MediClerk students that go above and beyond and are an asset to our department."

***-Courtney Munroe
Patient Access Supervisor
North Shore Medical Center***

"MediClerk has widened my horizons and helped me achieve my goals."

***-Maureen Reyes, Graduate
Financial Counselor
North Shore Medical Center***

I am so thankful for having had the opportunity to attend the MediClerk Training Program. I knew this was a new beginning for me and I was definitely going to take advantage of this opportunity, and I did."

***-Karen G.
MediClerk Graduate***

**MediClerk is a program of
Wellspring House, Inc. in partnership
with North Shore Medical Center and the North
Shore Career Center.**

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Mable A. Horne Fund

East Boston Savings Bank Charitable Foundation,
Salem Five Heritage Charitable Foundation
TD Bank Charitable Foundation, The Ludcke
Foundation

Wellspring House is committed to a policy of providing opportunities to people regardless of economic or social status and will not discriminate on the basis of race, color, familial status, religion, gender, ancestry, marital status, public assistance, sexual orientation, age, national origin, veteran history/military status, genetic information or disability.

Since 1981, Wellspring House, Inc. has been serving the North Shore-Cape Ann region with programs in housing, emergency shelter, education and economic development

Find out more at
www.wellspringhouse.org

For more information
Para mas informacion
(978) 354-2128
mediclerk@wellspringhouse.org
www.wellspringhouse.org

MediClerk



**Helping
people gain
the skills and
resources
necessary for
successful
administrative
careers in the
healthcare
field**

