

# **MediClerk Training Program**

## **Student Handbook**



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

2018-2019

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## **Introduction**

The MediClerk Training Program is a program of Wellspring Community Education (WCE) in partnership with the North Shore Medical Center (NSMC). Since 2003, WCE through the MediClerk Training Program has been training adults to become successful medical administrative assistants within the healthcare field. WCE 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, religion, national origin, gender, gender identity, age, marital status, familial status, ancestry, sexual orientation, veteran history/military status, genetic information or disability.

## **Our Vision**

Wellspring Community Education is guided by the vision of a society where all are welcomed and everyone has the opportunity to live a full and positive life. Believing that each life touches every other life, we work toward this vision of caring for the earth and her people by sharing our resources in a spirit of hospitality.

## **Mission**

Wellspring Community Education empowers individuals and families to live more secure lives through basic needs assistance, education and job training. Find out more at [www.wellspringhouse.org](http://www.wellspringhouse.org).

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*We are looking forward to working with you and to your successful completion of the Wellspring Community Education MediClerk Training Program.*

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Additional Resources: Students and staff are assigned a JupiterEd account. Accessible through the account is WCE’s safety plan, operation and maintenance plan, and the media services plan.

The Wellspring Community Education Alcohol and Drug, Acceptable Computer Use, and Photo Release Policies will be signed by all students on the first day of class and kept with secure student files.

# Wellspring Community Education Personnel Policy & Procedure

## Statement of Admissions Policy

The Wellspring Community Education MediClerk Training Program is funded in part by the Cities of Salem and Lynn and the U.S. Department of HUD Community Development Block Grant. In the provision of our services, we do not discriminate on the basis of race, color, national origin, gender, gender identity, age, religion, marital status, sexual orientation, ancestry, public assistance, veteran history/military status, genetic information or disability.

**Criteria for Seeking Admission:** The Wellspring Community Education MediClerk Training Program is open to candidates who:

- attend at least one MediClerk Training Program Informational Open House.
- hold a high school diploma or its legislated equivalent.
- are available for fifteen weeks, Monday through Friday 8:30am through 3:30 pm for a total of 450 instructional hours.
- have basic computer and typing skills [minimum of 25 words per minute].
- elect to take and pass a Criminal Offender Record Investigation (CORI).
- possess proof of Citizenship/Resident Status, a Social Security Card, and Work Authorization Permit.

**Criteria for Acceptance:**

1. All required application materials must be submitted by the established and published deadlines.
2. Applicants must be able to work part-time or full time upon graduation (Full time required for Individual Training Account (ITA) which is granted and administered through the North Shore Workforce Investment Board. The ITA will pay for an unemployed person's training under certain circumstances, but will only pay the amount left after their scholarship. They are "funder of last resort." Anyone who takes ITA funding is expected to be in full time employment 6 months after graduation.)
3. Applicant must have stable day care and backup day care for when minor children are sick.
4. Applicant must be informed of and acknowledge the range of wages available through the jobs for which s/he is being trained.
5. Applicant must have a High School Diploma or its legislated equivalent (preferred over fully employable college degree.)
6. Applicant must demonstrate professional interview demeanor.
7. Computer skills test must demonstrate basic computer aptitude for Microsoft Office© training. If applicant does not pass computer use test, staff refers applicant to a computer training class to prepare for the WCE MediClerk Training Program.
8. Applicant has reliable means of transportation to the WCE MediClerk Training Program.

**Preferred Criteria for Acceptance:**

1. Previous work experience and work history demonstrating employability.
2. College experience or other training relating to the medical or clerical fields.

**Admissions services:**

1. Applicants not immediately accepted in the current program may request to have an application carried forward to the next session.
2. In the event that an applicant does not qualify for the program, staff will refer the applicant to training/career counseling resources at Wellspring House and/or other agencies where appropriate.

# Wellspring Community Education Personnel Policy & Procedure

## Statement of Tuition Policy

Tuition is \$3900 for the 15 week session. Determination of individual student tuition is made and communicated at the time of program admittance and will be documented in the Enrollment Agreement. A deposit of \$50 towards tuition is required at the signing of the Enrollment Agreement. Any remaining Tuition owed is expected by the first day of the program. For students for whom payment is unexpectedly problematic, a mutually agreed upon payment schedule between the student and the WCE MediClerk Training Program must be arranged by the end of week two. All Tuition payments must be paid in full no later than the end of week seven. Failure to comply with the Tuition requirements will result in dismissal from the program.

## Statement of Refund Policy

**Overview:** Within the Commonwealth of Massachusetts, student withdrawal and refund policies within licensed occupational education programs are by legislated directive.

**Refunds :** PER M.G.L. CHAPTER 255, SECTION 13K) as follows:

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five (5) day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

### **Administrative costs equal: \$50.00**

In addition, refunds granted to students who do not comply with withdrawal policy procedures are released within 45 days of a student's effective date of termination. Refunds are granted in full if a scheduled session does not open.

This school is licensed by the MA Division of Professional Licensure's Office of Private Occupational School Education. Any comments, questions, or concerns about this school's license should be directed to [occupational.school@state.ma.us](mailto:occupational.school@state.ma.us) or 617-727-5811, dial "0."

Any changes, addendums or additions made subsequent to the signing of the enrollment agreement must be in writing and signed by both the school and the student and are subject to the regulations of 230 CMR 15.04.

## **Wellspring Community Education Personnel Policy & Procedure**

You have the right to cancel this enrollment contract before the completion of five school days or five percent of this Program, of course, whichever occurs first, and to receive a full refund of all monies paid, less actual reasonable administrative costs up to \$50 and actual reasonable costs of non-reusable supplies or equipment.

You have the right to cancel this enrollment contract if a school allows you to begin participation in a program while an initial award for financial aid, including student loans, is pending, and you are subsequently denied some or all of that student loan or financial aid amount, the School shall offer you, in writing, an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L. c. 255, s. 13K.

### **Withdrawals: Per 230 CMR 15.04(7) and (8)**

- (7) If a student withdraws from a Program in accordance with the School's withdrawal policy, the School shall:
- a) Treat the withdrawal as a termination of the enrollment contract, effective immediately;
  - b) Complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
  - c) Provide the calculation and any refund to the student within 45 days of the effective date of the termination
- (8) If a student stops attending School but does not withdraw in accordance with the School's withdrawal policy, the School shall:
- a) For purposes of any payments due from the student or refund due to the student, treat the student's nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity;
  - b) Determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the Program, whichever is earliest;
  - c) Complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
  - d) Provide the calculation and any refund to the student within 45 days from the date the School determines the effective date of termination under 230 CMR 15.04(8)(b).

In addition, it is legislatively required that the refund policy be clearly evident within student enrollment agreements, be signed by both student and program administrator and retained in a secure file.

## **Statement of Attendance/Absenteeism Policy**

### **Statement of Policy**

1. Wellspring Community Education expects excellent attendance from participants.
2. Absentee policies and procedures apply both to the time spent within the classroom, job shadowing and the internship. A student not following attendance policies, may be terminated from the program. If hired into a job at NSMC, students will be expected to follow the hospital's attendance policies.
3. In the event of class cancellation due to inclement weather and other emergencies, information on attendance that day will be posted on the Classroom Phone (978) 354-2918 by 7AM in the morning. The WCE MediClerk Training Program follows the same snow days as Salem Public Schools.

# Wellspring Community Education Personnel Policy & Procedure

## Absentee Policy

1. Wellspring Community Education expects students to attend class every day of the program. However, students are allowed three full-day, unexcused absences during the 15 week classroom and job shadow/internship training program.
2. Two “lates” equals a full day absence. Arrival after 8:31AM is late. Unexcused departure before 3:30PM is also considered a late.
3. There are very few reasons WCE allows for an excused absence from class: They include: Food Stamp, welfare or housing assistance appointments, mandatory court dates or pre-existing legal appointments, death in the family, or pre-existing medical appointments. Whenever possible, excused absences should be communicated with staff prior to the date of the absence.

## Contact Requirements

1. Students who are going to be late to class or are unable to report to a job internship site are expected to notify the Coordinator of Job Training Initiatives at **978-354-2495** or the Director of Job Training Initiatives at **978-354-2499 before 8 am**. If a student has a job internship assignment and expects to report to work late, or is unable to report to work at all, it is expected the student will notify the Coordinator of Job Training Initiatives and the internship site supervisor.
2. If a student does not report to class or an internship position on time, or at all, **and** does not call in, the student will face possible immediate termination from the program.

## Warning and Termination Process

- *First Absence* – Verbal or written warning (First Warning)
- *Second Absence* – Written Warning (Second Warning)
- *Third Absence* – Written warning and meeting with the Coordinator of Job Training Initiatives (Third and final warning)
- *Fourth Absence* – Student will have a termination review proceeding.

## **Transfer of Students/Earned Credit Policy**

The Wellspring Community Education (WCE) MediClerk Training Program hosts three (3) self-contained, fifteen week sessions: 450 hours of instruction and job training. The sessions are considered stand-alone sessions with dedicated admissions and completion procedures. To earn the MediClerk Training Program certificate, all students must begin and conclude all academic requirements within one scheduled session. As a ‘stand-alone’ model, there are no credits transferable to the program from another program nor may students transfer into a session from another similar program.

## **Statement of Alcohol and Drug Use Policy**

### Statement of Policy

The Wellspring Community Education MediClerk Training Program is an intensive program requiring students to fully participate and be ready for transition into a job. WCE MediClerk Training Program staff recognizes such a commitment can interfere with early recovery efforts of participants with a history of alcohol and/or drug dependency. The WCE MediClerk Training Program requires that student applicants are free of controlled

## **Wellspring Community Education Personnel Policy & Procedure**

substances for a period of one year prior to initiating application. Further, being under the influence or in the possession of alcohol and/or controlled substances by any students while in the medical facility is prohibited.

### **Procedure**

When there is reason to suspect a student may be under the influence of alcohol and/or drugs, (s) he may be required to meet with a counselor. This will be conducted in the following manner:

1. The staff of the WCE MediClerk Training Program must have reasonable suspicion based on specific, objective facts to believe that the student's faculties are impaired because of the consumption of alcohol or of drugs, concerning which the student has provided no reasonable explanation.
2. The student is then required to meet with a counselor. If necessary, a counselor will be provided by WCE MediClerk Training Program. If the findings of the counselor support the suspicions of the WCE MediClerk Training Program, the student will be dismissed from the program.

To avoid the necessity for such procedures, Wellspring Community Education asks all applicants to assess their own recovery status. Students will be asked to sign this policy on the first day of classes.

- I certify to Wellspring Community Education that I have no drug or alcohol dependency.
- I certify to Wellspring Community Education that I have been in recovery without relapse for one year.
- I promise to continue to actively work on recovery and intend to remain clean and sober throughout the 15-week program and the 1-year commitment as a hospital employee. I understand that failing to do so will result in termination.
- I have not yet completed one year of recovery without relapse. I will concentrate on recovery now and reapply to the Wellspring Community Education MediClerk Training Program in the future.

## **Statement of Smoking Policy**

### **Scope**

North Shore Medical Center Policy VII-14 applies to all staff, students and visitors at the WCE MediClerk Training Program. This policy applies to the entire hospital complex including: Highland Hall and the Medical Office Building, all parking lots, as well as off-site locations (Lafayette Street, Marblehead Medical Walk-In Center, Women's Health Center, Centennial Park and all locations of Union Hospital and Charter Medical Group).

### **Procedure**

Smoking is prohibited throughout the institution. This includes, but is not limited to, all patient care areas, waiting area, office conference rooms, corridors, cafeteria, canteen, parking lots, restrooms and all entrances/exits. Please comply with the NSMC Smoking Policy VII-14 at all times. Smoking at any time may result in termination from the program.

### **North Shore Medical Center Policy Statement Policy Number: VII-14**

“North Shore Medical Center (NSMC) and North Shore Physicians’ Group (NSPG) bans the use of tobacco products in all buildings owned, or premises occupied by the NSMC and NSPG, and on any property owned or

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under the control of the NSMC and NSPG. This ban applies to all people on NSMC and NSPG premises including, but not limited to, NSMC and NSPG employees and professional staff members, patients, visitors, vendors, volunteers, non-employees, contractors, and guests.

In addition, no NSMC or NSPG employee, volunteer or student is allowed to use tobacco products of any kind during his/her scheduled day at an NSMC or NSPG facility. This includes paid and non-paid time.

NSMC and NSPG accepts and endorses the conclusions reached by the Surgeon General of the United States, MHA and the Massachusetts Commissioner of Public Health regarding the hazards of smoking and tobacco related products and recognizes the limitations on smoking established by Massachusetts' law. It also recognizes that hospitals, as institutions dedicated to the treatment and prevention of disease, have an especially visible role in seeking to minimize those hazards and develop educational and support programs to reduce the incidence of disease and death.

### **Enforcement**

It is the duty of all Supervisors, Managers, Directors, Administrators and Security Personnel to enforce this policy. Failure to do so may result in disciplinary action. Employees found smoking in violation of this policy will receive disciplinary action in accordance with the NSMC and NSPG Corrective Action Policy. All members of the NSMC and NSPG community are responsible for ensuring that the intent of this policy is fully implemented. Specifically, all Supervisors, Managers, Directors, Administrators and Security Personnel are to immediately address all instances of non-compliance of this policy that occurs within his/her work group.

A manager or supervisor who observes an employee using tobacco is responsible for notifying the employee's supervisor or manager but is not responsible for the next steps.

It is within the discretion of an employee's manager to send that employee home to change clothes that in the manager's opinion smell of tobacco smoke. The time spent away from the work place will be paid from the employee's earned time or docked.

Please help keep NSMC and NSPG facilities smoke free. Any questions or concerns should be addressed to your manager."

### **Statement of Patient Confidentiality Policy**

In accordance with the **Health Insurance Portability and Accountability Act (HIPAA) of 1996 (P.L.104-191) [HIPAA]**, the WCE MediClerk Training Program respects the rights of all patients to their privacy. As such, we have an obligation to protect the confidentiality of patient records, communications and other information about patients.

During job shadows and internships, a student may become aware of patient information that will help the student gain a better understanding of the job being performed or the system being used. Any discussion of this information for any other purpose with any other individual breaches the patient's right to privacy and is a violation of this policy. If a student discusses any patient information outside of the job shadow or internship setting, it is a violation of patient confidentiality and is considered serious. It will result in action by the program staff, including dismissal from the program.

Every student will receive, sign and abide by the Partners HealthCare System Confidentiality Agreement at the beginning of the WCE MediClerk Training Program.

# **Wellspring Community Education Personnel Policy & Procedure**

## **Statement of Student Confidentiality Policy**

### **Statement of Policy**

At the basis of the WCE MediClerk Training Program code of behavior is the mission of Wellspring; a commitment to social justice expressed in the practice of hospitality, respect and consideration for others. This practice is particularly important when dealing with an individual's right to confidentiality.

### **General Work Concepts**

This policy applies to students participating in the WCE MediClerk Training Program.

- Every student of the WCE MediClerk Training Program shall show respect for other students, face to face and in front of other people.
- Students should not share personal information about another student unless expressly requested to do so by the student him/herself.
- Any information shared with a student by another student should be regarded as confidential and there should be no group discussions or gossiping.
- Only general information about what happens in the program and that does not identify specific individuals is allowed to be shared outside the program.

## **Statement of Respectful Behavior Policy**

1. It is expected that students will maintain a respectful attitude at all times.
2. If a student is verbally or physically abusive to anyone, the student will be terminated from the program immediately. There are **no** 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> warnings for abusive behavior.

## **Statement of Harassment Policy**

The school has no tolerance for harassment of any type. All employees, visitors, guests, and participants have the right to be treated with respect and dignity. WCE supports each person's right to work and participate in an environment free from unlawful discrimination, including freedom from sexual and other forms of harassment. No employee, visitor, guest, and/or participant may harass or discriminate against another employee, visitor, guest, and/or participant. In addition to sexual harassment, harassment is also illegal when it is based on age, color, disability, gender, gender identity, national origin, race, religion, ancestry, or sexual orientation.

Sexual harassment is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions, or (b) such requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

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While it is not possible to list all those circumstances that constitute sexual harassment, the following are examples of conduct which, if unwelcome, may constitute harassment depending on the circumstances:

1. Sexual advances - whether they involve physical touching or not;
2. Requests for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits or continued employment;
3. Sexual jokes;
4. Use of sexual epithets, written or oral references to sexual conduct, gossip regarding one's sex life, comments on an individual's body, comments about an individual's sexual activity, deficiencies or prowess;
5. Displaying sexually suggestive objects, pictures or cartoons;
6. Leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
7. Inquiries into one's sexual experiences;
8. Discussion of one's sexual activities;
9. Assault or coerced sexual acts.

Similarly, harassment other than sexual harassment is defined as: Conduct that denigrates or shows hostility or aversion toward an individual because of his or her protected status, or that of his or her relatives, friends, or associates, and that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Employees and students are encouraged to promptly report any behavior perceived as harassment to the Director of Job Training Initiatives at 978-281-3558, ext. 340, or to the Executive Director at ext. 309 (located at 302 Essex Avenue, Gloucester, MA 01930) so that the incident can be investigated. Voice mail is available for after-hours calls. All complaints will be investigated in a timely manner as thoroughly as the circumstances permit, including private interviews with concerned parties and witnesses.

It is unlawful to retaliate against an employee or student for filing a harassment complaint or for cooperating in an investigation of such a complaint. WCE will not tolerate any retaliation against anyone who in good faith reports an incident of alleged harassment or who cooperates in an investigation.

If an employee is found to have violated this Policy, the employee or student will be subject to disciplinary action, including suspension, and/or action up to and including termination. All instances will be reported to the appropriate law enforcement authorities.

### **Statement of Academic Dishonesty Policy**

The MediClerk Training Program is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of the MediClerk Training Program rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to: plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

# Wellspring Community Education Personnel Policy & Procedure

## Statement of Dress Code Policy

### Policy

This policy applies to students attending classes and participating in job shadowing and/or internships in any area of North Shore Medical Center facilities as part of the Wellspring Community Education MediClerk Training Program.

WCE MediClerk Training Program has implemented this policy because of the importance of appropriate professional attire both when representing the WCE MediClerk Training Program with potential employers and presenting oneself as a qualified job candidate. This policy also supports the North Shore Medical Center's Dress Code. Through this dress code, a student acknowledges responsibility for the following:

1. Each of us affects the public image of ourselves and the WCE MediClerk Training Program and must share the responsibility for making our "personal" public image one of confidence and of high professional standards.
2. Emphasis is on cleanliness, neatness, and appropriateness of attire as defined by these standards.

### Appearance

1. Fingernails should be clean, manicured and of reasonable length. Clear polish is acceptable. Artificial and color painted nails are not allowed in the hospital.
2. Earrings should be of reasonable size, design, and number. No large hoop earrings.
3. Necklaces and bracelets of appropriate size, length and number may be worn.
4. Body adornments (such as tattoos or body piercing) which may be perceived to be distasteful to hospital staff or customers are not allowed or must be covered during program hours.
5. Refrain from use of perfumes, heavy scents, and scented hair products due to WCE MediClerk Training Program students and staff and/or NSMC staff and patients who are sensitive to odors and multiple chemicals compounds.
6. The torso must be covered with no bare midriffs showing.

### Apparel:

1. Street clothing (dresses, skirts, pants, sweaters, blouses, etc.), appropriate for an office, or tasteful scrubs, may be worn during program training sessions, job shadows and internships. Scrubs are not allowed at some job shadows and internships.
2. Leather or other office appropriate shoes should be worn.
3. Pants and skirt lengths must be tasteful and appropriate for the environment.

**Note:** Unacceptable apparel for the students in the WCE MediClerk Training Program includes the following:

- Jeans and jean-style clothing
- Tops that do not cover your cleavage
- Leotards, lycra leggings, or tight fitting clothing
- Revealing, see-through, low-cut or unbuttoned clothing
- Any open-toed shoes
- Sweatshirts of any design including hoodies

# Wellspring Community Education Personnel Policy & Procedure

## Statement of Computer Acceptable Use Policy

### Statement of Policy

A computer network is provided to staff and students at the WCE MediClerk Training Program to promote educational excellence by facilitating information sharing and creativity. The WCE MediClerk Training Program invests in hardware, technical support, and software licenses for educational and work-related purposes. We prohibit any illegal duplication of software and abide by all copyright laws and regulations.

This Computer Acceptable Use Policy is a written agreement signed by all WCE MediClerk Training Program computer users, outlining terms and conditions for using computers in the classroom.

### By signing this form I agree to the following:

- **To Not** to eat or drink anything at the computer workstations.
- **To Not** use cell phones at any time during class. (Cell phones must be silenced and stored during class time.)
- **To** turn the computers on and off properly using the standard procedures. To conserve electricity, both the monitor and the CPU should be turned off whenever it is not needed for several hours.
- **To** use the computers for educational purposes and assigned work only.
- **To** notify a staff person immediately if any of the equipment is not functioning properly.
- **To** leave all program settings, desktop and screens in the designated standard Center format.
- **To** use only software that is loaded in each computer without modifying it in any way.
- **To** abide by all copyright laws.
- **Not** to display, copy or transmit any threatening or obscene materials.
- **Not** to check any personal accounts other than the one that I create in the MediClerk Training Program or use the Internet for anything besides school related work.( **i.e. no social media unless required for assignment**)
- **Not** to disrupt the network files of other users.
- **Not** to post anonymous messages or use **any** chat rooms, blogs or use email other than school assignments.
- **Not** to engage in activities which are prohibited under state or federal law.
- **Not to touch or use the teacher's computer for any reason.**

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Student Signature

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Date

# Wellspring Community Education Personnel Policy & Procedure

## Statement of Student Complaint Resolution Process

A student with a complaint should address it with the following procedure:

1. If the student is comfortable doing so, the student should first ask to discuss the issue with the staff person involved at a mutually agreeable time (outside of classroom time.) A student can request a formal meeting with the staff person within a reasonable period of time that the circumstance of the issue occurred.
2. Once the student has requested a formal meeting, the staff person has seven (7) working days to respond to the student and work with the student to resolve the issue. If the issue is not resolved, or the staff person has not responded, the student can file a written complaint with the Coordinator of Job Training Initiatives. This written complaint should be received by the Coordinator of Job Training Initiatives within 10 working days of the date of the response, or from the date in which the response was due (if no response was given by the staff person). The written complaint must include a complete description of the complaint that provides specifics as to date, time, materials, circumstance, etc.
3. Upon receipt of a written complaint, the Coordinator of Job Training Initiatives and the Director of Job Training Initiatives will work with the parties in an attempt to resolve the conflict. The Coordinator will formally respond to the student within seven (7) working days. The Coordinator of Job Training Initiatives will notify the staff person of the written complaint, and a notice of at least three (3) working days will be given to all parties before any official meetings are convened. The written complaint will be made available to the staff person involved.

WCE MediClerk Training Program staff will not be required to respond to a complaint that is not in writing and does not have specific documentation including dates, times, materials, etc. The WCE MediClerk Training Program staff will also not be required to respond to a complaint that has not been received by the Coordinator of Job Training Initiatives within 10 days of the date of the staff response, or from the date in which the response was due if no response was given by the staff person.

**Per 230 CMR 15.07(2)** a school shall respond to written student complaint in writing within ten days from when the complaint was submitted to the school.

The student has the right to contact the Commonwealth of MA Office of Private Occupational School Education, Division of Professional Licensure and/or the Council on Occupational Education regarding any complaint at any time.

### **Office of Private Occupational School Education**

#### **Division of Professional Licensure**

Phone: 617-727-5811

Email: [Occupational.Schools@state.ma.us](mailto:Occupational.Schools@state.ma.us)

### **Council on Occupational Education**

7840 Roswell Road, Building 300, Suite 325

Atlanta, GA 30350

Phone: 800-917-2081/770-396-3898

Email: [www.council.org](http://www.council.org)

# MediClerk Training Program Educational Program Information

## Classes/Homework

The Wellspring Community Education MediClerk Training Program is designed to provide the skills necessary to succeed in an administrative position within the healthcare field. It is comprised of seven different components or classes:

- Introduction to Computers (68 hrs.)**
- Business Communications (36 hrs.)**
- Medical Terminology (50 hrs.)**
- Medical Office Procedures (45 hrs.)**
- Medical Keyboarding (50 hrs.)**
- Professional Success/Job Search (25 hrs.)**
- Goals/Job Search (36 hrs.)**
- Job Shadows (12hrs.)**
- Internship (65 hrs.)**

Homework will vary according to instructor and class. It is expected that homework will be completed. It will be graded according to the class and instructor.

## Grading

Numerical grades will be given in all classes.

## Midterm Progress Evaluations

All students will have one written Midterm Progress Evaluation prior to completion of 50% of the term. The written progress report will assess how they are doing, and identify any areas where improvement or assistance may be needed. Midterm Progress Evaluation forms will be completed for each student by each instructor who will rate their participation, class work, tests, and homework in writing and by number grade. A copy of the student's progress report will be maintained by the school in the student file.

Students are required to achieve an average grade of C or above in order to continue the program at mid-term, as well as to graduate. For the keyboarding class, students are required to type a minimum of 35 words per minute at graduation. All courses must be completed to graduate.

## Job Shadow (12 hrs.)

Students will have six assigned job shadow opportunities (2 hours each) observing employees of North Shore Medical Center performing their jobs. The purpose of the Job Shadowing component is to expose students to a range of positions for which they are being trained. Supervisors report back to the WCE MediClerk Training Program staff about attendance, promptness and attitude. WCE MediClerk Training Program staff makes an effort to place students in Internships according to the preferences they express from their Job Shadowing experiences.

## Internship (65 hrs.)

**Prerequisite:** Full payment of tuition, completion of academic coursework, compliance with all program policies.

The WCE MediClerk Training Program and North Shore Medical Center provide each student with a 2-week internship offering a total of 70 hours of work experience. The purpose of the internship is to acquaint the students with the various tasks required for a position or department. The internship also gives a potential

## **MediClerk Training Program Educational Program Information**

employer the opportunity to see the skill and participation level of the student. The internship is a requirement of the MediClerk Training Program. Students are evaluated on attendance and completion of tasks as assigned by their internship mentor. Internships are managed by the Coordinator of Job Training Initiatives.

### **Job Placement**

The WCE MediClerk Training Program does not guarantee that program graduates will be placed in jobs. Students learn Job Search Strategies as part of the program, and the WCE MediClerk Training Program staff support students' and graduates' efforts to find appropriate positions in healthcare.

### **Lunch/Breaks**

Lunch in most cases will be between 12:30pm and 1:00pm. There is a refrigerator available for student use. Lunch is also available at the NSMC cafeteria at a discounted price with a student badge. Please be aware that lunch is only half an hour. If a student is late coming back from lunch, it will be noted and may count as a partial absence. Any food left in the refrigerator at the end of the week will be thrown out.

Students will receive two to three ten minute breaks during the day as well. Please make all efforts to return to class within the time allotted.

### **Session Schedule**

Students receive a class schedule for the 15 week period. All students are required to read and understand the schedule, and plan outside appointments accordingly. There may be times when the schedule needs to change and students will be made aware of the changes with sufficient time allowed.

### **Guidance and Counseling**

The Wellspring Community Education MediClerk Training Program employs a Coordinator of Job Training Initiatives whose job it is to support each student in completing the training, and finding a job placement, as well as retaining the job once s/he has found a position.

WCE MediClerk Training Program does not offer substance abuse, domestic violence or housing counseling. Instead, the program staff refers students in need of any such services to outside providers.

### **Student Identification Badge**

Upon starting the WCE MediClerk Training Program, staff will arrange for students to be issued a Student Identification Badge. It is expected that students will wear this badge at all times during program hours, including job shadows and internships for identification purposes.

### **Parking**

Parking at North Shore Medical Center is very limited. The designated parking for the MediClerk Training Program is in the **NSMC parking lot on Jefferson Ave.** in Salem. There is a shuttle bus which runs continuously from this parking lot to the Emergency Department entrance. Students will receive a sticker for this lot when they are given their Student Identification Badges. Parking is not allowed in the Emergency Room or Highland Hall lots or other lots labeled for patient parking. If a student's car is parked in a spot other than in the area designated by the sticker, the car will be towed. Parking violations may lead to dismissal from the program.

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## **Dress for Success**

In order to assist students with the cost of purchasing a professional clothing wardrobe, the WCE MediClerk Training Program has contracted with Dress for Success. Dress for Success provides students with appropriate, free professional attire both during and after completion of the program. Appointments for attending Dress for Success are not mandatory and will be coordinated by the Coordinator of Job Training Initiatives and a student volunteer.

The WCE MediClerk Training Program often receives donations of clothing as well. All students are welcome to look through this clothing for additional professional attire.

## **Instructional Staff**

Camilla Blackman, B.A. Sociology, Boston University

Pat Demers, MPH Health Services, Boston University

F. Kay Fouhey, B.S. Office Administration, Salem State University, A.S. North Shore Community College

Susan Bagley Koyle, Ph.D. Media Studies, Rutgers University

Denise Mitchell, B.A. Psychology, Salem State University

Mary Beth Tobin, B.A. Education, Northeastern University

## **School Calendar**

### **MediClerk Training Program Holidays**

Monday, January 1, 2018 (observed)	New Year's Day
Monday, January 15, 2018	Martin Luther King, Jr. Day
Monday, February 19, 2018	President's Day
Monday, April 16, 2018	Patriot's Day
Monday, May 28, 2018	Memorial Day
Wednesday, July 4, 2018	Independence Day
Monday, September 3, 2018	Labor Day
Monday, October 8, 2018	Columbus Day
Friday, November 9, 2018 (observed)	Veterans' Day
Thursday, November 22, 2018	Thanksgiving Day
Friday, November 23, 2018	Thanksgiving Break
Tuesday, December 25, 2018	Christmas Day

WELLSPRING HOUSE, INC.  
302 Essex Avenue  
Gloucester, MA 01930  
ph. 978-281-3558 fax 978-281-6092  
[www.wellspringhouse.org](http://www.wellspringhouse.org)

### **Photo Release Form**

Please indicate below whether you grant Wellspring House, Inc. permission to use and publish photographs and videos of you and/or use quotes from you to publicize the organization's work and advance its mission.

By granting us authorization you are giving us permission to use these materials in all print, television, radio, web and social media channels.

\_\_\_\_\_ YES, I give Wellspring House permission.

\_\_\_\_\_ NO, I do not give Wellspring House permission.

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

### **Required Signed Policies**

Wellspring Community Education Alcohol and Drug, Acceptable Computer Use, and Photo Release Policies will be signed by all students on the first day of class and kept with secure student files.



## MEDICLERK TRAINING PROGRAM ENROLLMENT AGREEMENT

WELLSPRING COMMUNITY EDUCATION, 81 HIGHLAND AVENUE, SALEM, MA 01970  
(978) 354-2495, [WWW.WELLSPRINGHOUSE.ORG](http://WWW.WELLSPRINGHOUSE.ORG), [CBLACKMAN@WELLSPRINGHOUSE.ORG](mailto:CBLACKMAN@WELLSPRINGHOUSE.ORG)

STUDENT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROGRAM OR COURSE NAME: MEDICLERK CLOCK OR CREDIT HOURS: 450hrs

DATE PROGRAM BEGINS: SEPTEMBER 4, 2018 DATE PROGRAM ENDS: DECEMBER 14, 2018

REGISTRATION DEADLINE: NO LATER THAN TWO WEEKS PRIOR TO THE FIRST DAY OF CLASS

ENTRANCE REQUIREMENTS: HIGH SCHOOL DIPLOMA OR ITS LEGISLATIVE EQUIVALENT, CORI CHECK, PROOF OF CITIZENSHIP/RESIDENT STATUS, SOCIAL SECURITY CARD, WORK AUTHORIZATION PERMIT, AND TYPE 25 WPM

**Criteria for Acceptance:**

1. All required application materials must be submitted by the established and published deadline.
2. Applicants must be able to work part time or full time upon graduation (Full time required for ITA).
3. Applicant must have stable day care and backup day care for when minor children are sick.
4. Applicant must be informed of and acknowledge the range of wages that will be available through the jobs s/he is being trained to do.
5. Applicant must have a High School Diploma or its legislative equivalent (preferred over fully employable college degree.)
6. Applicant must have professional interview demeanor.
7. Computer skills must demonstrate basic computer aptitude for Microsoft Office training. If candidate does not pass computer use test, staff refers applicant to computer training class to prepare for the MediClerk Training Program.
8. Applicant has reliable transportation to the WCE MediClerk Training Program.

**Preferred:**

1. Previous work experience and work history demonstrating employability.
2. College experience or other training that relates to the medical or clerical fields.

**Additional services:**

1. Applicants not immediately accepted in the current program may request to have their application carried forward to the next session.
3. In the event that an applicant does not qualify for the program, staff will refer the applicant to training/career counseling resources at Wellspring House and/or other agencies where appropriate.

**TUITION: \$3,900**

**ADDITIONAL FEES: \$0**

**ADJUSTED TOTAL CHARGES: \$3,900**

Based on your personal finances, Wellspring House has determined your eligibility for a \_\_\_\_\_ %, (\$\_\_\_\_\_) scholarship. You will be responsible for paying \$ \_\_\_\_\_ to enroll in and complete the program.

**A deposit of \$50 towards the tuition is to be paid upon signing the Enrollment Agreement.**

**STUDENT METHOD OF PAYMENT:** payable on or before the first class day:

CASH     CHECK     CREDIT CARD     OTHER: \_\_\_\_\_

**DATE PAID** \_\_\_\_\_ **CHECK #** \_\_\_\_\_ **INITIALS** \_\_\_\_\_

**REFUND POLICY (AS PER M.G.L. CHAPTER 255, SECTION 13K):**

1. You may terminate this agreement at any time.	N/A
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program. Refund Amount:	5 days after enrollment agreement signed
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7. Refund Amount:	Sept 4, 2018
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7. Refund Amount:	October 1, 2018
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7. Refund Amount:	October 26, 2018
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7. Refund Amount:	November 21, 2018
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less.	5 days after enrollment agreement signed
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.	N/A
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.	November 22, 2018

**Administrative Costs Equal: \$50.00**

I have been provided a copy of the school’s catalogue and policies in a manner of my choosing and I am initialing my choice:

\_\_\_ hard copy    \_\_\_ USB drive    \_\_\_ send via email  
 \_\_\_ I will download the catalogue and policies from the school’s website [www.wellspringhouse.org](http://www.wellspringhouse.org)

**STUDENT’S INITIALS:**

- \_\_\_ I understand this contract will not be in force and effect until signed by both myself and a school representative.
- \_\_\_ I have received a copy of the school’s complaint procedures policy.
- \_\_\_ I understand the refund law as stated above.
- \_\_\_ I understand that coursework and/or credit from this school may not be transferable to other institutions of education and acceptance is at the discretion of the receiving institution.
- \_\_\_ I understand that failure to comply with classroom rules and school policies may result in disciplinary action including termination from the program.

The school is licensed by the Massachusetts Division of Professional Licensure’s Office of Private Occupational School Education. Any comments, questions or concerns about this school’s license should be directed to: [occupational.schools@state.ma.us](mailto:occupational.schools@state.ma.us) or 617-727-5811, dial “0.”

Any changes, addendums, or additions made subsequent to the signing of the enrollment agreement must be in writing and signed by both the school and the student and are subject to the regulations of 230 CMR15.04.

You have the right to cancel this enrollment agreement contract before the completion of five school days or five percent of this Program, or course, whichever comes first, and to receive a full refund of all monies paid, less actual reasonable administrative costs up to \$50 and actual reasonable costs of non-reusable supplies of equipment. Refund amount: \_\_\_\_\_

You have the right to cancel this enrollment contract if a school allows you to begin participation in a Program while an initial award for financial aid, including students loans, is pending, and you are subsequently denied some or all of that student loan or financial aid amount, the School shall offer you, in writing, an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L.c.255, s.13K.

**STUDENT’S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT STUDENT’S NAME:** \_\_\_\_\_

**PARENT OR GUARDIAN SIGNATURE (IF UNDER 18)** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PARENT OF GUARDIAN NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SCHOOL OFFICIAL’S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT SCHOOL OFFICIAL’S NAME:** \_\_\_\_\_

\_\_\_\_\_ I, THE STUDENT, HAVE RECEIVED A COMPLETED AND SIGNED COPY OF THIS AGREEMENT ON: \_\_\_\_\_

**OUR MISSION:** Wellspring Community Education empowers individuals and families to live more secure lives through basic needs assistance, education and job training.