

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

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, national origin, gender, gender identity, age, religion, marital status, familial status, sexual orientation, ancestry, public assistance, veteran history/military status, genetic information or disability.

The MediClerk Training Program is a partnership between Wellspring Community Education, a program of Wellspring House, Inc., and North Shore Medical Center.



The MediClerk Training Program is funded in part by:

The Cities of Gloucester, Lynn and Salem U.S. Dept. of HUD Community Development Block Grants, The Women’s Fund of the Essex County Community Foundation, The Mifflin Memorial Fund, East Boston Savings Bank Charitable Foundation, TD Bank Charitable Foundation, Peoples United Community Foundation, J. Jill Compassion Fund, Charles Sanders Trust, Edwin S. Webster Foundation, Ludcke Family Foundation, Rowe Foundation, Deutsche Bank Community Involvement Fund, and the Edward S. & Winifred Moseley Foundation.

Wellspring House empowers individuals and families to live more secure lives through basic needs assistance, education, and job training.

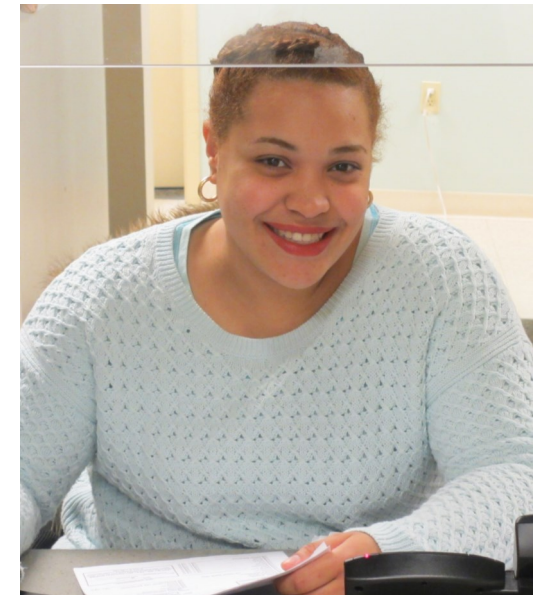
(978) 354-2495

www.wellspringhouse.org



MEDICLERK TRAINING PROGRAM

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



Call: (978) 354-2495

MEDICLERK TRAINING PROGRAM

Wellspring Community Education (WCE)

TRAINING FOR JOBS IN HEALTHCARE

Apply

The WCE MediClerk Training Program is open to residents of the North Shore who:

- Have attended a MediClerk Informational Open House Meeting.
- Have a high school diploma or GED (HiSET).
- Are available Monday through Friday, 8:30 am-3:30 pm for the entire 15-week session.
- Have computer or typing experience (25 WPM).
- Elect to take and pass a Criminal Offender Record Investigation (CORI).
- Possess a Social Security card and proof of citizenship or legal residency.

Cost: \$3900

Tuition assistance is readily available on a sliding scale to eligible low-income applicants.

Learn

The WCE MediClerk Training Program is designed to provide the necessary skills to succeed in an administrative position in the healthcare field. Courses offered during each 15-week session include:

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

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

Upon completion of the program, graduates are eligible for up to 19 credits at North Shore Community College.



Work

WCE MediClerk Training Program graduates qualify for consideration for entry-level positions in the healthcare field including:

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

Graduates receive career counseling and support after graduation.

Classes take place Monday through Friday, 8:30 am- 3:30 pm at the Salem Campus of North Shore Medical Center.

Summer 2019 Session

May 7 to August 16, 2019

Informational Open House Meetings at:

Salem Hospital
Highland Hall Auditorium
Basement Level
55 Highland Avenue
Salem, MA 01970

**January 16, 2019
9:30 am -11:00 am**

**January 30, 2019
9:30 am -11:00 am**

**February 13, 2019
9:30 am -11:00 am**

**February 28, 2019
9:30 am -11:00 am
5:00 pm - 6:30 pm**

**March 13, 2019
9:30 am -11:00 am**

**March 27, 2019
9:30 am -11:00 am
5:00 pm - 6:30 pm**

**April 4, 2019
9:30 am -11:00 am**

Attendance at one of the above meetings is mandatory.

(978) 354-2495
www.wellspringhouse.org