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

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

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 funded in part by:

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

Call: (978) 354-2495
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 2020 Session

May 5 to August 12, 2020

Informational Open House Meetings at:
Salem Hospital/NSMC Highland Hall
55 Highland Avenue
Salem, MA 01970

January 28, 2020
9:30 am-11:00 am
Auditorium, Basement level

February 11, 2020
9:30 am-11:00 am
Auditorium, Basement level

February 26, 2020
9:30 am-11:00 am
Auditorium, Basement level

5:00 pm—6:30 pm
Classroom, 4th Floor

March 11, 2020
9:30 am-11:00 am
Auditorium, Basement level

5:00 pm - 6:30 pm
Classroom, 4th Floor

(978) 354-2495
www.wellspringhouse.org

Attendance at one of the above meetings is mandatory.