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

(978) 354-2495
gfrey@wellspringhouse.org
www.wellspringhouse.org
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.

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 held Monday to Friday, 8:30 am - 3:30 pm at the Salem Campus of North Shore Medical Center.

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Fall 2020 Session

September 3 to December 17, 2020

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

May 28, 2020
9:30 am - 11:00 am

June 8, 2020
9:30 am - 11:00 am

June 24, 2020
9:30 am - 11:00 am
5:00 pm - 6:30 pm

July 9, 2020
9:30 am - 11:00 am
5:00 pm - 6:30 pm

July 15, 2020
9:30 am-11:00 am

All Open House Meetings will be held in the Auditorium on the basement level of Highland Hall unless otherwise indicated.

Attendance at one of the above meetings is mandatory.
Please call or email MediClerk Training Program staff to RSVP.