

Since 2002, more than 500 individuals have graduated from the WCE MediClerk Training Program. Will you be next?

“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, Mass General Brigham



The MediClerk Training Program is funded in part by:

The Cities of 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, People’s United Community Foundation, J. Jill Compassion Fund, Charles Sanders Trust, Edwin S. Webster Foundation, Rowe Foundation, Essex County Community Foundation COVID-19 Response Fund, Beverly and Addison Gilbert Hospitals Community Collaborative and the Cummings Foundation

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

978-354-2495

<https://www.wellspringhouse.org/jobs/job-training-mediclerk/>



MEDICLERK TRAINING PROGRAM

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



978-354-2495

gfrey@wellspringhouse.org

Text: 978-219-4856

MEDICLERK TRAINING PROGRAM

Wellspring Community Education (WCE)

TRAINING FOR JOBS IN HEALTHCARE



Spring/Summer 2021 Training Session

**May 5, 2021 to
August 12, 2021 (Hybrid)**

**Register for a live, online
Information Session to learn more
about the program**

To register and receive the meeting ID and
ZOOM link, contact Gina Frey at
gfrey@wellspringhouse.org

Fridays from 12—1 p.m.

February 5
February 12
February 26
March 5
March 12
March 26

Wednesdays from 5—6 p.m.

February 10
February 17
February 24
March 3
March 10
March 17

Attendance at ONE of the above
meetings is mandatory.
If you require accommodations or need to
schedule an individual appointment,
please contact us.

(Mandatory orientation for the Spring/Summer
training cycle will occur on May 3-4, 2021)

APPLY

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

- 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 basic computer skills and typing experience (25 words per minute)
- Elect to take and pass a Criminal Offender Record Investigation (CORI).
- Possess authorization to work in the U.S. and have an employment goal
- All applicants MUST first participate in a MediClerk information session.

**I'm interested!
What does it cost?**

Tuition is \$3,900

Income-based tuition assistance is available on a sliding scale. Don't let cost deter you! We can help.

LEARN

The WCE MediClerk Training Program is designed to provide the necessary skills to secure and 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, North Shore Physician's Group and other area healthcare facilities.

**Sounds great?
When are classes?**

Schedule

Program meets for 30 hours/week for 15 weeks in person and online (hybrid). On-site classes held at NSMC, Salem.

WORK

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

- Patient Service Rep.
- Patient Registration
- Unit Secretary
- Medical Records Clerk
- Financial Counselor/Billing
- Receptionist/Secretary

GROW

Graduates receive career counseling and support after graduation.

Upon completion of the program, graduates are eligible for up to 19 credits at North Shore Community College to advance their education!

**I have more questions.
Who do I contact?**

Call/Email/Text

Call: **(978) 354-2495**
Email:
gfrey@wellspringhouse.org
Text: **978-219-4856**