



MediClerk Training Program Application Process (for May – August 2021 Summer Cycle)

Step 1: Attend a 45-minute information session

MediClerk information sessions will be held remotely via ZOOM between February 5 and March 26. A full schedule can be found on the Wellspring House website: <https://www.wellspringhouse.org/jobs/job-training-medicaler/> Contact Gina Frey at gfrey@wellspringhouse.org to obtain the ZOOM link for your preferred session date or to schedule an individual appointment if required.

Step 2A: Complete the application

Following the information session, you will receive the MediClerk application. This can be mailed or emailed or downloaded from the website. Please complete all sections. The application also requires the submission of three professional references and the completion of both a written essay and a reading assessment based on the kinds of materials you will read in MediClerk classes.

Step 2B: Complete the CORI/SORI authorization form

Along with the application, you will be mailed/emailed a CORI/SORI form which must be completed and returned with a copy of a photo ID. This is a requirement of the program. Visual verification of your ID will be required later in the process.

Step 3: Verify your typing speed

This can be completed via www.typing.com. The minimum typing speed for entry into the MediClerk Training Program is 25 words per minute. Verification of typing speed will occur during the final enrollment meeting.

****The full application and the CORI/SORI authorization form/ID must be completed and emailed to mbtobin@wellspringhouse.org for an eligibility review before an interview will be scheduled. ****

We highly recommended that you submit your application and CORI form within one week of completing your information session. MediClerk seats are highly limited and applications will be reviewed on a first-come, first-served basis.

If you have any questions during the process, please contact us.

Step 4: One-on-one interview via ZOOM

If an applicant is deemed eligible, the MediClerk team will reach out to schedule a one-on-one interview via ZOOM. This interview will be conducted with the MediClerk Training Program Coordinator, Mary Beth Tobin, and/or MediClerk Training Program Director, Gina Frey.

During the interview process, you will have a chance to ask questions about the program, the enrollment process, tuition obligations, etc. You will also be required to show a picture ID as part of the CORI/SORI process.

Step 5: Gather your documents

Gather the following documents. Photocopies will be collected during the final face-to-face enrollment meeting. A copier is available on-site.

- Verification of citizenship or legal immigrant status**
Birth certificate **OR** passport: current green card or Refugee I 94
- If not a U.S. citizen, verification of eligibility to work in the United States**
Social Security Card **OR** Work Authorization Permit
- Verification of HiSET, GED or High School Diploma**

Additionally, if you are seeking to self-pay and require tuition assistance, please provide the following:

- Verification of income**
Most Recent W-2 income tax form **AND** dated letter on letterhead that you receive either Unemployment Benefits, Section 8, SNAP, TAFDC, fuel assistance
- Verification of household size**
Birth certificates for each child **OR** lease that states number in family **OR** MA health card **OR** most recent income tax return
- Proof of vaccination(s) per North Shore Medical Center Occupational Health requirements**
These include up-to-date flu shot; MMR; Varicella; TB (within 30 days of program start)

Step 6: Attend an in-person enrollment meeting (by appointment; March- April 2021)

If invited to enroll in the MediClerk Training Program, you will be scheduled for an in-person enrollment meeting at Highland Hall on the North Shore Medical Center campus in Salem, MA.

The enrollment meeting will include:

- Typing assessment (to verify 25 wpm)
- Computer skills assessment
- Collection of copies of all documents required in Step 5
- Completion of additional North Shore Medical Center paperwork
- Completion of MediClerk enrollment form
- Payment (if self-pay)

You will be required to wear a mask and follow all MediClerk and North Shore Medical Center COVID-19 protocols to attend an enrollment meeting. Detailed instructions will be provided in advance.

MediClerk Training Program staff are here to help during any step in the application process. If you have any questions, please call 978-354-2495 or email mbtobin@wellspringhouse.org