

Since 2002, more than 525 individuals have graduated from the WCE MediClerk Training Program and launched a new career. 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
Mass General Brigham

“MediClerk has widened my horizons and helped me achieve my goals.”

—Carolyn, MediClerk Graduate

“Throughout this program, I have changed to be a better version of myself. MediClerk has shown me how to be more confident. It has given me the opportunity to take a step in a new direction with a new career path.”

—Jesika, 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 Mass General Brigham Salem Hospital



The MediClerk Training Program is funded in part by:

The Cities of Lynn and Salem U.S. Dept. of HUD Community Development Block Grants, EOHEd Urban Agenda Grant Program, 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 inspires families and adults on the North Shore to achieve employment and financial security through stable housing, education, job training and career readiness.

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



MEDICLERK TRAINING PROGRAM

**May - August 2022
Online and in-person at
MGB Salem Hospital**

Launch a new career in healthcare office administration.



978-354-2495

yttestaverde@wellspringhouse.org

Text: 978-219-7225

MEDICLERK TRAINING PROGRAM

Wellspring Community Education (WCE)

TRAINING FOR JOBS IN HEALTHCARE

APPLY

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

- Have a high school diploma GED, or HiSET
- Are at least 18 years old and possess previous work experience
- 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
- Meet hospital immunization requirements
- Are available for the entire 15-week session

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

Low-cost/income-based
Tuition assistance is available on a sliding scale. Full tuition is \$3900. Don't let cost deter you from applying to the program. We can help.

LEARN

MediClerk 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
- Computer Essentials
- Business Communications
- Medical Keyboarding
- Professional Success
- Goals/Job Search Skills

Participants also learn on-the-job through a full-time 2 week internship at Salem Hospital, North Shore Physician's Group, Beverly and Addison Gilbert Hospitals and other area healthcare partners.

**Sounds great?
When are classes?**

Schedule
30 hours/week. Hybrid. In-person at Salem Hospital and online via ZOOM. Full-time, 2-week in-person internship in July/August.

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 successful completion, 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 the Program Director: gfrey@wellspringhouse.org
Or send a text to: **978-219-7225**

Summer 2022 HYBRID Session

May 3, 2022
to
August 11, 2022

**In-person Tues/Wed/Thurs
9:00am- 3:00pm in Salem
Online Monday & Friday**

**Register for a virtual Info Session to
learn more about the program and
begin the process!**

To register and receive the meeting ID and ZOOM link, contact Yolanda Testaverde at ytestaverde@wellspringhouse.org

Wednesdays from 3—3:45 p.m.

February 9
February 16
March 2
March 9
March 16

Fridays from 12—12:45 p.m.

February 4
February 11
February 18
March 4
March 11
March 18

Attendance at ONE of the above meetings is mandatory. If you require accommodations, please contact us.