Since 2002, more than 525 individuals have graduated from Wellspring’s HealthCare Office Support Training/MediClerk and launched a new career. 

*Will you be next?*

We’ve hired students that go above and beyond and are an asset to our department.

—Courtney Munroe, Patient Access Supervisor, Mass General Brigham

This program has widened my horizons and helped me achieve my goals.

—Carolyn, 2018 Graduate

Throughout this program, I have changed to be a better version of myself. This program 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, 2020 Graduate

Don’t wait to enroll in Wellspring’s HealthCare Office Support Training! Full-time and part-time programs begin in September 2022

Follow the QR code to complete an inquiry form and we will get in touch!

Or contact us at 978-354-2495 yestaverde@wellspringhouse.org (Yolanda)

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.

Wellspring inspires families and adults on the North Shore to achieve employment and financial security through stable housing, education, job training and career readiness.

Call: 978-354-2495 yestaverde@wellspringhouse.org
HealthCare Office Support Training
Wellspring Community Education (WCE)
TRAINING FOR JOBS IN HEALTHCARE

APPLY
Open to residents of the North Shore and surrounding areas who:
• Have a high school diploma GED, or HiSET
• Are at least 18 years old and have some previous work experience
• Have basic computer and typing skills (25 words per minute)
• Elect to take and pass a Criminal Offender Record Investigation (CORI).
• Possess authorization to work in the U.S.
• Meet hospital immunization requirements, including COVID-19
• Are available for the entire 450-hour program and have an employment goal.

LEARN
Designed to provide the necessary skills to secure and succeed in an administrative position in the healthcare field.
Courses offered include:
• Medical Terminology
• Medical Office Procedures
• Computer Essentials
• Business Communications
• Medical Keyboarding
• Professional Success
• Goals/Job Search

WORK
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 and beyond!
Upon successful completion, graduates are eligible for up to 19 credits at North Shore Community College to advance their education.

Now enrolling for both daytime and evening Fall 2022 programs

FULL-TIME HYBRID
September 6 - December 16
In-person Tues/Wed/Thurs
9:00am - 3:00pm in Salem
Online Monday & Friday
*MassHire & DTA approved*

PART-TIME HYBRID
Sept. 17, 2022 - June 7, 2023
Online Mon/Wed
5:30 -9:30 pm via ZOOM
In-person 9am -2 pm in Salem one Saturday/month

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.

Sounds great? When are classes?
Schedule
All programs offer a hybrid schedule. In-person classes are held at MGB Salem Hospital and online classes via ZOOM.

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 Yolanda 978-219-7225

All programs require in-person internships
Contact us to register for an online information session held on Wednesdays from 5-6 pm or on Fridays from 12-1 pm Attendance at an info session is required for enrollment. Individual appointments available by request.