

# EdAssist Directions

For MSN

**\*\*\*Max Benefit allowance a year is \$5250**

Please follow the directions below to apply for your HCA educational benefits.

1. Log into EdAssist: Go to [www.HCAhrAnswers.com](http://www.HCAhrAnswers.com).
  - Log in with your username and password.
    - The password should be the password you use to log into a computer at work. (If you need assistance please call your local IT help desk).
  - Scroll down to the “My Total Rewards” box and choose “Benefits: HCA Rewards”. This will bring up a new page.
  - Select the Education Assistance box and to the right of the page you will then click on the orange box where it shows “Website” link to EdAssist.
2. Select: “Workforce Education”.

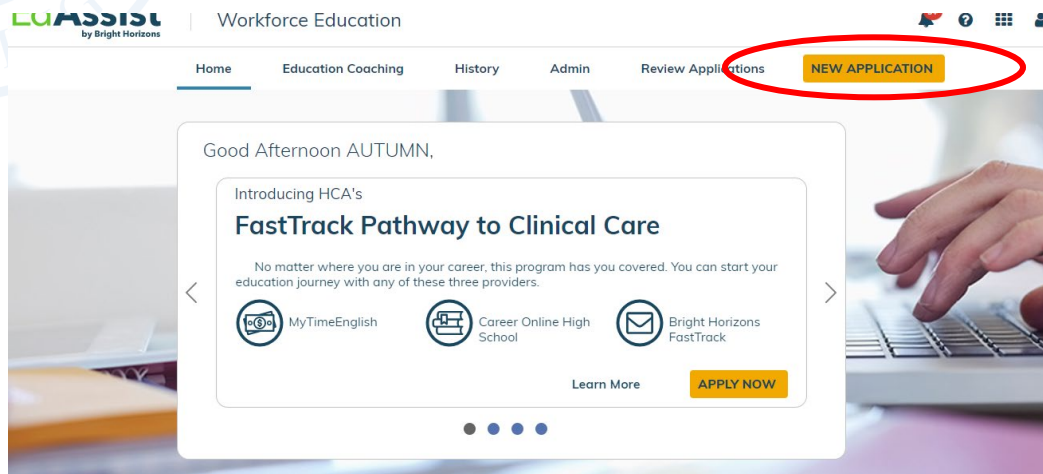


Workforce Education

Student Loan Support

Log Out 

3. At the top of the page in an orange box you will see NEW APPLICATION, click on this to start your application with your contact information. Then click "CONTINUE".



4. Complete the program page as shown:

Select Degree & Other Learning & then Next Question

 A screenshot of the 'Before You Start...' section of the application process. It includes three checkmarks with instructions: 1. This application is for education funding through your employer. Refer to your program benefit documents for details. 2. Once you understand your submission guidelines and documentation requirements, create an application. 3. The application should take about 5-10 minutes to complete. A note below states: 'Note: Options for some questions may change based on your previous selections.' Below this is a progress bar with five steps: 1. Programs (selected), 2. Learning Providers, 3. Expenses, 4. Agreements, and 5. Review and Submit. The main section is titled 'Programs' and includes a note: '\* = Required' and 'ATTN RNs: RN to BSN programs are specifically designed for working registered nurses. If you are already a registered nurse pursuing a Bachelor's Degree, select RN-BSN as your Field of Study.' The question is 'What type of education are you looking for?'. There are four options: 'Degrees & Other Learning' (selected with a blue border), 'FastTrack® General Education', 'careeronline HIGH SCHOOL High School Diploma', and 'MyTime ENGLISH English Proficiency'. Each option has a brief description and a 'Learn About' link. At the bottom, there is a 'Next Question' button and 'Continue' and 'Cancel' buttons.

## 5. Select Degree Type and select Next Question

\* = Required

**ATTN RNs:** RN to BSN programs are specifically designed for working registered nurses. If you are already a registered nurse pursuing a Bachelor's Degree, select RN-BSN as your Field of Study.



What type of learning is this application for?

Education Program \*

Master's Degree



Next Question

Continue

Cancel

## 6. Here you must select **MSN – Leadership** or **MSN – Educator**, then click Next Question – choosing anything else will mean the Galen/Direct Bill option does not show up as eligible.



What is the professional area of focus?

Please Make a Selection \*

MSN - Educator



Next Question

7. Select the benefit program you would like to use.

- Tuition Reimbursement Program – Self-reimbursement
- **Galen College of Nursing – Pre-Licensure and MSN** (HCA's Direct Bill option)



**What Employer Program would you like to use?**

Please Make a Selection\*

- ☐ Tuition Reimbursement Program (ineligible)
- ☒ Galen College of Nursing - Pre-Licensure and MSN
- ☐ Clinical Doctorate Degree Program (ineligible)
- ☐ LPN Program (ineligible)
- ☐ Galen College of Nursing Online RN to BSN (ineligible)
- ☐ Tuition Reimbursement RN to BSN (ineligible)
- ☐ Non Clinical Doctorate Degree Program (ineligible)
- ☐ FastTrack (Prerequisites) (ineligible)
- ☐ FastTrack Comm. College (Direct Bill) (ineligible)

8. Click on Search For A Provider

\* = Required



**Who is your Education Provider? \***

Selected Education Provider \*

None Selected

Address \*

-

Student ID (Optional)

Unknown

**Search For A Provider**

**Continue**

Cancel

Type in Galen in the Name and KY in the State and click on Search

Name (Optional)	City (Optional)	State (Optional)	Accreditation (Optional)
<input type="text" value="Galen"/>	<input type="text"/>	<input type="text" value="KY"/>	<input type="text" value="Select"/>

**Search**

Name	Address	BH Network
<b>Galen Health Institutes</b>	3050 Terra Crossing Boulevard, Louisville, KY	No
<b>Galen Health Institutes Inc.</b>	3050 Terra Crossing Blvd, Louisville, KY	No

Select Galen at 3050 Terra Crossing Blvd, Louisville, KY – Select Continue

9. Next Select Session Start and End Dates from the drop down list (this will be the module dates and not the full Semester Dates)

### Master's Degree in Nurse Educator and Nurse Leadership

Sept 2 – Oct 22

Oct 28 – Dec 17

Jan 6 – Feb 25

Mar 3 – Apr 22

May 5 – June 24

July 7 – Aug 26



#### Session Information

Session Start Date \*

Select

Mar 06, 2023

Jan 09, 2023

Oct 24, 2022

Sep 29, 2022

Aug 29, 2022

Jul 04, 2022

education program with this session?



Are you graduating or completing your education program this session?  
(if you're unsure enter your estimated grad date)

\*select yes if this is your last course, select no if you will be graduating in the future

\* = required



#### Session Information

Session Start Date \*

Jan 09, 2023

Session End Date \*

Feb 28, 2023

Are you graduating or completing your education program with this session?

Please Make a Selection\*



Yes



No

Expected Completion Date (Optional)



MM/DD/YYYY

### 10. Click “ADD A COURSE & RELATED EXPENSE”.

Complete the next screen with your course(s) information. You will only include courses for your module and not the full semester. You will submit a new application for each 8-week session/module. This box will need to be completed for each class scheduled during your module. MSN cost is \$350 per credit hour. For example, \$350 per credit multiplied by 3 credit hours is \$1050.00, as shown below.

You'll begin typing the course name and then select the correct one from the drop-down list.

\* = Required

#### Add a Course & Related Expense

Search for your course by Course Name or Course Number. If you are unable to find your course please reconfirm your session dates. Courses offered outside of session dates cannot be added to a single application. If you are requesting payment for more courses with different session dates, please create a separate application.

Course Name \*

Healthcare Informatics

Info Mgmt & Appl of Healthcare Tech

Course Number \*

Instruction Type \*

Select

Add An Expense

Add Course

Cancel

The course information will be entered except for the \$ amount. Enter the course cost and answer the Important Tax Information as shown below.

\* = Required

### Add a Course & Related Expense

Search for your course by Course Name or Course Number. If you are unable to find your course please reconfirm your session dates. Courses offered outside of session dates cannot be added to a single application. If you are requesting payment for more courses with different session dates, please create a separate application.

Course Name *	Course Number *
Info Mgmt & Appl of Healthcare Tech X	NSG 6520
Amount *	Credit Hours *
\$ 1050.00	3.0
	Instruction Type *
	BLE

[Add An Expense](#)

[Add Course](#) [Cancel](#)

Select **Continue**.

- 11.** Did you receive any grants, scholarships, or discounts?
- DO NOT** include HCA Grant – Galen Grant. This is accounted for in your cost per credit hour.

**12.** Agreements

- Participant Agreement – I agree
- FERPA Agreement – I agree
- Repayment Agreement – I agree
- Type your name exactly as it appears. Click **“CONTINUE”**.

**13.** Review and submit your application.

- 14.** You will see notification that your application was approved as shown below. Click “Return to Home Page”.



Tuition application # **9925444** was submitted.

## Your application has been approved

This application has met initial eligibility requirements. Upon receiving a signed Letter of Credit (LOC) at course registration, the school will bill Bright Horizons directly for approved coursework and expenses. To complete the process, please access and print the Letter of Credit (LOC) below, then complete the LOC and send it to your education provider.

[Return to Home Page](#)
[Log Out](#)

- 15.** Once on the home page, you will see your letter of credit notification listed and you can scroll through your Applications or Access your Letter of Credit. You do not need to submit the Letter of Credit to Galen.

	<b>LETTER OF CREDIT (LOC) ISSUED</b>	<b>AUTUMN LEWIS</b>	<b>9925444</b> ▶	
		Galen College of Nursing - Pre-Licensure and MSN Galen Health Institutes Aug 29, 2022 - Oct 18, 2022		
<a href="#">ACCESS LETTER OF CREDIT</a>				

« **1** 2 »

- 16.** You will not need to do anything further, once your application is completed EdAssist will notify Galen that it has been completed and we will review it.
- 17.** If you have any follow-up questions please reach out to your financial aid department at [onlinefinancialaid@galencollege.edu](mailto:onlinefinancialaid@galencollege.edu).



As you complete your sessions, you will see the amount submitted in 'blue' ascending to your tax year limit of \$5,250. Example of your homepage as it progresses:

The screenshot displays the 'Pure Nursing' interface. At the top, a modal window shows a 'LETTER OF CREDIT (LOC) ISSUED' for AUTUMN LEWIS, Galen College of Nursing - Pre-Licensure and MSN, Galen Health Institutes, for the period Aug 29, 2022 - Oct 18, 2022. The amount is \$1,050.00. Below this is a button labeled 'ACCESS LETTER OF CREDIT'. A pagination bar shows '1' and '2'. The background shows a person's hands typing on a laptop keyboard.

**Your Benefit Balances** ⓘ

For your Associate's Degree in the program	You Requested	Employer Paid	Remaining
Galen College of Nursing - Pre-Licensure and MSN , benefit period 2022	\$1,725.00	\$0.00	\$5,250.00