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.
   - 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.
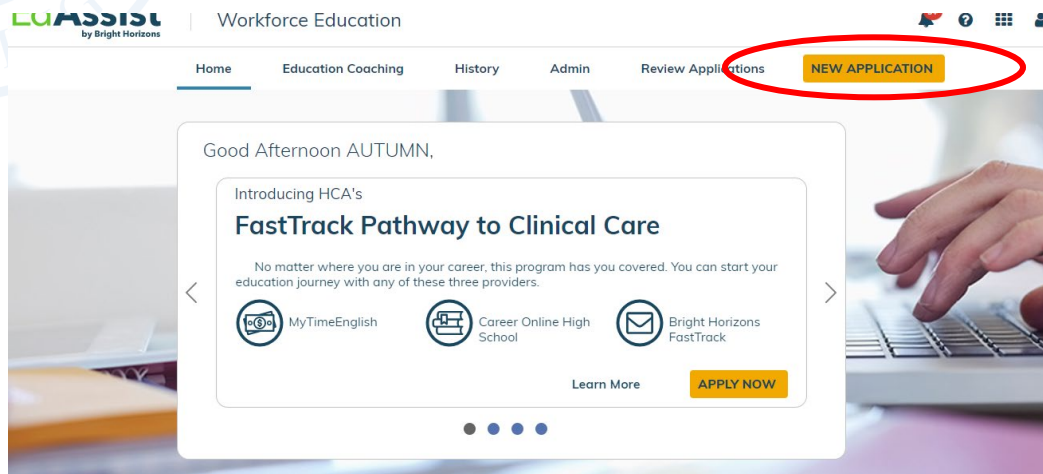
2. Select: "Workforce Education".

HCA✚ Healthcare℠

Which benefit would you like to manage?

    Workforce Education

    Student Loan Support

    Log Out →

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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

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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

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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 *	Address *	Student ID (Optional)
None Selected	-	Unknown

Search For A Provider

Continue   Cancel

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

Name (Optional)	City (Optional)	State (Optional)	Accreditation (Optional)
Galen		KY	Select

Search

Name	Address	BH Network
Galen Health Institutes	3050 Terra Crossing Boulevard, Louisville, KY	No
Galen Health Institutes Inc.	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?

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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

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* = 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 |

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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 *

| info 🔍 |

Healthcare **Info**rmatics

Info Mgmt & Appl of Healthcare Tech

Course Number *

| 🔍 |

Instruction Type *

| Select ⌄ |

Add An Expense

Add Course   Cancel

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

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.

LETTER OF CREDIT (LOC) ISSUED

AUTUMN LEWIS   9925444 ▸

Galen College of Nursing - Pre-Licensure and MSN
Galen Health Institutes
Aug 29, 2022 - Oct 18, 2022 $1,050.00

ACCESS LETTER OF CREDIT

«   **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.

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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: