

# EdAssist Directions

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

1. Log into EdAssist: Go to [www.HCAGHR.com](http://www.HCAGHR.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”**.



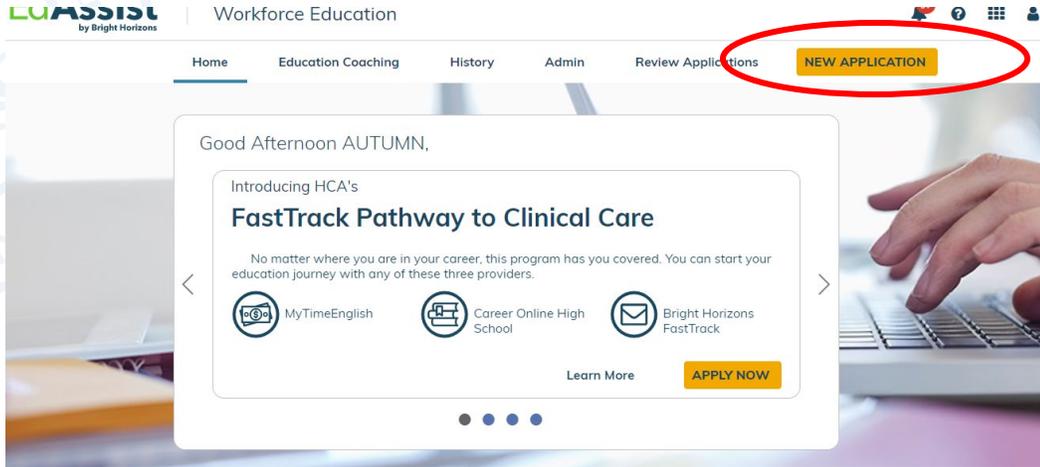
**HCA**   
**Healthcare**<sup>SM</sup>  
Which benefit would you like to  
manage?

**Workforce Education**

**Student Loan Support**

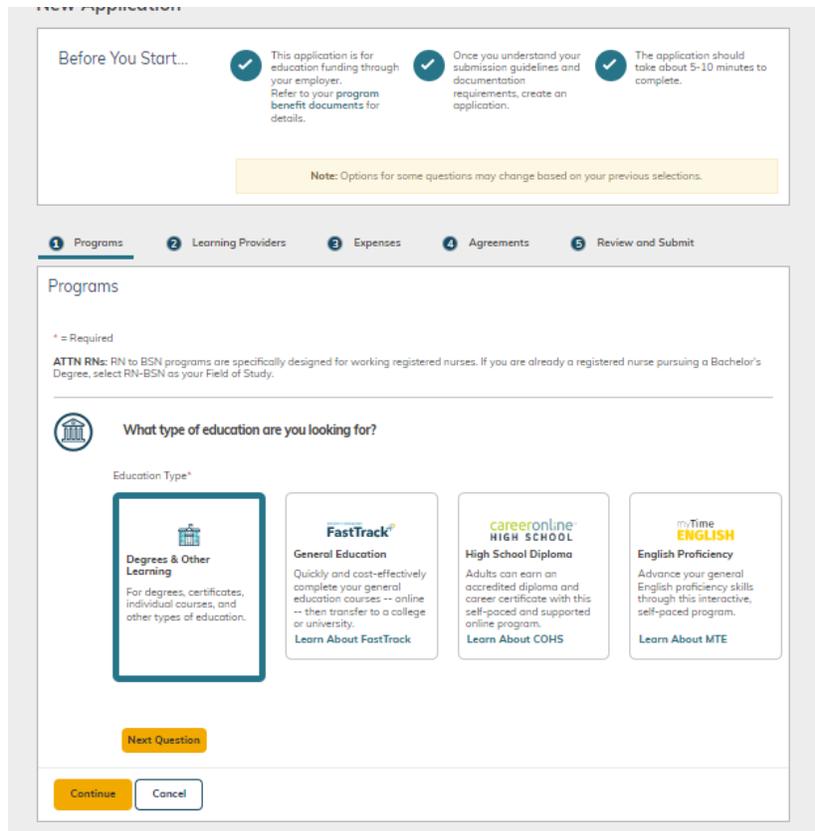
Log Out 

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



## 5. Select Degree Type and select Next Question

Programs

\* = 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 \*

Bachelor's Degree

Next Question

Continue

Cancel

## 6. Next choose the professional area of study: RN-BSN and select Next Question



**What is the professional area of focus?**

Please Make a Selection \*

RN-BSN

Next Question

**\*\* you MUST choose RN-BSN or the Galen/Direct Bill benefit will not show as an option for you**

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

- Galen College of Nursing Online RN to BSN –(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 (ineligible) 
- Clinical Doctorate Degree Program (ineligible)
- LPN Program (ineligible)
- Galen College of Nursing Online RN to BSN 
- Tuition Reimbursement RN to BSN 
- Non Clinical Doctorate Degree Program (ineligible) 
- FastTrack (Prerequisites) (ineligible) 
- FastTrack Comm. College (Direct Bill) (ineligible) 

8. Click “Continue”

9. Enter your Student ID

\*although it says Optional this is necessary to ensure things move through accurately

\* = Required



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

Selected Education Provider \*

None Selected

Address \*

-

Student ID (Optional)

0/15

Search For A Provider

10. Click on Search For A Provider



11. Type in “Galen” in the Name and “KY” in the State and click on Search

Search Clear

Search Results

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

Select

[I can't find my provider](#)

Select Galen at 3050 Terra Crossing Blvd, Louisville, KY

12. Click “Continue”

13. Next Select Session Start Date from the drop-down list (this will be the module dates and not the full Semester Dates) \*the end date will automatically populate.

**RN-BSN**

- Jan 6 – Feb 25
- Mar 3 – Apr 22
- May 5 – June 24
- July 7 – Aug 26

Session Information

Session Start Date \*      Session End Date \*

Sep 04, 2023      Oct 24, 2023

Oct 02, 2023      education program with this session?

Sep 04, 2023

Jul 10, 2023

May 08, 2023

Apr 06, 2023

Mar 06, 2023

Jan 09, 2023

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

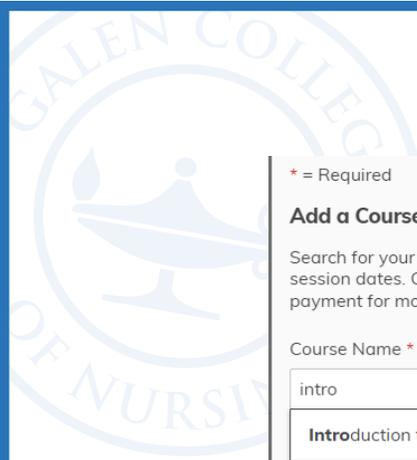
No

Expected Completion Date

#### 14. 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. RN-BSN cost is \$225 per credit hour. For example, \$225 per credit multiplied by a 3 credit hour course is \$675.00, as shown below. There are no added expenses for RN-BSN courses.

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 \*

- Introduction to Applied Statistics
- Introduction to Psychology

Course Number \*

Instruction Type \*

The course information will be entered except 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 \* **PSY 1200**

Amount \*

Credit Hours \* **3.0**

Instruction Type \* **BLE**

You will need to answer the Important Tax Information, Yes or No questions with each course added. They should be answered the same way each time. Please see below. Make sure after the Tax selections you see: **“Based on your response to the tax questions, you will not be taxed on this amount”**

Does this education maintain or improve skills needed in your present work?

Yes: Choose yes, if achieving your BSN directly correlates to your current role in HCA Healthcare. For instance, a colleague who is currently an RN can assume their skills will be improved through achieving a BSN

No: Choose no, if a BSN does not apply to your current position. For instance, a colleague currently working as a supply chain technician does not hold a position that would be directly impacted by achieving a BSN.

Yes  No

Is this education required to meet the minimum education requirements of your current trade or business?

Yes: Choose yes, if achieving your BSN is a requirement for your continued employment within your current position at HCA Healthcare.

No: Choose no, if a BSN could help advance your career at HCA Healthcare, but is not a requirement for continued employment in your current position.

Yes  No

Is this education part of a program of study that will qualify you for a career in a new trade or business?

Yes: Choose yes, if achieving your BSN leads to a new career path for you within HCA Healthcare. For instance, a patient care technician who achieves a BSN would be eligible for a new position within the organization as a RN.

No: Choose no, if a BSN could help advance your career at HCA Healthcare, but would not lead to a new line of work within HCA Healthcare. For instance, if you are currently an RN, achieving your BSN would not qualify you for a different line of work.

Yes  No

Based on your response to the tax questions, you will not be taxed on this amount.

**ADD COURSE**

Select Add Course

If you have another course to add you will select **Add A Course & Related Expense** again if not select **Continue**.

- 15.** Did you receive any grants, scholarships, or discounts?  
Select No here, Galen will report any financial aid received and your grant for being an HCA employee is already incorporated in the cost you included above.

\* = Required



**Did you receive any grants, scholarships, or discounts?**

Please Make a Selection\*

Yes

No

**16.** Agreements

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

**17.** Review and submit your application.

- 18.** You will see notification that your application was approved as shown below.



Tuition application # **9919474** 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](#)

19. Click “Return to Home Page”.
  20. You will not need to do anything further, once your application is completed EdAssist will notify Galen that it has been completed and it will be reviewed.
  21. If you have any follow-up questions please reach out to your financial aid department at [onlinefinancialaid@galencollege.edu](mailto:onlinefinancialaid@galencollege.edu).
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