

# **Atrium Health User Guide for Reimbursement Programs**

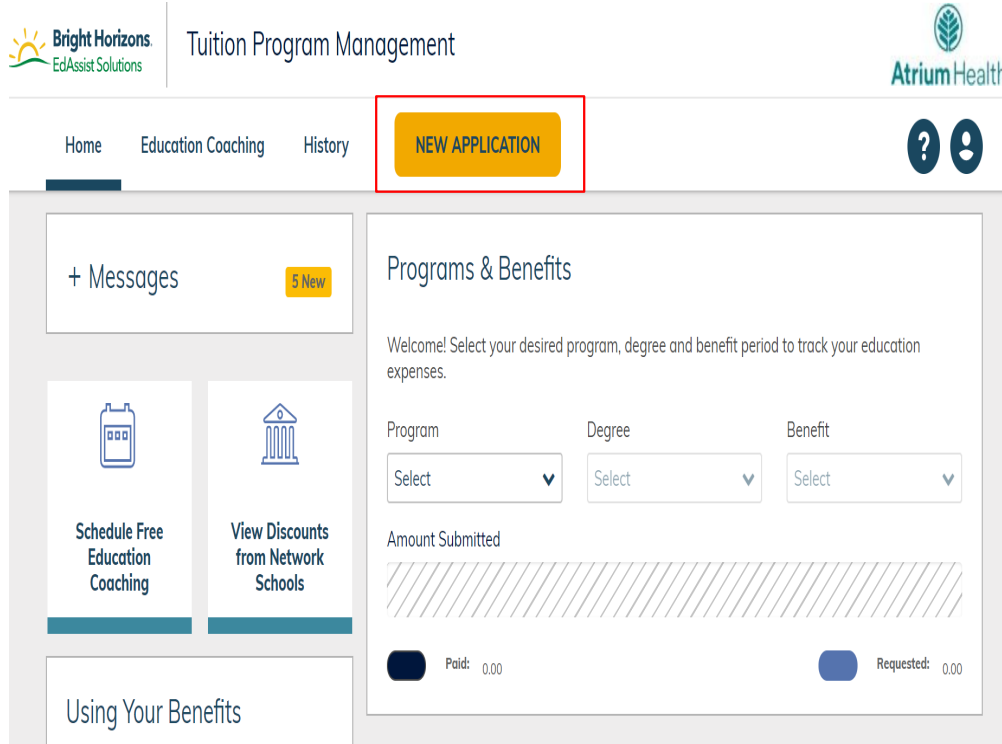
## **Degrees and Academic Credit & Continuing Education**



# **Applying for Continuing Education Reimbursement**

## **Non-Degree Program**

# Getting Started



The screenshot shows the user interface for Tuition Program Management. At the top left is the Bright Horizons EdAssist Solutions logo. The page title is "Tuition Program Management". On the right is the Atrium Health logo. Below the title is a navigation bar with "Home", "Education Coaching", and "History". A yellow button labeled "NEW APPLICATION" is highlighted with a red box. Below the navigation bar are three main sections: 1. "+ Messages" with a "5 New" badge. 2. Two cards: "Schedule Free Education Coaching" with a calendar icon and "View Discounts from Network Schools" with a school icon. 3. "Using Your Benefits" section. The main content area is titled "Programs & Benefits" and contains a welcome message: "Welcome! Select your desired program, degree and benefit period to track your education expenses." Below this are three dropdown menus for "Program", "Degree", and "Benefit", each with a "Select" option and a downward arrow. Underneath is a "Amount Submitted" section with a hatched bar. At the bottom, there are two toggle switches: "Paid: 0.00" (which is turned on) and "Requested: 0.00" (which is turned off).

Once you have logged into the site, click “New Application” on the home screen to begin.



### Your Address

Use Work Address

5427 Highway 49 South  
Harrisburg, NC 28075-7408

Use Home Address



To change an address please contact your employer.

Some of your demographic information will be entered as a default. Please select if you would prefer to be contacted at work or at home.



### Your Email Address

Use Work Email



Use Home Email



Use Other Email

## New Application



What type of learning is this application for?

Select

NEXT

CONTINUE

Cancel

Non-Degree

Certification/Designation

Continuing Education Units

For the Continuing Education (Non-Degree) workflow, you will identify your learning type from the drop down.

You will have the option to select:

Certification/Designation or  
Continuing Education Units



What is the area of study?

Nursing ×

What Category best fits this type of learning?

Select ▼

- Conference
- Course
- Exam
- Exam and Prep Courses
- Executive Leadership Course
- License
- Membership

Once you have selected your area of study from the drop down, please select the category that best fits the type of learning you will pursue.

CONTINUE



### What Program would you like to use?

- Education Assistance Degree and Academic Credit (ineligible) 
- Education Assistance - Certificate Program (ineligible) 
- Education Assistance - Certification Program (ineligible) 
- Education that Works Program (ineligible) 
- Rise to Success Program (ineligible) 
- RN Educational Assistance Program (ineligible) 
- Education Assistance -Continuing Education Program 

NEXT

CONTINUE

Cancel

## Select Education Assistance – Continuing Education Program

Please note: this outcome is based on selections made earlier in the application process.



### Who is your Education Provider?

Name

Western Governors University

Student ID

Address

Dept 227  
PO Box 30015  
Salt Lake City, UT 84130



Your education provider may be pre-populated based on a previous application. If the provider listed is not accurate, you may start a new provider search by selecting “edit”

### Expenses



### Session Information

Session Start Date

Session End Date

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

Yes  No

Expected Graduation Date

Complete the questions pertaining to your session information to proceed to the next step in the application.





### Course & Expense Information

COURSE	Intro to Biology (Bio101)		
Amount	Related Expenses	Credit Hours	
\$1,500.00	\$0.00	3	
<a href="#">Edit</a>	<a href="#">Remove</a>	Total: \$1,500.00	

[ADD A COURSE & RELATED EXPENSE](#)

#### Add a Course & Related Expense

If submitting for a Seminar/Conference or Workshop, enter "Seminar/Conference" or "Workshop" in the course name.

Course Name	Course Number	
<input type="text" value="Math Basics"/>	<input type="text" value="Math100"/>	
Amount	Credit Hours	Instruction Type
<input type="text" value="\$ 100.00"/>	<input type="text" value="3.00"/>	<input type="text" value="Classroom"/>

#### Course Related Expenses

COURSE EXPENSE	Books: 1	
<a href="#">Edit</a>	<a href="#">Remove</a>	Total: \$50.00

[ADD AN EXPENSE](#)

Enter specific details associated with your course by selecting **“Add A Course & Related Expense”**.

If you have a book you are looking to have reimbursed, you can include that here.

## Agreements



Did you receive any grants, scholarships, or discounts?

Yes

No

Scholarship/Grant Type

State Grant



Amount

\$ 100.00

If you have received a grant or scholarship, those details can be entered at this point.

### Team Member Agreement

I have read and understand the terms and conditions set forth in the Atrium Health Education Assistance, Education that Works, Rise to Success, or RN Educational Assistance Policy. As a condition of participating in this Program, I agree to abide by these terms and conditions. I understand that my participation in this program is not a condition of my employment or continuation thereof. I further understand that grades or other evidence of satisfactory completion, as well as an itemized invoice for all expenses must be provided. I affirm that any documentation I have submitted in connection with this Program is complete and accurate. I acknowledge that if I knowingly submit false, deceptive or misleading information in order to receive benefits under the Program, this may result in adverse tax consequences and discontinuance in my tuition assistance.

I Agree

### FERPA Agreement


The Family Educational Rights and Privacy Act of 1974, as amended (FERPA) ensures students of the right to privacy and confidentiality with respect to their educational records and limits access to the information contained in those records. Under FERPA, you have the right to deny authorization to release your educational records. However, in order to receive tuition assistance through Bright Horizons EdAssist Solutions, it is necessary for Bright Horizons to receive and share your educational records with your employer. By checking "I Agree" below, you agree as follows: • Educational institutions, schools, agencies or individuals holding my educational records may release such records to Bright Horizons. • Bright Horizons may release my educational records (whether received from educational institutions, schools, agencies, or individuals) to my employer. • This consent shall remain in effect until I submit a written request to cancel the authorization. If you do not agree with the above terms, please understand that we will be unable to process your tuition assistance application, and your application will be cancelled.

I Agree

Review and acknowledge  
the agreements to move to  
the next step in the  
application workflow.

Select how you would like to receive your reimbursement.

Payment Preference

 How would you like to receive reimbursement payments?

Check  Electronic Deposit

**SAVE** Cancel

Your Name:



Enter your name exactly as it appears above.

To accept agreement(s), you must type your name exactly as it appears above.

Enter your name exactly as it appears above.

You will receive confirmation your application has been approved after you submit it.



Tuition application # **7500007** was submitted.

**Your application has been Application approved**

This application has met all initial eligibility requirements. It will be reviewed for payment once we receive your documentation.

[Return to Home Page](#)

[Log Out](#)



## Supporting Documentation

What document types are supported? 

Please upload completion documentation. Only one Document Type can be selected at a time. The preferred document formats are pdf or jpg.



The file **TEST DOCUMENT.pdf** is ready to upload. The file will not upload until Submit Document button is clicked.

Document Type

Grades 

Course Name

Intro to Psych

Grade

A 

Course Name

Health

Grade

A 

Once your course is complete, please submit your final grade documents to close out your application.

Select the document type from the drop down and enter the grade earned in each course you were enrolled in.



### Supporting Documentation

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 Drag Document here to upload or Select File

DOCUMENT	Grades	Uploaded	Status	Date Reviewed
	From [redacted]	9/03/20	Pending	N/A



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Once your documents have been submitted, it will show they are in a pending status.

Bright Horizons will review the documents for accuracy. Once that review is complete, the status will change to resolved.



### Status History

	MESSAGE	From <b>EdAssist Admin</b> TEST	Sep 03, 2020 10:57 AM EDT
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[Get Live Help](#)

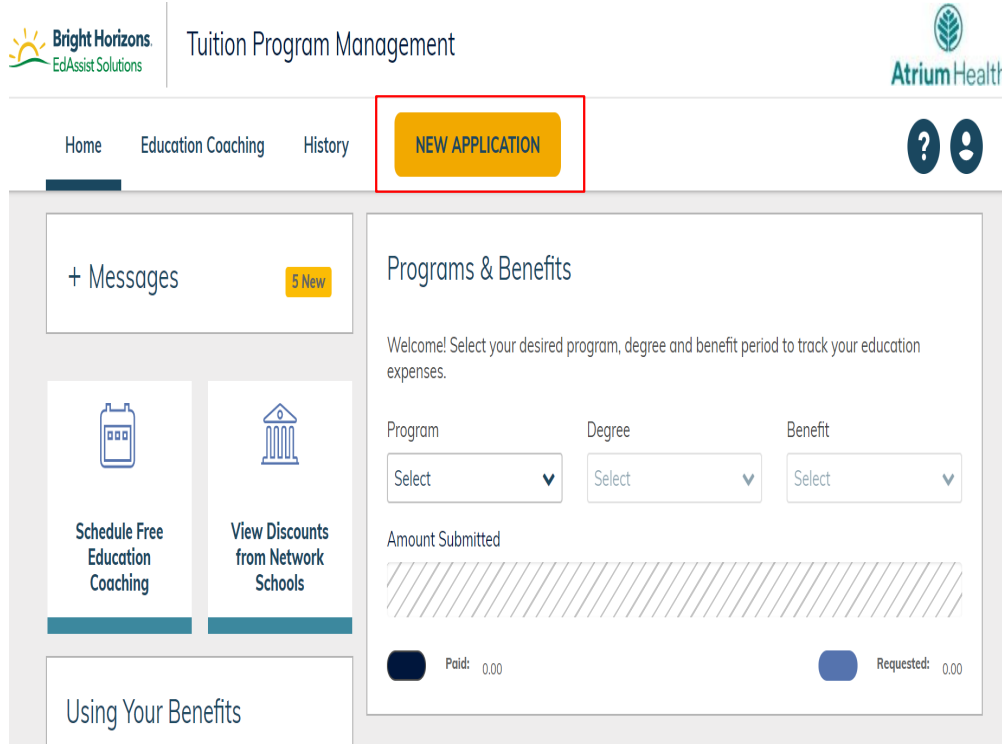
The “History” tab will give you an overview of all past applications and statuses.



# Applying for Degrees and Academic Credit

## Traditional Reimbursement

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## New Application



What type of learning is this application for?

Associate's Degree



NEXT



What is the area of study?

Nursing



NEXT






CONTINUE

Cancel

For the Degree and Academic Credit (Traditional Reimbursement) program, you will select the type of degree you will peruse. You will then identify your intended Field of Study



What Program would you like to use?

- Education Assistance Degree and Academic Credit 
- Education Assistance - Certificate Program (ineligible) 
- Education Assistance - Certification Program (ineligible) 
- Education that Works Program 
- Rise to Success Program 
- RN Educational Assistance Program 
- Education Assistance -Continuing Education Program (ineligible) 

NEXT

CONTINUE

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Select the program you would like to submit your application for reimbursement.

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Western Governors University

Student ID

Address

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[Get Live Help](#)

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# Getting Help – Additional Resources

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## **General Questions? Create a Support ticket**

*To create a support ticket, navigate to the Support Page and select Create A Support Ticket.*

## **Application Questions? Submit an application comment directly on the application.**

*To submit an application comment, open your application to the application summary page and select "Add New Comment"*

Support tickets and application comments will be reviewed by a support member within 1-3 business days.

**Need a faster response? Use Live Chat to speak with a representative directly in real time.**

*Live chat is available Monday – Friday 7am – 2pm EST.*