

Take YOUR Career to the Next Level with HACC's Nursing Home Administrator Program!

Gain skills and knowledge to become a successful nursing home administrator (NHA) in less than four months! Our HyFlex (Zoom or in person) classroom setting allows for group discussion and networking opportunities. **(If attending classes via Zoom, 100% engagement in the session (without distractions) is required.)**

	Module	Spring 2024
1	General Administration	F, Apr. 12 (CRN 91179)
2	Gerontology, Disease of Aging	F, June 28 (CRN 91180)
3	Role of Government in Health	F, Apr. 19 (CRN 91181)
4	Fiscal Mgmt, Budgeting	F, Apr. 26 (CRN 91182)
5	Personnel Management	F, June 14 (CRN 91183)
6	Third Party Reimbursement	F, May 10 (CRN 91184)
7	Preparing for Surveys	F, June 21 (CRN 91185)
8	Understanding Regulations	F, June 7 (CRN 91186)
9	Nursing & Resident Care	F, May 31 (CRN 91187)
10	Rehab, Specialty Care Svcs	F, Apr. 5 (CRN 91188)
11	Health Support Services	F, May 3 (CRN 91189)
12	Facility Support Services	F, May 17 (CRN 91190)
13	Dietary & Nutrition	F, May 24 (CRN 91191)
14	Social Services	F, July 12 (CRN 50144)
15	Risk Mgmt, Safety, Insurance	F, July 19 (CRN 50145)
16	Strategic Planning & Mktg	F, July 26 (CRN 50146)
	Review Course	FS, Aug. 9-10 (CRN 50147)

Continuing Education Units for Nurses and NHAs: Modules may be applied to the continuing education requirements for both professions.

Objective: To provide the 120-hour program for the nursing home administrator required by the Pennsylvania State Board of Nursing Home Administrators.

Approval: Each module is approved by the Pennsylvania State Board of Nursing Home Administrators. HACC will provide all 16 modules, a certificate of completion for each module and a certificate of completion for all 16 modules.

Format: Each module meets via zoom or in person, on Friday's from 8 a.m. to 4:30 p.m. with a one-hour lunch break.

Tuition: \$175 per module (if you are unable to attend all 16 days of class). See how to save on tuition below!

Review Course: A two-day review course is offered following each 16-module course – Aug. 9 and 10 (spring) (CRN 50147). Tuition for the review course is \$395.

**** Tuition Savings ****

There are two ways to save when registering:

- Register and pay for all 16 modules one week prior to the first day of class and pay only \$2,579 – save \$221! (16-Module Bundle: Spring CRN 91217)
- Register and pay for all 16 modules and the Review Course one week prior to the start of the first day of class and pay only \$2,954 – a savings of over \$240! (16 Module and Review Course Bundle: Spring CRN 91218)

Location of program: HACC Lancaster Campus, East Building, Room 202, 1641 Old Philadelphia Pike, Lancaster, PA 17602

Make-up Days (due to inclement weather, instructor illness, etc.): Aug. 2 and 3.

Payment is required at the time of registration. Deadline to register is one week before each class. Refunds will be issued for cancelations made at least one day before the start of class. Refund requests must be in writing.

Module 1
General Administration, Organization and Management in Nursing Homes
Approved for Continuing Education No. NHCE102171

Module 2
Gerontology, Diseases of the Aging, Death, and Dying
Approved for Continuing Education No. NHCE102172

Module 3
The Role of Government in Health Policy, Regulation and Reimbursement
Approved for Continuing Education No. NHCE102173

Module 4
Fiscal Management, Budgeting and Accounting
Approved for Continuing Education No. NHCE102174

Module 5
Personnel Management and Labor Relations
Approved for Continuing Education No. NHCE102175

Module 6
Third Party Reimbursement
Approved for Continuing Education No. NHCE102176

Module 7
Preparing for Licensure/Certification Surveys and Meeting Other Regulatory Requirements
Approved for Continuing Education No. NHCE102177

Module 8
Understanding Regulations, Deficiencies, Plans of Corrections and Quality Assurance
Approved for Continuing Education No. NHCE102178

Module 9
Nursing Department and Resident Care Management
Approved for Continuing Education No. NHCE102179

Module 10
Rehabilitation Services and Special Care Services
Approved for Continuing Education No. NHCE102180

Module 11
Health Support Services: Pharmacy, Medical Records and Diagnostic Services
Approved for Continuing Education No. NHCE102181

Module 12
Facility Support Services: Building/Grounds, Housekeeping, Laundry and Central Supply
Approved for Continuing Education No. NHCE102182

Module 13
Dietary Department and Patient Nutrition
Approved for Continuing Education No. NHCE102183

Module 14
Social Services, Family and Community Relationships and Resident Rights
Approved for Continuing Education No. NHCE102184

Module 15
Risk Management, Safety, and Insurance
Approved for Continuing Education No. NHCE102185

Module 16
Strategic Planning, Marketing, and Public Relations
Approved for Continuing Education No. NHCE102186

Prior to registering for the program, please call HACC's Healthcare Education office to ensure that you are registering for the module(s) you wish to take as there are cost-saving options available.

1. CALL HACC'S HEALTHCARE EDUCATION OFFICE

- Please call 717-221-1377 or 717-221-1348

2. REGISTER ONLINE

- Please visit onlinewfd.hacc.edu
- Click on "Healthcare Training and Medical Education"
- Click on "Nursing Home Administrator"
- Click on the NHA bundle or individual module you wish to take, briefly reviewing description and dates to ensure you are registering for the appropriate course or bundle.
- Click on "Enroll Now"

- Click on "Continue Shopping" until you have registered for all the individual modules you wish to take (or after selecting the desired bundle), and after the last module or bundle selected, click on "Checkout".
- Follow prompts to pay the tuition. (Acceptable payment for online registration: VISA, MasterCard or Discover.)

If unable to pay via credit card, please contact elreiner@hacc.edu or sebiggs@hacc.edu for more information on the registration process.

Payment may be made by check or money order made out to HACC and mailed to: HACC, One HACC Drive, TL203, Harrisburg, PA 17110. PLEASE be sure to include "NHA 2023 Tuition" on the memo line of the check or money order or place a note inside the envelope.

Please note: If your employer is paying your tuition prior to completing the program, please contact elreiner@hacc.edu or sebiggs@hacc.edu to request a permission to bill form.