

**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 discussions and networking opportunities.

	<b>Module</b>	<b>Fall 2024</b>
<b>1</b>	General Administration	F, Aug. 16 (CRN 50148)
<b>2</b>	Gerontology, Disease of Aging	F, Aug. 23 (CRN 50149)
<b>3</b>	Role of Government in Health	F, Aug. 30 (CRN 50150)
<b>4</b>	Fiscal Mgmt, Budgeting	F, Sept. 6 (CRN 50151)
<b>5</b>	Personnel Management	F, Oct. 25 (CRN 50152)
<b>6</b>	Third Party Reimbursement	F, Sept. 20 (CRN 50153)
<b>7</b>	Preparing for Surveys	F, Oct. 18 (CRN 50154)
<b>8</b>	Understanding Regulations	F, Oct. 4 (CRN 50155)
<b>9</b>	Nursing & Resident Care	F, Oct. 11 (CRN 50156)
<b>10</b>	Rehab, Specialty Care Svcs	F, Sept. 27 (CRN 50157)
<b>11</b>	Health Support Services	F, Sept. 13 (CRN 50158)
<b>12</b>	Facility Support Services	F, Nov. 1 (CRN 50159)
<b>13</b>	Dietary & Nutrition	F, Nov. 8 (CRN 50160)
<b>14</b>	Social Services	F, Nov. 15 (CRN 50161)
<b>15</b>	Risk Mgmt, Safety, Insurance	F, Nov. 22 (CRN 50162)
<b>16</b>	Strategic Planning & Mktg	F, Dec. 6 (CRN 50163)
	Review Course	FS, Dec. 13-14 (CRN 50166)

**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 Fridays 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 – Dec 13-14 (fall) (CRN 50166). 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: Fall CRN 50164)
- 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: Fall CRN 50165)

**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.): Dec. 20 -21.**

*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

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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](http://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.)

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](mailto:elreiner@hacc.edu) or [sebiggs@hacc.edu](mailto:sebiggs@hacc.edu) to request a permission to bill form.*