To Do List

Step 1. Choose a case management agency and make an appointment:

- Lutheran Services
  7008 North Palafox Street
  Pensacola, FL 32503
  850-497-7157
- OASIS
  1825 Hurlburt Rd Suites 13 & 14
  Fort Walton Beach, FL 32547
  850-314-0950

OR

- Sacred Heart Hospital
  5150 Bayou Blvd. Suite 2J
  Pensacola, FL 32504
  416-6833 or 416-4155

Appointment date & time

Step 2. After you have received a Notice of Eligibility letter from your case manager, you must then make a medical appointment:

- AHF
  4300 Bayou Blvd. Suite 17D
  Pensacola FL 32503
  850-476-3131

- FDOH-Okaloosa County
  221 Hospital Drive Northeast
  Fort Walton Beach, FL 32548
  850-833-9246

Appointment date & time

Step 3. If you are referred to ADAP at your medical appointment you must then call ADAP to make an appointment for enrollment:

- FDOH-Escambia County
  1295 West Fairfield Drive
  Pensacola, Fl. 32501
  850-595-6767

- FDOH-Santa Rosa County
  5527 Stewart Street
  Milton, FL 32570
  850-983-5200 x107

- FDOH-Okaloosa County
  221 Hospital Drive NE
  Fort Walton Beach, FL 32548
  850-883-9246

Appointment date & time

If you have any questions or are in need of further assistance, please contact the Florida Department of Health in Escambia County at 850-595-6345.
What to Bring to Eligibility Appointment

- Proof of HIV (copy of official laboratory test)
- Proof of Florida residency (i.e. photo ID)
- Proof of Insurance (if applicable) If you are employed, we need proof that no insurance is offered to you on company letterhead signed by a supervisor.
- Proof of Income (last 3 paystubs, social security award letter, last completed IRS tax return, unemployment paystubs)

What to bring to ADAP Enrollment Appointment

- You must first complete steps one and two as shown on opposite page if you have not already done so.
- Please ask your Ryan White Case Manager to fax a copy of your Notice of Eligibility to the ADAP office or bring a copy with you.
- If you have insurance, we need a copy of the policy details including information about the prescription coverage. If the cost of the insurance is not affordable, we need proof of the cost.
- If you have Medicare, you must obtain Medicare Part D and apply for Low Income Subsidy (LIS). Bring documentation of award or denial with you.
- If potentially eligible, you must apply for Medicaid, we will need documentation of application denial.
- Please bring your State of Florida issued picture ID, and Social Security Card.
- CD4 and Viral Load results less than six months old.
- Current prescription(s) that are on the ADAP formulary. We must have an original prescription not faxed or copy.

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