



# To Do List

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

**AHF**

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

**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

**CAN Community Health**

8390 N. Palafox Street  
Pensacola, FL 32534  
(850) 988-5245

**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.

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.