## Form(s) to submit to LA HAP when a client enrolls in, loses, or changes their insurance

Step 1: Log into the Ramsell system and check to see if the client is New:

, OR if the client's LA HAP Plan Enrollment

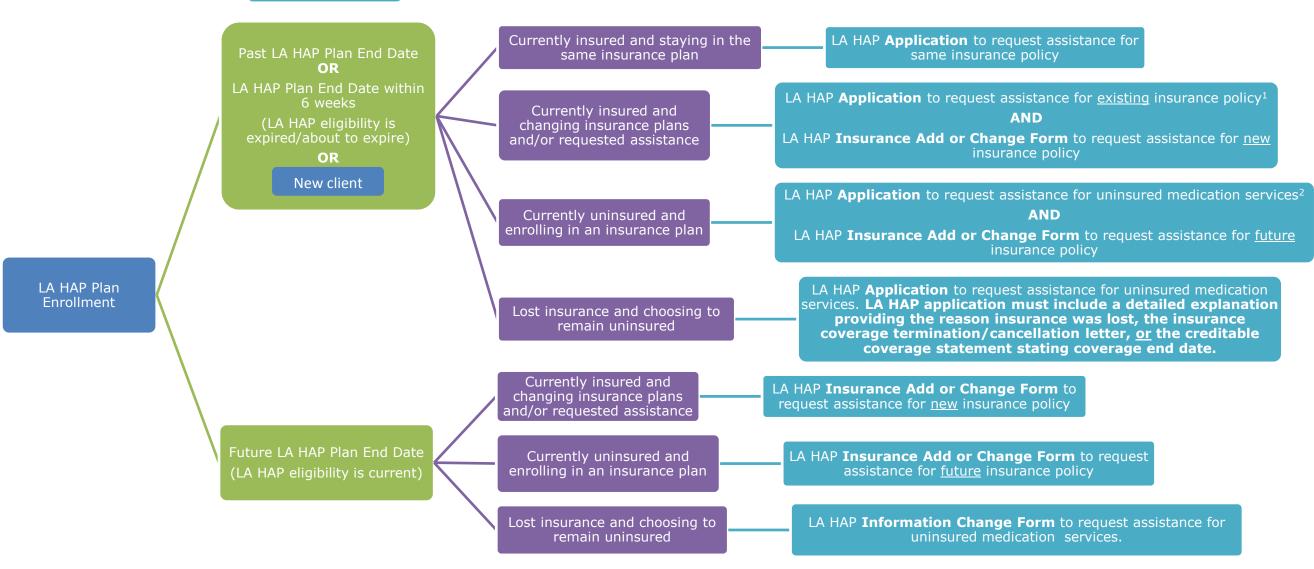
has a

past LA HAP Plan End Date, a LA HAP Plan End Date within 6 weeks, or a future LA HAP Plan End Date

If you do not have Ramsell access, submit the Ramsell User Request and Confidentiality Form to request access.

Step 2: Confirm with the client if they are/have currently insured, currently uninsured, or lost insurance and choosing to remain uninsured.

Step 3: Complete and submit the appropriate form(s) based on the decision tree below. All forms are available on lahap.org under "Forms and Applications."



<sup>&</sup>lt;sup>1</sup> LA HAP application is completed to request assistance for the existing insurance policy which will be needed until the new insurance policy is active.

Questions? Call us at 504-568-7474 or email info@lahap.org.

<sup>&</sup>lt;sup>2</sup> LA HAP application is completed to request assistance for uninsured medication services which will be needed until the future insurance policy is active.