

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

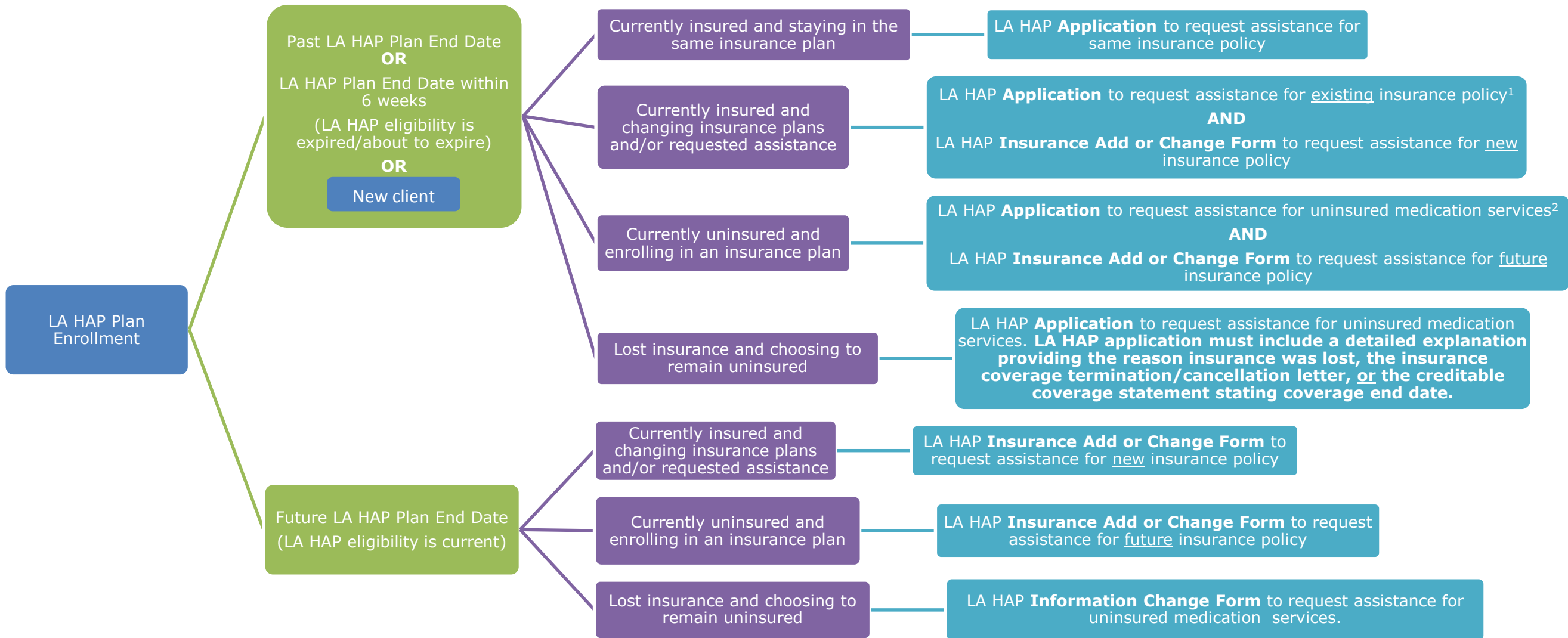
Step 1: Log into the Ramsell system and check to see if the client is **New;** , OR if the client's **LA HAP Plan Enrollment** has a

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."](#)



¹ LA HAP application is completed to request assistance for the existing insurance policy which will be needed until the new insurance policy is active.

² LA HAP application is completed to request assistance for uninsured medication services which will be needed until the future insurance policy is active.