

**Health Planning Council of Southwest Florida, Ryan White Title II
Request for MIP Policy**

Effective: 5/5/2006

The Southwest Florida Regional HIV/AIDS Council (RHAC) and the Health Planning Council of Southwest Florida (HPC) issues an unique identifier, MIP number, to all clients receiving Ryan White Title II services. This number is to be used in all correspondence, requests, and billing from contracted agencies.

Requestors

Requests for MIPs come only from contracted primary care and case management providers. This is to ensure that the client is eligible at the time of issuance.

Method of Request

All requests for MIPs must come in writing either by fax or email on the most recently adopted HPC MIP form. The form must be completely filled out. No telephone MIP requests will be accepted.

Turnaround Time

HPC has 24 hours to respond to a request for a MIP number. HPC will strive to have all request for MIPs received by 3PM turned around by 4:30PM the same day. Due to the volume of requests, HPC will not respond to telephone inquiries regarding the status of a request.

Emergencies

HPC recognizes there are emergency situations where an authorization request needs to be handled immediately. An emergency is an imminent (that day) situation such as a baby being discharged that afternoon without medications.

I, (print client name) _____, have read and understand the above policy. I understand my responsibilities to seek other sources of reimbursement or coverage, and seek reimbursement back to the RWII program where applicable. I understand I must be compliant with the requirements for assistance outlined above or I risk being ineligible for further assistance.

Client Signature: _____

Date: _____

Case Manager: _____

Date: _____