



WELVISTA ADAP PRESCRIPTION REQUEST FORM INSTRUCTIONS

- Download latest Prescription Request Form from the Welvista website at www.welvista.org.
- The Prescription Request Form will allow you to access multiple medications from various manufacturers in a streamlined one page application that does not require proof of income.
- The patient must be on a State ADAP wait list and must reside in that state.
- The ADAP case manager must complete the upper portion of the Prescription Request Form and sign it authorizing that the patient is on the wait list.
- The prescription section of the request form must be completed and signed by a physician. If appropriate, a separate signed prescription from the physician can be included with the request form as a separate document.
- The completed request form, any separate prescriptions, and the State wait list certification letter should be faxed to Welvista at the number provided on the form (877-258-1557). All required documents must be received before the order can be processed.
- Upon receipt of the faxed documents, Welvista shall process all new requests within 24 – 48 hours. All new prescriptions and refills will be delivered via USPS. Medications can be sent to the patient's home or, depending on State laws, to their clinic.
- Pursuant to manufacturer's requirements, Welvista can only fill prescriptions for 30 days at a time.
- The patient or the patient's advocates are responsible for all refill requests. Refills can be called in within 10 days of the patient's last daily dose. Refill requests can be made using Welvista's toll free number during business hours or the Automated Voice Response System 24 hours a day.
- ADAP coordinators and case managers must notify Welvista of any changes in the patient's wait list status.
- At the expiration of the prescription term, a new prescription request form, a new prescription, and the certification letter must be faxed over again to continue the process.