



Medical Services Provider Application Process

Medical providers who choose to participate in the Ryan White Part B Medical Services Program have two methods to apply:

1. Contact the Medical Services Program Coordinator at 615-532-2691.
2. Mail a letter of request to:
Medical Services Program Coordinator
710 James Robertson Parkway
4th Floor, Andrew Johnson Tower
Nashville, TN 37243.

All requests **must include** the following information:

Provider Name (proper name of the office or facility.)

Physical Address

Mailing Address (if different)

Telephone Number

Fax Number

Federal Tax I.D. Number (EIN)

Name of a contact person

Category (ies) of service(s) to be provided

W9 for new providers

Provider Approval Process

Request will be reviewed and approved/disapproved by the Ryan White Medical Services Program Coordinator. Approved providers will receive an overview of the Ryan White Part B Medical Services Program, copy of the current Fee Schedule and an Authorization to Vendor (A to V) Form. The Authorization to Vendor form must be signed by the provider and returned. The provider will be assigned an Edison number from the Department of Finance and Administration for billing and reimbursement.