

## WIC Medical Documentation Form Procedure

Purpose: To provide additional guidance for local agency staff as a supplement to Oregon WIC Policies 760 and 765.

Procedure:

1. Local agency staff will comply with all requirements in Oregon WIC Policies 760 and 765.
2. When a complete Medical Documentation Form (MDF) is received in the WIC clinic, the CPA may issue one month of eWIC benefits for the requested medical formula. A complete MDF must include a qualifying diagnosis and the signature of a Health Care Provider with prescriptive authority in Oregon. If there is any question as to whether the formula is appropriate, the CPA will contact the local agency Registered Dietitian (RD) before issuing eWIC to a participant. If the RD cannot be reached, the CPA may contact the Oregon State WIC Program Nutrition Consultant.
3. The CPA will then notify the RD by e-mail that the completed MDF was received in clinic and will note this in the participant's progress notes as well.
4. The CPA will place the MDF in the "Pending" file in a locked cabinet.
5. The local agency RD will review the progress notes and the MDF on the soonest date that she is scheduled to work on the WIC clinic.
6. Once the RD approves the MDF, the RD enters the MDF information into TWIST so that future eWIC benefits may be issued. MDFs that are complete and approved will be filed in a folder labeled with the participant's name and stored in a locked file cabinet at the WIC clinic.
7. The RD will document the care plan in the progress notes. The RD will e-mail the CPA will any follow up that is required of the CPA.
8. Any issues on the MDF that need to be clarified with the HCP will be handled by the RD or, if needed, by other WIC staff under the direction of the RD.
9. If it will be more than 10 days before the RD is in the WIC clinic or the RD approval process is preventing a participant from receiving eWIC benefits for the current month, then WIC staff will request RD approval for the MDF by phone or e-mail. If the RD gives approval, WIC staff will document the date and phone call on the MDF or print the e-mail and attach it to the MDF. WIC staff will enter the required information from the MDF into TWIST. It is also recommended that WIC staff make a note about the MDF in the progress notes. eWIC benefits may then be issued to the participant. WIC staff will file the MDF in the folder labeled "Pending" and have the folder available for the RD when she next works in the clinic.
10. As of October 1, 2014, an MDF is not required for soy beverage and CPAs may issue soy beverage when appropriate. When soy beverage is issued for the first time to a child participant, the CPA will e-mail the clinic RD to request a chart review and care plan for that participant.

