

Medical Documentation

Policy

USDA Federal Regulations: 246.10(d)(1)(i-vi)

(d) Medical documentation—(1) Supplemental foods requiring medical documentation. Medical documentation is required for the issuance of the following supplemental foods:

- (i) Any non-contract brand infant formula;
- (ii) Any infant formula prescribed to an infant, child, or adult who receives Food Package III;
- (iii) Any exempt infant formula;
- (iv) Any WIC-eligible nutritional;
- (v) Any authorized supplemental food issued to participants who receive Food Package III;
- (vi) Any contract brand infant formula that does not meet the requirements in Table 4 of paragraph (e)(12) of this section.

246.10(d)(2) Medical documentation for other supplemental foods. (i) State agencies may authorize local agencies to issue a non-contract brand infant formula that meets the requirements in Table 4 of paragraph (e)(12) of this section without medical documentation in order to meet religious eating patterns.

246.10(d)(3-5)

(3) Medical Determination. For purposes of this program, medical documentation means that a health care professional licensed to write medical prescriptions under State law has:

- (i) Made a medical determination that the participant has a qualifying condition as described in paragraphs (e)(1) through (e)(7) of this section that dictates the use of the supplemental foods, as described in paragraph (d)(1) of this section; and
- (ii) Provided the written documentation that meets the technical requirements described in paragraphs (d)(4)(ii) and (d)(4)(iii) of this section.

(4) Technical Requirements—(i) Location. All medical documentation must be kept on file (electronic or hard copy) at the local clinic. The medical documentation kept on file must include the initial telephone documentation, when received as described in paragraph (d)(4)(iii)(B) of this section.

(ii) Content. All medical documentation must include the following:

- (A) The name of the authorized WIC formula (infant formula, exempt infant formula, WIC-eligible nutritional) prescribed, including amount needed per day;
- (B) The authorized supplemental food(s) appropriate for the qualifying condition(s) and their prescribed amounts;
- (C) Length of time the prescribed WIC formula and/or supplemental food is required by the participant;

(D) The qualifying condition(s) for issuance of the authorized supplemental food(s) requiring medical documentation, as described in paragraphs (e)(1) through (e)(7) of this section; and

(E) Signature, date and contact information (or name, date and contact information), if the initial medical documentation was received by telephone and the signed document is forthcoming, of the health care professional licensed by the State to write prescriptions in accordance with State laws.

(iii) Written confirmation—(A) General. Medical documentation must be written and may be provided as an original written document, an electronic document, by facsimile or by telephone to a competent professional authority until written confirmation is received.

(B) Medical documentation provided by telephone. Medical documentation may be provided by telephone to a competent professional authority who must promptly document the information. The collection of the required information by telephone for medical documentation purposes may only be used until written confirmation is received from a health care professional licensed to write medical prescriptions and used only when absolutely necessary on an individual participant basis. The local clinic must obtain written confirmation of the medical documentation within a reasonable amount of time (i.e., one or two week's time) after accepting the initial medical documentation by telephone.

(5) Medical supervision requirements. Due to the nature of the health conditions of participants who are issued supplemental foods that require medical documentation, close medical supervision is essential for each participant's dietary management. The responsibility remains with the participant's health care provider for this medical oversight and instruction. This responsibility cannot be assumed by personnel at the WIC State or local agency. However, it would be the responsibility of the WIC competent professional authority to ensure that only the amounts of supplemental foods prescribed by the participant's health care provider are issued in the participant's food package.

Authority

7 CFR Part 246.10(d)(1)(i-vi)
7 CFR Part 246.10(d)(2)(i)
7 CFR Part 246.10(d)(3-5)

Procedures

The following Iowa health care providers have prescriptive authority:

- Physicians
- Physician Assistants
- Advanced Registered Nurse Practitioners including pediatric nurse practitioners and family nurse practitioners.

RNs, LDs and WIC nutrition educators are not prescribing authorities.

A WIC CPA may use the following forms to collect the documentation and per policy, can be collected as an original written document, an electronic document or facsimile:

- A fully completed Special Formula and Food Documentation Form. (See the Nutrition Services forms [section of the Iowa WIC webportal](#) for a copy of this form).
- Other written documents with all of the required information listed in the policy above.

The section below describes how to document information from the medical documentation form.

- On the Food Package Panel, [create a new food package and then](#) check the box labeled “Special Diet”.
- Click on the hyperlink to the right of the Special Diet box titled “Documentation”. This brings up the “Food Package Documentation” box.
- Click “New” and [assure](#) the radio button [to the left of](#) “Medical Documentation” [is marked](#). Fill out the required information (Rx Expiration Date, Medical Diagnosis, Authority, and Doc ID). Click Close.
- Enter the appropriate food package [or choose one of the models and then tailor appropriately](#).
- Choose the “Doc ID” number that corresponds with this food package.

All medical documentation must be scanned and electronically filed in the WIC data system.

The collection of medical documentation information by telephone should be used only when absolutely necessary. In this case the WIC CPA must:

- Record all of the required documentation listed above,
- Document the telephone call in a nutrition care plan including the contact information for the prescribing authority, and
- [Request written documentation be sent and](#) follow-up to obtain written documentation within a reasonable amount of time (i.e., one or two weeks) [if not received](#).

Issue one month of food benefits when the written medical documentation from the medical provider is pending. When adequate documentation is provided, issue two more months of benefits to the family.

Health care providers may refer to the WIC CPA for identifying appropriate supplemental foods (excluding WIC formula) and their prescribed amounts, as well as, length of time the supplemental foods are required by the participant. This allowance must be indicated by the health care provider on the medical documentation form.

Medical documentation is not required when a family reports religious reasons as the rationale for a non-contract infant formula. This section describes how to document these requests in the data system.

- On the Food Package Panel **create a new food package and then**, check the box labeled “Special Diet”.
- Click on the hyperlink to the right of the Special Diet box titled “Documentation”. This brings up the “Food Package Documentation” box.
- Click **“New” and assure** the radio button **to the left of “Religious Reason” is marked**.. Fill in the required fields (Additional details and Doc ID). Click on close. This turns off the requirement for the other medical documentation.
- Enter the appropriate food package **or choose one of the models and then tailor appropriately**.
- **Choose the “Doc ID” number that corresponds with this food package.**

Best Practices

The table below describes how the Special Formula and Food Documentation form can best be utilized and completed:

- The CPA can complete **section A**, the Participation Information (Participant Name, Parent/Guardian Name, DOB, and Phone Number).
- The CPA reviews **section F**, the release of information with the participant or parent/guardian.
- The participant or parent/guardian signs the release.
- The form is delivered to the prescribing authority via the mail, fax or by the participant or parent/guardian.
- The prescribing authority completes the relevant sections (**sections B, C, D and E**) of the form (Formula and Supplemental Foods, **qualifying medical condition and their information**), signs the form and returns it to the local WIC agency.
- The CPA must review the form received from the prescribing authority to ensure that all information is completed appropriately.
- If all information is adequate, provide the appropriate food package.

Note: Since this form requires a medical diagnosis and ICD-10 code, a prescribing authority must complete all sections of the form, except for the Participation Information.

Each agency should develop a plan to ensure that follow-up is completed. Examples:

- The form could be put in a “tickler file.” The tickler files could be organized by WIC CPAs, clinics or counties depending on what best meets the agency’s needs.
- Write alert messages in the WIC data system

See the Special Children and Woman Food Packages policy for more information on food package III.