



Georgia Department of Public Health

Special Formula and Medical Documentation

Part 2: Medical Documentation Requirements
Presented by: Denice Vance, MS, RD, LD, CLC
Date: February 6, 2017



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Objectives

Following this presentation attendees will be able to:

- Identify which formula categories require medical documentation
- Recognize the acceptable and unacceptable forms of medical documentation
- Understand the required components of medical documentation
- Appropriately document verbal orders

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Medical Documentation

Policy – Medical documentation is required for the issuance of any non-contract or exempt infant formulas and WIC eligible nutritionals. The issuance of any infant formula to children or women participants also requires medical documentation.

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Medical Documentation: Acceptable Forms

- Georgia WIC Medical Documentation Form (MDF)
- Alternatives to Georgia WIC MDF
 - Physician's prescription pad
 - Medical office letter head
 - Official district/county letter head
- Original written document
- Electronic document/fax
- Must be dated within thirty days of presentation to the clinic/current day

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Medical Documentation: Unacceptable Forms

- Forms or prescription pads containing formula advertising
- Prescription pads or forms that include a pre-printed list of formulas from which the healthcare provider is expected to choose
- The prescription pad or form must not contain any pre-printed or "suggested" formulas

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Medical Documentation: Required Components

- All sections, of the GA WIC medical documentation form must be completed. Any medical documentation received, including the acceptable alternative forms, must include all of the following information:
 - The complete brand name of the authorized WIC infant formula or nutritional prescribed
 - The qualifying medical condition(s) requiring the issuance of the authorized WIC formula

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Medical Documentation: Required Components

- Continued...
 - The prescribed amount of reconstituted fluid ounces per day
 - The length of time the prescribed product is required
 - The authorized supplemental food(s) appropriate for the qualifying medical condition condition(s) and any restrictions
 - The original signature, date, and contact information of the authorized, prescribing health care provider

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Medical Documentation: Renewal and Expiration

- Required for each new request of non-contract and exempt infant formula or WIC-eligible nutritionals
- Required at every certification
 - Mid-cert
 - Half-cert
 - Subsequent Certification
- Valid for up to 6 months

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Medical Documentation: Renewal/Expiration

- Not required for the 11 month re-certification prior to the initial child issuance
 - Extend issuance through 11th month
 - New medical documentation required at 12 months (1 year) for continued issuance of any infant formula or WIC-eligible nutritional
 - Does not include initial/new infant certifications done in the 11th month – MDF is required

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Medical Documentation: Verbal Orders

- Verbal request for medical documentation may be used to provide formula until written confirmation is received
- Immediately document the verbal order
 - As it is being requested, document the details of the verbal order on the GA WIC MDF
 - Complete all sections on the provider's behalf
 - In place of the provider's printed name, staff are to document "Verbal Order" and print and sign their name
 - The complete name and credentials of the authorized prescribing health care provider is to be recorded in place of his/her original signature

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Georgia WIC Program
Medical Documentation Form for WIC Special Formulas and WIC Foods

Patient's First & Last Name: Violet Velazquez-Velez Date of Birth (MM/DD/YY):
Parent/Caregiver's First & Last Name: Veronica Velez

1. Qualifying Medical Condition(s)
List the SPECIFIC diagnosed or suspected medical condition(s) and the ICD-9 or ICD-10 code(s) justifying the formula/medical food prescription.
Qualifying diagnosed medical condition(s): Milk, Soy, Egg, and Peanut Allergy, Failure to Thrive
And applicable ICD-9 or ICD-10 code(s):
Note: WIC approval and provision of prescription formulas and medical foods are based on Georgia WIC Program policies and procedures.

2. Special Formula Requested
Name of formula/medical food requested: Nasceto Junior
Prescribed ounces per day: 24 oz/day* Form: ☐ Powder ☐ Concentrate ☐ Ready-to-feed/
Special instructions/comments:***
If Applicable: Flavor: With Fiber: Yes ☐ No ☐ N/A ☐
Planned length of use: 6 months WIC prescription renewal is required periodically (every 1-6 months).
*Prescribed amount per day is based on recommended fluid ounces of the formula product at standard dilution. Instructions on reverse.
***Prescription: With documentation, premature infants can receive infant formula past one year to account for adjusted age. Medical documentation will need to be provided at the one year WIC certification.
(The use of ready-to-feed products requires additional justification for WIC unless ready-to-feed is the only available product form.)

3. WIC Foods
☒ Check the box to indicate all WIC foods are allowed or indicate any contraindicated supplemental foods below.
☐ No Supplemental Food Restrictions. (All WIC foods allowed.)
Contraindicated Supplemental Foods - Check the foods that should NOT be issued to the patient.

4. Health Care Provider Information (Please Complete ALL Boxes.)
Provider's Signature/Title: Verbal Order Denise Vance, MS, RD, LD
Provider's Name (Please Print): Valeria Simmons, NP Date: 12/27/16

Original signature required. No stamped signatures or proxy signatures (e.g., by nursing staff) will be accepted.

Note: The Georgia WIC Program only accepts prescriptions authorized and signed by the following providers:
• Physicians (MD, DO)
• Physician Assistants (PA, PA-C)
• Nurse Practitioners (e.g., NP, APRN, CNRP, CNP, PNP, CNRP)

Medical Office/Clinic Name: Pharmacy
Street Address: 4880 Highway 200
City: Marietta
Zip Code: 30066
Phone Number: 404-488-1000
Fax Number: 404-488-1000

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Medical Documentation: Verbal Orders

- The CPA must request written medical documentation of the verbal order from the health care provider to be received within two weeks of the initial verbal order
- The local agency can only issue one month of benefits to a participant with a verbal order
- These participants must provide valid medical documentation that meets Georgia WIC policies prior to any subsequent issuance of special formula

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Medical Documentation: Out of State Transfers

- Participants transferring within a valid certification:
 - May receive one month of benefits without written medical documentation
 - Can only receive products on the GA WIC Approved Formulary
 - Are required to provide valid medical documentation that meets Georgia WIC policies prior to any subsequent issuance of non-contract or exempt infant formulas and WIC eligible nutritionals

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Summary/Highlights

- GA WIC is required by federal regulations to ensure appropriate medical documentation for the issuance of any “special” formula
- Medical documentation must be renewed at every cert/re-cert/mid-cert and cannot be accepted after 30 days of documented date
- Completion of all sections of the MDF are required for special formula issuance

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Summary/Highlights

- Verbal orders may be used to fulfil the requirements of medical documentation
- Verbal orders and out of state transfers are limited to one month of issuance without written medical documentation

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Thank You for Your Participation!

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