

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

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

Medical Documentation: Unacceptable Forms

- Forms or prescription pads containing formula advertising
- Prescription pads or forms that include a pre-printed list of <u>formulas</u> 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 <u>qualifying medical condition(s)</u> requiring the issuance of the authorized WIC formula

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

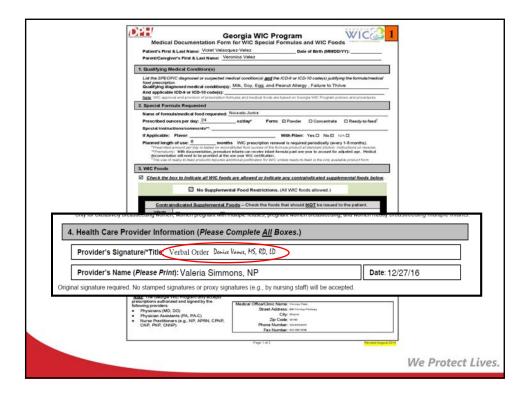
Medical Documentation: Renewal/Expiration

- Not required for the 11 month recertification 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



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

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

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!

Denice Vance, MS, RD, LD, CLC GA WIC Program 404-656-9868 Denice.Vance@dph.ga.gov