POLICY: Local agencies shall issue approved medical formulas and nutritionals and supplemental foods to women, infants and children with medical documentation from a health care provider.

PURPOSE: To comply with federal requirements for medical documentation for issuance of approved medical formula and nutritionals and any supplemental foods, and to facilitate coordination of care for all WIC participants with qualifying medical conditions.

RELEVANT REGULATIONS:
- 7 CFR §246.10 ¶(c)(1)(iii)—WIC formulas requiring medical documentation
- 7 CFR §246.10 ¶(d)(1)—Supplemental foods requiring medical documentation

OREGON WIC PPM
- 420—Approval Process for Local Program Policies and Procedures
- 720—General Information on Formula Use
- 730—Bid formula: Use and Description
- 760—Medical Formulas and Nutritionals
- 769—WIC Food Packages

REFERENCES:
- 730—Bid formula: Use and Description
- 760—Medical Formulas and Nutritionals
- 769—WIC Food Packages

DEFINITIONS:
- **CPA** Competent Professional Authority. An individual on the staff of the local program authorized to determine nutritional risk and prescribe supplemental foods.

- **Medical Formula** A formula in which the composition meets the special nutrient requirements of infants, children or adults diagnosed with various medical diseases and conditions. For infants, the medical formula may not meet the complete nutrient specifications defined by the FDA in the Infant Formula Act. The term, medical formula, is also known by the regulatory term, “exempt infant formula”.

- **Standard infant formula** A formula for infants that meets the nutrient specifications defined in the Infant Formula Act. These formulas meet the nutritional needs of healthy, term infants from birth to one year of age. Standard infant formulas are also known as “term formula” and “regular infant formula”, and “non-exempt” formulas.

- **WIC-eligible Nutritionals** Enteral products that are specifically formulated to provide nutrition support for children over 1 year of age and women with a diagnosed medical condition, when the use of conventional foods is precluded, restricted, or inadequate. Also known as WIC-eligible medical foods. Nutritionals may be nutritionally complete or incomplete (e.g. Duocal). They must serve the purpose of a food, provide a source of calories and one or more nutrients, and be designed for enteral digestion via an oral or tube feeding.
MEDICAL DOCUMENTATION, cont.

WIC Medical Documentation Form

Documentation which includes the federal technical requirements to ensure a licensed health care professional authorized to write medical prescriptions under Oregon law has determined a medical condition/diagnosis which requires the use of a medical formula, nutritionals and changes to the participant’s supplemental food package. This form is a request for provision, not a prescription and it replaces prescriptions from health care providers.

BACKGROUND:
The Oregon WIC Medical Documentation form applies to participants requiring Food Package III. Food Package III is for all participants prescribed a USDA-approved medical formula or nutritional because the use of conventional foods is precluded, restricted, or inadequate to address his/her special nutritional needs.

PROCEDURE:

Participants requiring medical documentation

1.0 Medical documentation is required for WIC participants with qualifying medical conditions to receive medical formulas or nutritionals. In addition, medical documentation is required for the following:

1.1 WIC supplemental foods for participants receiving medical formula or nutritional;

1.2 Children, after 23 months of age and women receiving medical formula or nutritional, to also receive whole milk.

Qualifying conditions

2.0 Medical documentation is required for WIC participants who have a documented qualifying medical condition(s) which includes, but is not limited to, medical conditions listed in ♦760—Medical Formulas and Nutritionals, Appendix A in which the use of conventional foods is precluded, restricted or inadequate to address their special nutritional needs.

WIC Medical Documentation Form

3.0 The WIC Medical documentation form accessed at http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Documents/636_medical_doc.pdf will be the required form for health care providers to complete, sign and return to the local WIC agency.

Technical requirements for medical documentation

3.1 The medical documentation form must include the following technical requirements:

3.1.1 Name of the authorized WIC medical formula or WIC-eligible nutritional and the amount needed per day.

3.1.2 The authorized supplemental food(s) appropriate for the qualifying condition(s) and their prescribed amounts.

3.1.3 Length of time the prescribed WIC medical formula, nutritional and supplemental food is required by the participant, up to but not exceeding one year.

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<thead>
<tr>
<th>MEDICAL DOCUMENTATION, cont.</th>
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<td><strong>(Technical requirements for medical documentation)</strong></td>
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<td>3.1.5 Signature, date and contact information of the authorized health care provider completing the medical documentation.</td>
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<tr>
<td><strong>Adaptations to medical documentation form</strong></td>
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<tr>
<td><strong>WIC Nutritionist role in assigning supplemental foods</strong></td>
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<td><strong>Documentation in TWIST</strong></td>
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<td><strong>Nutritional care and review of Medical Documentation Forms</strong></td>
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<td><strong>Periodic review of medical documentation</strong></td>
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<td>6.2 It is recommended the medical documentation be reviewed during each certification period and/or every three months to assess for changes to health status and appropriateness of food/formula to the participant’s medical diagnosis and to ensure current authorization.</td>
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6.3 The WIC nutritionist, or health professional may need to contact the participant’s health care provider at the beginning and the expiration of the medical documentation and at recertification. This may be necessary to coordinate nutrition care, to verify and update the medical formula or nutritional information, and to obtain a new authorization, if necessary.

7.0 Medical documentation may be initiated by telephone to a competent professional authority who must promptly document the required technical information. The collection of the required information for medical documentation purposes may only be until written confirmation on the required form 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 agency must obtain written documentation within two weeks of accepting the medical documentation by phone.

7.1 Revisions to existing medical documentation forms may be provided by an authorized health care provider by telephone to a competent professional authority during a current authorization period on a form signed by the provider. Evidence of the revision must be documented on the form and entered into TWIST progress notes.

8.0 When a participant transfers into Oregon with a WIC medical documentation form from another state, that form may be honored until its expiration date. It is recommended that the participant be encouraged to locate a health care provider in their community to ensure continuity of care and complete a new medical documentation form for Oregon WIC.

If you need this in large print or an alternate format, please call 971-673-0040. WIC is an equal opportunity program and employer.