

WIC Medical Documentation Form Procedure

1. The Oregon WIC Program Medical Documentation Form (MDF) must be completed in order to issue Food Instruments (FIs) for the following :
 - a. Non-bid infant formulas (Good Start).
 - b. Medical infant formulas (Nutramigen, Pregestimil)
 - c. Medical formula/foods (Pediasure, Nutren Junior, Peptamen Junior)
 - d. Whole milk for children (2 years and older) and women who are also receiving a medical formula/food as a means of increasing calories needed for their qualifying medical condition.
 - e. Soy beverage for children (1 year and older) who have been diagnosed with a milk allergy, severe lactose intolerance or vegan diet.

2. The completed Medical Documentation Form (MDF) must be signed by a health care provider (HCP) with prescriptive authority in Oregon. HCPs with prescriptive authority include:
 - a. Physicians (MDs)
 - b. Physician Assistants (PA)
 - c. Osteopathic Physicians (DO)
 - d. Nurse Practitioners (NP)
 - e. Naturopathic Physicians (ND)

3. The signed and completed MDF must be approved by the local agency Registered Dietitian (RD). Due to the geographic spread of clinic sites, WIC staff will request RD approval by phone or e-mail when the completed MDF is received in the office. 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. FIs may then be issued to the client. WIC staff will file the MDF in a folder labeled "Pending MDF" and have the folder available for the RD when she next works in that particular clinic location.

4. 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 clinic.

5. 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.