



Procedure: Medical Documentation Requirements

Functional Area: II Nutrition Services/ Breastfeeding

Section: B 3e

Citation: 246.10 (e)(3)(i); 246.10 (d)(4)(ii) (A-E);
246.10(d)(1)(i-ix)

Approval Date: 6/2015

Revised Date:

Purpose	Identify medical documentation requirements for the Nebraska WIC program.
When Medical Documentation is Required	<p>Medical documentation is required for the issuance of any of the following:</p> <ul style="list-style-type: none">• Infants requiring any formula other than the contract, standard infant formulas – milk and soy based.• Any specialty/exempt infant formula (i.e. Alimentum)• Any infant formula prescribed to a child \geq one year of age.• WIC foods in addition to special formula• Children and women requiring WIC-eligible nutritionals.• Whole milk for children \geq two years of age or women who are prescribed a specialty formula.
Physician Authorization Form	<p>The Physician Authorization Form (PAF) meets all medical documentation requirements and is the preferred method of obtaining the required medical documentation from the health care provider.</p> <p>A written prescription may be accepted in absence of the PAF, provided the prescription contains all the required documentation found on the PAF.</p> <p>Only health care providers with the prescriptive authority in Nebraska can make a medical determination for specialty formula.</p> <p>Physician Authorization form is acceptable when in the following forms:</p> <ul style="list-style-type: none">• Original written document• Electronic document• Fax• By telephone to a WIC CPA until written confirmation is received.
Medical Documentation Content Requirements	<p>Medical Documentation/ Physician Authorization Form must include the following information:</p> <ul style="list-style-type: none">• Patient Information including the client's name• The name of the authorized WIC formula prescribed including the amount needed per day.

**Medical Documentation
Content Requirements
(cont.)**

- Any special instructions regarding the quantity of feedings or dilution of formula.
 - Length of time the prescribed WIC formula is required.
 - The qualifying condition(s) for issuance of the specialty formula.
 - The authorized supplemental food(s) appropriate for the qualifying condition including any special instructions/restrictions to the supplemental foods.
 - Signature, date and contact information of the health professional with prescriptive authority according to the Nebraska Statutes Pertaining to the Practice of Pharmacy.
 - For WIC purposes, prescriptive authority means a Physician, Physician Assistant, or Registered Nurse Practitioner.
 - Electronic signature is acceptable on electronic documents.
-

**Timeframe Medical
Documentation is Valid**

Prescriptions are valid for a maximum of six months. The Physician Authorization form must indicate the length of time (up to six months) that the medical documentation is valid.

**Retention of Medical
Documentation**

The Physician Authorization Form and/or written prescription or phone documentation must be kept in the client's file.

**Incomplete
Documentation**

If the Physician Authorization Form is missing any of the required elements:

- The CPA may obtain the information from the prescriptive authority (or his/her authorized staff) by telephone or FAX.
 - A release of information form should be signed by the client or responsible party prior to contacting the physician for additional information.
 - The CPA should write the missing information on the PAF and date and initial the information that was added.
 - All missing information on incomplete Physician Authorization Forms must be clarified by a WIC CPA.
-

**Transfer Client
Exception to Medical
Documentation
Requirement**

A Physician Authorization form is not required in order to **begin** a client on a specialty formula or WIC-eligible nutritional in the following situations only:

- In-state transfer clients who don't have a health care provider in their new location at the time of their WIC visit
 - Out of state transfer clients with appropriate VOC information
-

**Transfer Client
Exception to Medical
Documentation
Requirement (cont.)**

The specialty formula can be issued in these situations without a prescription for **up to 2 months** until the client can get in to see a local health care provider and obtain a prescription.

At the end of the second month the client should be issued either the appropriate standard milk-based or soy-based contract formula or the specialty formula or WIC-eligible nutritional if medical documentation is presented.
