

# **POLICY 765: MEDICAL DOCUMENTATION**

Effective July 1, 2025

## POLICY 765 UPDATE: SECTION 7.0

- Section 7.0: Clarifies that WIC staff must receive either a written medical documentation form (MDF) or a verbal order from a health care provider before issuing a medical formula.

### **WIC Nutritionist role in assigning supplemental foods**

- 7.0 Due to the nature of the health conditions of participants who are issued medical formulas and nutritionals and supplemental foods, close medical supervision is essential for each participant's dietary management. The health care provider is responsible for medical oversight. The WIC dietitian/ nutritionist will conduct a comprehensive health and nutrition assessment to determine the most appropriate food package for the participant, unless the medical documentation form indicates otherwise. It is not allowable to issue benefits for a medical formula prior to entering the medical documentation form. The CPA must obtain either a written MDF or a verbal order from the medical provider before the medical formula can be issued. A written MDF must be received within 2 weeks of obtaining the verbal order.

## POLICY 765 UPDATE: SECTION 10.0

- Section 10.0: Identifies that medical documentation may be initiated by telephone and that written MDF within two weeks of accepting a verbal order (medical documentation obtained by telephone).

### **Medical documentation provided by telephone**

10.0 Medical documentation may be initiated by telephone to a CPA who must promptly document the required technical information. This verbal telephone order must be documented in the WIC data system. The collection of the required information for medical documentation purposes by telephone 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.

## POLICY 765 UPDATE AND SECTION C OF THE MDF

- If section C is incomplete, it is acceptable to receive a verbal order for supplemental foods. Documentation must be included on the MDF and in the WIC Data System.

## POLICY 765 TRAINING REQUIREMENTS

- Policy 765 effective July 1, 2025
- Policy memo to be sent to local agencies in early June for review by all certifying staff - **due December 31, 2025**
- Proof of staff attendance to be submitted with 2025 NSP Evaluation (or sooner) to assigned Nutrition Consultant