

In this recording we're going to go over the medical documentation forms. There has been a new update to the medical documentation forms in the summer of 2022, so this video recording is going to go over the new form and all the details on that.

So the first slide is going to be an example of what the new medical documentation form looks like. It has many of the same components that the old forms had if that is what you were using in the past, the goal was just to streamline it and make it a little bit easier to use for doctor's offices and WIC staff. We need a medical documentation form if we are going to issue an exempt formula. There is a video about the different kinds of benefits and formula if you're interested in seeing what the exempt formulas were. The medical documentation form is not only a NYS state requirement, but a federal requirement. So this document must be fully and correctly completed to issue formulas to issue exempt formulas or formulas to participants over the age of 1. We would also need it to issue nutrition supplements like boost or pediasure or ensure those types of things to children over the age of 1 or our adult participants, so prenatal or postpartum women. And per state policy we're required to follow up on the medical documentation forms daily until the participant's scenario is resolved. So if we receive a medical documentation form from your office and it's missing some of the information we need, the state has directed us that we need to follow up with you each business day until we receive the completed forms to be able to issue the benefits to the participant.

So section A has stayed the same. It's just the Patients name and their date of birth. This is the name that would appear on the birth certificate. We can't accept this document if the information is missing or incorrect and we can't accept things, sometimes we get forms when maybe babies are little and it might have mom's last name and maybe baby's last name is different. So we do need the name that is like the baby's legal name or the patient as an older child or a woman.

Section B talks a lot about the details as far as what you're requesting. It needs to be filled out by the health care provider. It determines the type of formula, how much formula and how long it should be issued. The monthly maximums of formulas is determined by New York State Department of Health. You can see the formula or supplement being requesting can just be written in. And in terms of what they're looking for in the formulary is going to be a document that shows you what different kinds of formula or supplements that WIC is able to provide based on the contracts they have, the form of the supplement being requested. So if it's powder, ready to use, or concentrate and then the prescribed amount in ounces per day. There is an option to provide like 20 to 32 ounces a day. You can just check that off and that would provide the monthly maximum of what we can provide for all of the different formulas or supplements being requested. You can also write in a number of Oz if that was what you preferred, and then we would calculate the appropriate number of cans based on the reconstitution rate. So we do it by 30 days and we divide by the reconstitution rate for whatever the formula or supplement is and that shows us how much the issue to the participant. If it's over the monthly maximum, we cannot go over that. We'll let your office know if we're not able to issue as much as what you're recommending. Sometimes participants can get that through another means and that would be something we discuss with you. The next section is length of use so you can choose a specific number of months or until the baby is one years old or you can choose 12 months. A new

medical documentation form is needed at the end of every certification for New York State policy. So even if you chose 12 months if the person needs to recertify in the next three months, we would still need a new form for that future certification. We would be asking for one, even though it's in a shorter amount of time than what was indicated on the form. And then that new form would cover for the next certification period for the participant.

Then section B also includes the qualifying medical conditions which are required by New York State policy. And the following options are already listed on the form, but these are not all inclusive. There is an option where you can write other and you just have to specify what other qualifying condition your listing. So what's listed as developmental delays, dysphasia failure to thrive, gastrointestinal diseases, immune system disorders, premature birth. Metabolic disorders, low birth weight, severe food allergies. And it's important to know that we can't accept written in other options such as dermatitis, rash, formula or food intolerance, fussiness, gas, spitting up, Constipation, diarrhea, vomiting, colic or being underweight or overweight. We would need to send the medical documentation form back to the Dr for an alternative qualifying condition or it would be denied if any of the not acceptable conditions were listed. WIC Nutritionists will check to make sure the qualifying medical conditions make sense for the formula that is requested. So for example, if you were to prescribe a milk based formula to a baby that has severe food allergies for milk, we would reach back out to you and ask if you were looking for a different type of formula. Maybe a hypoallergenic formula or something like that?

Section C has been updated and is only required if a participant has a food restriction. If you leave it blank, the qualified nutritionist or the nutritionist will determine if supplemental foods should be issued or not be issued based on the conversation with the parent or guardian.

So in section C now it just has the boxes you could check if you want to restrict the foods and it has infant 6 to 11 months where solids are not allowed, provide formula only. Infant cereal is not allowed or the baby food fruits and vegetables is not allowed. And then for children older than 12 months and women, you can also choose that solids are not allowed, provide infant fruits and vegetables and infant cereal solids are not allowed provide the nutritional supplement or formula being requested only or to choose a specific food to not have on the card. So dairy food, fish, eggs, peanut butter, soy milk, or tofu, or if there's something else you want to write in, you can write that into. If this section is not completed, then they would be open to receiving whatever makes sense for them on the food package based on the nutrition assessment done with the nutritionist.

And then section D is for the healthcare provider to complete. So for this the provider information must be filled in, including a signature and also the date that the medical documentation form was filled out because the date on the form is going to determine the expiration date for us. So if you put a July 29th, 2022 and you chose 12 months, then that would take us to July 29th, 2023. Unless of course, there is the end of certification at some point in there which we would requesting something sooner than the 12 months indicated for length of use.

So this is an example of what that section looks like and you can put the providers stamp, but the actual signature, date and information is very important, especially so can contact the office if we have any questions with the phone number or fax number.

Section E is the release of information. So if a participant or patient has signed to discuss and disclose information regarding feeding needs between the health care provider and the New York State WIC agency. The way that we've been working with Covid regulations. We've been doing the majority of our services remotely, so a lot of times we're getting a verbal release from patients. You might have them fill out the form with them at the office and they might sign that with you and then you send it over to us. But we would indicate if we've received the verbal release of information if we don't have the signature when we send you a fax or reach out to you.

And then section F is going to be filled out by WIC staff only, and that's what we use when we're confirming if a medical documentation form has been approved or disapproved.

So hopefully the updates to the medical documentation form make it easier to use and you're able to contact us with any questions that you have so our contact information is right on here. You can give us a call at our phone number. We have a texting line, both of our fax numbers are listed and we also have an e-mail address if that works better for your office. Thank you for watching and please reach out to us if you have any questions.