




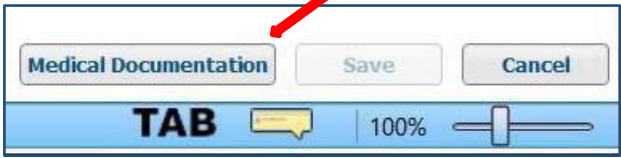

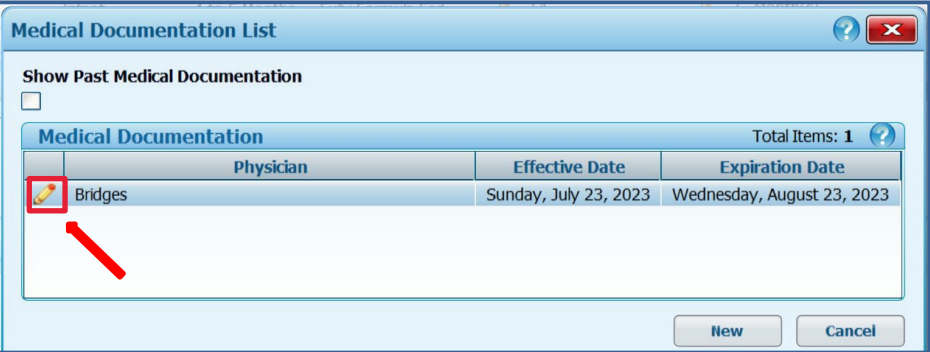

# Cascades Steps



## Enter New Medical Documentation When Current Medical Documentation Exists

The process is the same for all participant categories and all foods and formulas prescribed by a medical provider. If a participant has new medical documentation, please use [Cascades Steps – Enter Medical Documentation for the First Time](#). If a participant has a verbal order, please use [Cascades Steps - Enter Verbal Order for a Medical Documentation Form](#).

- Use these steps when a participant’s medical provider prescribes medical foods or formulas **and** medical documentation already exists for the participant.
- **Note:** Always end the current Medical Documentation before you enter a new one!

Steps	Cascades Screen
<p><b>Step 1: Revise current medical documentation:</b> In <b>Issue Benefits</b> Quick Link, select <b>Prescribe Food</b>.</p> <p><b>Step 2: Revise current medical documentation.</b> <u>Before</u> you add a new prescription, select the <b>Medical Documentation</b> button to revise the current medical documentation.</p>	 
<p><b>Step 3: Revise current medical documentation:</b> Select <b>pencil icon</b>  to open current medical documentation.</p>	 <div><b>IMPORTANT</b> When to use the pencil icon  :<ul style="list-style-type: none"><li>• <b>Edits</b> – if you make a mistake while entering the medical documentation.</li><li>• <b>Change expiration date</b> before you enter a new medical documentation.</li></ul><b>Never use the pencil icon to add new medical documentation.</b> It will overwrite the existing medical documentation and delete the Medical Documentation history.</div>



## Cascades Steps



### Enter New Medical Documentation When Current Medical Documentation Exists



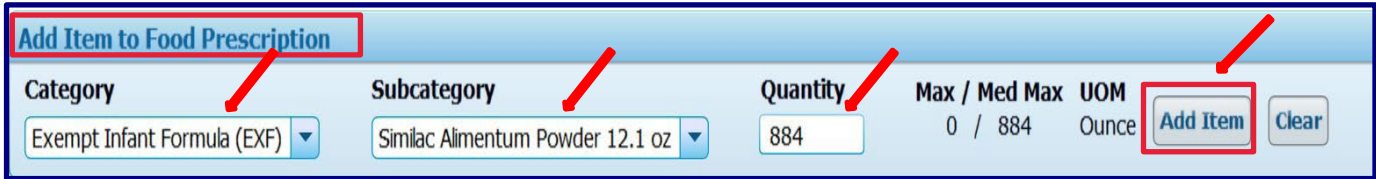
Steps	Cascades Screen
<p><b>Step 4: Revise current medical documentation:</b></p> <ul style="list-style-type: none"><li>• Change <b>expiration</b> to <b>yesterday's date</b>.</li><li>• Select <b>Save</b>.</li><li>• A Status Message will display, saying medical documentation was saved successfully.</li></ul>	<p><b>Attach Medical Documentation</b></p> <p><b>Prescription Dates</b></p> <p>Effective Date ★ 7/23/2023 Expiration Date ★ 8/23/2023 Prescription Date 7/23/2023</p> <p><b>Attach Medical Documentation</b></p> <p><b>Prescription Dates</b></p> <p>Effective Date ★ 7/23/2023 Expiration Date ★ 8/23/2023 Prescription Date 7/23/2023</p> <p><b>Diagnosis Information</b></p> <p>Medical Reason ★ ICD Code ★ OR Diagnosis Code ★ OR Verbal Order ★</p> <p>Low birth weight: &lt;= 5 lbs 8 oz N/A</p> <p><b>Physician Information</b></p> <p>Physician's Name ★ Physician's Phone ★ Physician's Email Medical Food Prescribed Non-Medical Food Prescribed</p> <p>Bridges (555) 555-5555</p> <p><b>Medical Food Prescription</b></p> <p>Category Subcategory</p> <p>Infant Formula (IF) Simlac Sensitive Powder 12 or 12.5 oz</p> <p>Exempt Infant Formula (EXF) Simlac NeoSure Powder 13.1 oz</p> <p><b>Add Additional Medical Foods</b></p> <p>Category Subcategory Add Item Clear</p> <p>Scan Document View Documents</p> <p><b>Status Message</b></p> <p>Medical Documentation was saved successfully.</p> <p>Save Cancel</p>



## Cascades Steps



### Enter New Medical Documentation When Current Medical Documentation Exists

Steps	Cascades Screen
<p><b>Step 5: Create new food prescription:</b></p> <p>Select the green “+” sign to create a new prescription.</p>	
<p><b>Step 6 Create new food prescription:</b></p> <p>Enter date in the <b>Select the New Food Prescription Date</b> pop-up.</p> <p>Select <b>Save</b>.</p>	
<p><b>Step 7 Add the formula or food you want to add:</b></p> <p>In <b>Add Item to Food Prescription</b> container select:</p> <ul style="list-style-type: none"><li>• Category</li><li>• Subcategory</li><li>• Quantity</li></ul> <p>Select <b>Add Item</b>.</p>	



## Cascades Steps

### Enter New Medical Documentation When Current Medical Documentation Exists



Steps	Cascades Screen
<p><b><u>Attached Medical Documentation screen in Cascades:</u></b></p> <p>Once you've selected <b>Add Item</b> the <b>Attach Medical Documentation Form</b> pops up.</p> <p>In the bottom right corner, you'll also see the Medical Documentation Required <b>Status Message</b>.</p> <p><b>Note:</b> You'll see all food/ formula that has been added in the <b>Medical Food Prescription</b> container.</p>	



## Cascades Steps

### Enter New Medical Documentation When Current Medical Documentation Exists



Steps	Cascades Screen
<p><b>Step 8: Fill in medical documentation information:</b></p> <ul style="list-style-type: none"><li>• <b>Prescription Dates</b><ul style="list-style-type: none"><li>▪ <b>Effective Date</b> = Today's date</li><li>▪ <b>Expiration Date</b> = Up to 6 months from effective date (see medical documentation)</li></ul></li><li>• <b>Diagnosis Information</b><ul style="list-style-type: none"><li>▪ <b>Medical Reason</b> = Select Medical Diagnosis from medical documentation</li><li>▪ <b>ICD or Diagnosis code</b> = N/A</li><li>▪ If a Verbal Order = Check Box and Select form of verbal order. Refer to <b>Cascades Steps-Enter Verbal Order</b> for further guidance.</li></ul></li><li>• <b>Physician's Information</b><ul style="list-style-type: none"><li>▪ <b>Physician's Name</b></li><li>▪ <b>Physician's Phone</b></li></ul></li></ul>	<p>The screenshot displays three sections of the Cascades Steps form:</p> <ul style="list-style-type: none"><li><b>Prescription Dates:</b> Contains fields for Effective Date (7/23/2023), Expiration Date (8/23/2023), and Prescription Date (8/7/2023). Red arrows point to the Effective Date and Expiration Date fields.</li><li><b>Diagnosis Information:</b> Contains fields for Medical Reason (Low birth weight: &lt;= 5 lbs 8 oz), ICD Code (N/A), Diagnosis Code, and Verbal Order (checkbox). Red arrows point to the Medical Reason, ICD Code, and Verbal Order fields.</li><li><b>Physician Information:</b> Contains fields for Physician's Name (Bridges), Physician's Phone ((555) 555-5555), Physician's Email, Medical Food Prescribed, and Non-Medical Food Prescribed. Red arrows point to the Physician's Name and Physician's Phone fields.</li></ul>

Steps	Cascades Screen								
<p><b>Step 9: Check and save medical food prescription:</b></p> <ul style="list-style-type: none"> <li>• Scroll to bottom.</li> <li>• Make sure food or formula marked on medical documentation is check-marked.</li> <li>• Select <b>Scan Document</b> at the bottom left hand side of the screen. Scan in new medical documentation.</li> <li>• Select <b>Save</b>.</li> <li>• A <b>Status Message</b> will display saying medical documentation was saved successfully.</li> </ul> <p><b>Note: Verify that the medical documentation has been scanned into Cascades</b></p>	<p><b>Attach Medical Documentation</b></p> <p>Effective Date ★ 7/23/2023    Expiration Date ★ 8/23/2023    Prescription Date 8/7/2023</p> <p><b>Diagnosis Information</b></p> <p>Medical Reason ★ ICD Code ★ OR Diagnosis Code ★ OR Verbal Order ★</p> <p>Low birth weight: &lt;= 5 lbs 8 oz    N/A    OR    OR    <input type="checkbox"/></p> <p><b>Physician Information</b></p> <p>Physician's Name ★ Bridges    Physician's Phone ★ (555) 555-5555    Physician's Email    Medical Food Prescribed    Non-Medical Food Prescribed</p> <p><b>Medical Food Prescription</b> <span style="float: right;">Total Items: 3</span></p> <table border="1"> <thead> <tr> <th>Category</th><th>Subcategory</th></tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Infant Formula (IF)</td><td>Simlac Advance Powder 12.4 oz</td></tr> <tr> <td><input type="checkbox"/> Exempt Infant Formula (EXF)</td><td>Simlac NeoSure Powder 13.1 oz</td></tr> <tr> <td><input checked="" type="checkbox"/> Exempt Infant Formula (EXF)</td><td>Simlac Alimentum Powder 12.1 oz</td></tr> </tbody> </table> <p><b>Add Additional Medical Foods</b></p> <p>Category    Subcategory    Add Item    Clear</p> <p><b>Scan Document</b>    View Documents    <b>Save</b>    Cancel</p> <p><b>Status Message</b></p> <p>Medical Documentation was saved successfully.</p> <p>Medical Documentation    Save    Cancel</p>	Category	Subcategory	<input type="checkbox"/> Infant Formula (IF)	Simlac Advance Powder 12.4 oz	<input type="checkbox"/> Exempt Infant Formula (EXF)	Simlac NeoSure Powder 13.1 oz	<input checked="" type="checkbox"/> Exempt Infant Formula (EXF)	Simlac Alimentum Powder 12.1 oz
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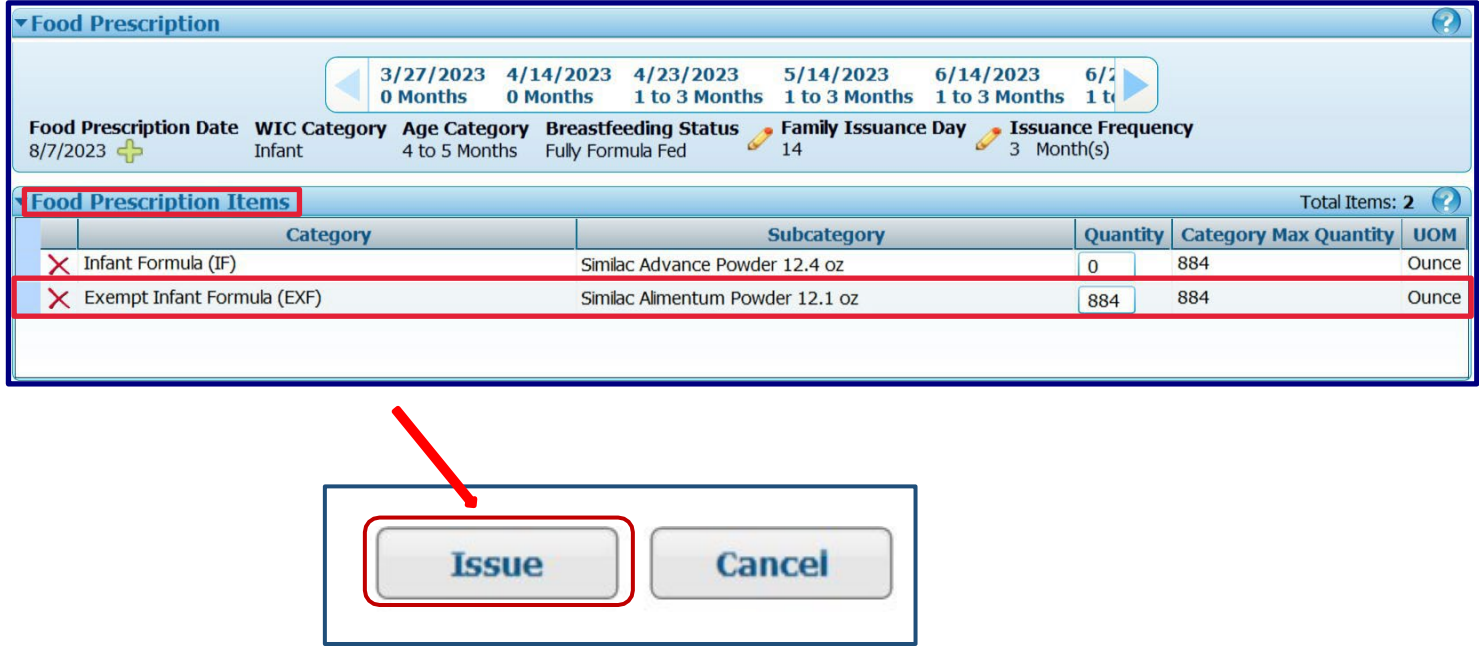




## Cascades Steps

### Enter New Medical Documentation When Current Medical Documentation Exists



Steps	Cascades Screen
<p><b>Step 10: Review food prescription items</b></p> <ul style="list-style-type: none"><li>Return to <b>Prescribe Food</b> Quick Link.</li><li>Verify medical foods or formula were added to the Food Prescription Items.</li><li>Verify other items in food prescription are correct.</li></ul>	
<p><b>Step 11 Issue benefits:</b></p> <p>Select <b>Issue</b> button.</p>	

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