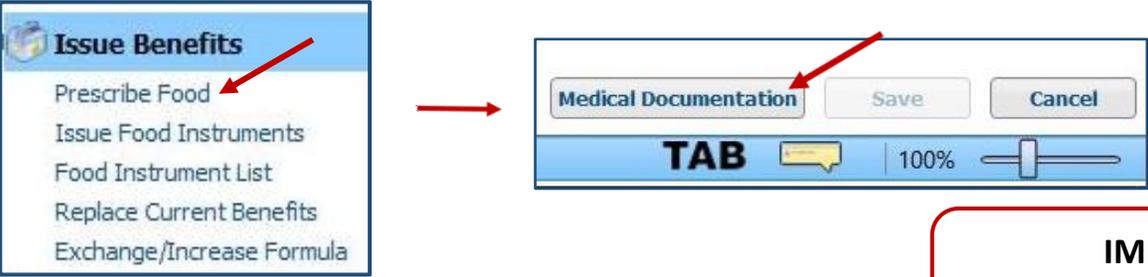
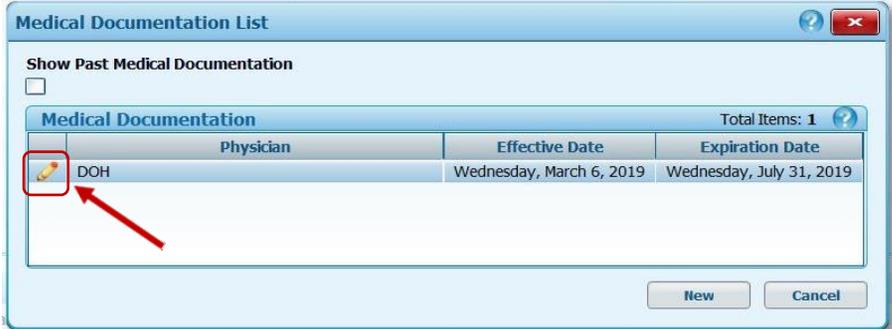


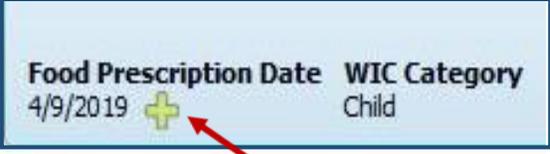
Enter New Medical Documentation When Current Medical Documentation Exists

Use these steps when a participant’s medical provider prescribes medical foods or formulas **and** medical documentation already exists for the participant.

- Enter medical documentation for:
 - A food or formula that has not been previously provided
 - To renew an expired or expiring Medical Documentation Form (MDF)
- The process is the same for all participant categories and for all foods and formulas prescribed by a medical provider.
- **Remember:** Always **end** the current Medical Documentation **before** you enter a new one!
- If a participant needs a MDF for the first time, please use [Cascades Steps – Enter Medical Documentation for the First Time](#).

Steps	Cascades Screen
<p>Step 1 Revise current MDF: In Issue Benefits Quick Link, select Prescribe Food.</p> <p>Step 2 Revise current MDF: Before you add a new prescription, select the Medical Documentation button to revise the current MDF.</p>	
<p>Step 3 Revise current MDF: Select pencil icon  to open current medical documentation.</p>	 <div data-bbox="1499 906 2024 1474" style="border: 2px solid red; padding: 10px; margin-top: 10px;"> <p style="text-align: center;">IMPORTANT</p> <p>When to use the pencil icon  :</p> <ul style="list-style-type: none"> • Edits – if you make a mistake while entering the MDF. • Change expiration date before you enter a new MDF. <p style="text-align: center;">Never use the pencil icon to add a new MDF.</p> <p style="text-align: center;">It will overwrite the existing MDF and delete the Medical Documentation history.</p> </div>

Steps	Cascades Screen
<p>Step 4 Revise current MDF:</p> <p>Change expiration to yesterday's date.</p> <p>Select Save.</p> <p>A Status Message will display, saying medical documentation was saved successfully.</p>	<p>The expiration date can't be before the prescription date!</p>

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

Steps	Cascades Screen														
<p><u>The Medical Documentation Form (MDF) in Cascades:</u></p> <p>Once you've selected Add Item the Attach Medical Documentation form pops up.</p> <p>In the bottom right corner, you'll also see the Medical Documentation Required Status Message.</p> <p>Note: You'll see the food you added in the Medical Food Prescription container.</p>	<p>Attach Medical Documentation</p> <p>Prescription Dates Effective Date: 4/11/2019 Expiration Date: 5/11/2019 Prescription Date: 4/11/2019</p> <p>Diagnosis Information Medical Reason: [dropdown] ICD Code: [input] OR Diagnosis Code: [input] OR Verbal Order: <input type="checkbox"/></p> <p>Physician Information Physician's Name: [input] Physician's Phone: [input] Physician's Email: [input] Medical Food Prescribed: [input] Non-Medical Food Prescribed: [input]</p> <p>Medical Food Prescription Total Items: 9</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Subcategory</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Legumes</td> <td>Peanut Butter/Beans All WIC</td> </tr> <tr> <td><input type="checkbox"/> Milk - Fat Reduced</td> <td>Milk Reduced Fat or Nonfat All WIC</td> </tr> <tr> <td><input type="checkbox"/> Cheese or Tofu</td> <td>Cheese - all WIC</td> </tr> <tr> <td><input type="checkbox"/> Breakfast Cereal</td> <td>Cereal All WIC - hot and cold</td> </tr> <tr> <td><input type="checkbox"/> Juice - 64 oz</td> <td>Juice - All WIC - 64 oz</td> </tr> <tr> <td><input checked="" type="checkbox"/> WIC Eligible Nutritionals</td> <td>PediaSure, RTF</td> </tr> </tbody> </table> <p>Add Additional Medical Foods Category: [dropdown] Subcategory: [dropdown] Add Item Clear</p> <p>Scan Document View Documents</p> <p>Certificati System</p> <p>Status Message ⚠️ Quantity exceeds the Max Quantity Allowed. Medical Documentation Required.</p>	Category	Subcategory	<input type="checkbox"/> Legumes	Peanut Butter/Beans All WIC	<input type="checkbox"/> Milk - Fat Reduced	Milk Reduced Fat or Nonfat All WIC	<input type="checkbox"/> Cheese or Tofu	Cheese - all WIC	<input type="checkbox"/> Breakfast Cereal	Cereal All WIC - hot and cold	<input type="checkbox"/> Juice - 64 oz	Juice - All WIC - 64 oz	<input checked="" type="checkbox"/> WIC Eligible Nutritionals	PediaSure, RTF
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Steps	Cascades Screen
<p>Step 8 Fill in medical documentation information:</p> <ul style="list-style-type: none"> Prescription Dates <ul style="list-style-type: none"> Effective Date = Today's date Expiration Date = Up to one year max from effective date Diagnosis Information <ul style="list-style-type: none"> Medical Reason = Select Medical Diagnosis from MDF ICD or Diagnosis code = N/A Note: If a grace period is being used select it from the Medical Reason dropdown. Physician's Information <ul style="list-style-type: none"> Physician's Name Physician's Phone 	<p>The screenshot displays three sections of the Cascades screen:</p> <ul style="list-style-type: none"> Prescription Dates: Shows fields for Effective Date (4/11/2019), Expiration Date (5/11/2019), and Prescription Date (4/11/2019). Red boxes and arrows highlight these fields. Diagnosis Information (Top): Shows Medical Reason (Abnormal weight loss/underweight), ICD Code (NA), Diagnosis Code, and Verbal Order checkbox. Red boxes and arrows highlight the Medical Reason and ICD Code fields. Diagnosis Information (Bottom): Shows Medical Reason (Grace Period), ICD Code, Diagnosis Code (NA), and Verbal Order checkbox. Red boxes and arrows highlight the Medical Reason dropdown and the ICD Code field. Physician Information: Shows Physician's Name (Jones), Physician's Phone ((360) 555-5555), Physician's Email, Medical Food Prescribed, and Non-Medical Food Prescribed. Red boxes and arrows highlight the Physician's Name and Physician's Phone fields.

Steps	Cascades Screen
<p>Step 9 Check and save medical food prescription:</p> <ul style="list-style-type: none"> • Scroll to bottom. • Make sure food or formula marked on MDF is check-marked. • Select Save. • A Status Message will display saying medical documentation was saved successfully. 	<p>The screenshot shows the 'Attach Medical Documentation' interface. At the top, there are fields for Prescription Dates (Effective Date: 4/11/2019, Expiration Date: 10/31/2019, Prescription Date: 4/11/2019). Below that is the Diagnosis Information section with fields for Medical Reason (Abnormal weight loss/underweight), ICD Code (NA), Diagnosis Code, and Verbal Order. The Physician Information section includes fields for Physician's Name (Smith), Physician's Phone ((360) 555-5555), Physician's Email, Medical Food Prescribed, and Non-Medical Food Prescribed.</p> <p>The 'Medical Food Prescription' table is highlighted with a red box. It has columns for 'Category' and 'Subcategory'. The 'WIC Eligible Nutritionals' row is checked with a red box. A red arrow points from this row to a 'Save' button at the bottom right of the screen, which is also circled in red. Another red arrow points from the 'Save' button to a 'Status Message' dialog box at the bottom right, which contains the text 'Medical Documentation was saved successfully.' and buttons for 'e Funding', 'Medical Documentation', 'Save', and 'Cancel'.</p>

Steps	Cascades Screen																																																		
<p>Step 10 Review food prescription items:</p> <ul style="list-style-type: none"> Return to Prescribe Food Quick Link. Verify medical foods or formula were added to the Food Prescription Items. Verify other items in food prescription are correct. 	<p>Food Prescription Date: 4/11/2019 WIC Category: Child Age Category: 2 yr to 5 yr Family Issuance Day: 25 Issuance Frequency: 3 Month(s)</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Subcategory</th> <th>Quantity</th> <th>Category Max Quantity</th> <th>UOM</th> </tr> </thead> <tbody> <tr> <td>Fruit & Vegetables Cash Value</td> <td>Fruit and Vegetables - Cash Value Benefit</td> <td>\$8.00</td> <td>\$8.00</td> <td>\$\$\$\$</td> </tr> <tr> <td>Bread/Whole Grains</td> <td>Whole Wheat Bread or Whole Grains</td> <td>32</td> <td>32</td> <td>Ounce</td> </tr> <tr> <td>Eggs</td> <td>Eggs - all WIC</td> <td>1</td> <td>1</td> <td>Dozen</td> </tr> <tr> <td>Legumes</td> <td>Peanut Butter/Beans All WIC</td> <td>1</td> <td>1</td> <td>CTNR</td> </tr> <tr> <td>Milk - Fat Reduced</td> <td>Milk Reduced Fat or Nonfat All WIC</td> <td>3.25</td> <td>4</td> <td>Gallon</td> </tr> <tr> <td>Cheese or Tofu</td> <td>Cheese - all WIC</td> <td>1</td> <td>1</td> <td>Pound</td> </tr> <tr> <td>Breakfast Cereal</td> <td>Cereal All WIC - hot and cold</td> <td>36</td> <td>36</td> <td>Ounce</td> </tr> <tr> <td>Juice - 64 oz</td> <td>Juice - All WIC - 64 oz</td> <td>2</td> <td>2</td> <td>CTNR</td> </tr> <tr> <td>WIC Eligible Nutritionals</td> <td>PediaSure, RTF</td> <td>248</td> <td>910</td> <td>Ounce</td> </tr> </tbody> </table>	Category	Subcategory	Quantity	Category Max Quantity	UOM	Fruit & Vegetables Cash Value	Fruit and Vegetables - Cash Value Benefit	\$8.00	\$8.00	\$\$\$\$	Bread/Whole Grains	Whole Wheat Bread or Whole Grains	32	32	Ounce	Eggs	Eggs - all WIC	1	1	Dozen	Legumes	Peanut Butter/Beans All WIC	1	1	CTNR	Milk - Fat Reduced	Milk Reduced Fat or Nonfat All WIC	3.25	4	Gallon	Cheese or Tofu	Cheese - all WIC	1	1	Pound	Breakfast Cereal	Cereal All WIC - hot and cold	36	36	Ounce	Juice - 64 oz	Juice - All WIC - 64 oz	2	2	CTNR	WIC Eligible Nutritionals	PediaSure, RTF	248	910	Ounce
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<p>Step 11 Issue benefits:</p> <p>Select Issue button.</p>	<p>36 Ounce</p> <p>Next Certification Due Notice Issue Cancel</p>																																																		

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