Cascades Steps
Enter Medical Documentation for the First Time

The process is the same for all participant categories and all foods and formulas prescribed by a medical provider. If a participant has an existing Medical Documentation Form (MDF), please use Cascades Steps – Enter New Medical Documentation When Current Medical Documentation Exists. 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 for the first time.

Steps	Cascades Screen
Step 1: Create new food prescription: • In **Issue Benefits** Quick Link, select **Prescribe Food**. • **Select** the green "**+**" sign. • **Enter date** in the **Select the New Food Prescription** Date pop-up. • Select Save.	

Steps	Cascades Screen
Step 2: Add the formula or food you want to add: In **Add Item to Food Prescription** container select: • Category • Subcategory • Quantity Select **Add Item**.	 **Important Steps When Adding New Formula** • In **Food Prescription Items**, add the new formula <u>before</u> you zero out the old formula. If you zero out first, it changes the infant's status to **Fully Breastfeeding.** This creates problems with issuing benefits. • When you add the new formula and quantity, you'll receive the alert **"Formula Rx exceeds the Nutrition Benefit for WIC."** Zeroing out the original formula quantity corrects the alert. • When you add the new formula, zero out the old, but don't delete it.

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Steps	Cascades Screen
The Attached Medical Documentation screen in Cascades Once you've selected **Add Item**, the **Attach Medical Documentation** form pops up. In the bottom right corner, you'll also see the Medical Documentation Required **Status Message**. **Note:** You'll see the food you added in the **Medical Food Prescription** container.	

Steps	Cascades Screen

Step 3: Fill in medical documentation information:
 	
• **Prescription Dates**
  ▪ **Effective Date** = Today's date
  ▪ **Expiration Date** = Up to one year max from effective date
 	
• **Diagnosis Information**
  ▪ **Medical Reason** = Select Medical Diagnosis from MDF
  ICD or Diagnosis code = N/A
  ▪ If a **Verbal Order** = Check Box and Select form of verbal order. Refer to **Cascades Steps-Enter Verbal Order** for further guidance.
 	
• **Physician's Information**
  ▪ **Physician's Name**
  ▪ **Physician's Phone**
	Prescription Dates
	Effective Date ⭐ Expiration Date ⭐ Prescription Date **8/7/2023**
	7/23/2023 8/23/2023
	
	Diagnosis Information
	Medical Reason ⭐ ICD Code ⭐ Diagnosis Code ⭐ Verbal Order ⭐
	Low birth weight: <= 5 lbs 8 oz N/A OR OR ☑ Medical provider phon
	
	Physician Information
	Physician's Name ⭐ Physician's Phone ⭐ Physician's Email Medical Food Prescribed Non-Medical Food Prescribed
	Bridges (555) 555-5555

Steps	Cascades Screen
Step 4: Check and save medical food prescription: • Make sure only the food or formula marked on the MDF is check-marked. • **Note:** For women and children you will need to scroll to bottom of the **Medical Food Prescription** list to see the food or formula you added. • Select Scan Document at the bottom left-hand side of the screen. Scan in new MDF. • Select **Save.** • A **Status Message** will display saying medical documentation was saved successfully. • Note: Verify that the MDF has been scanned into Cascades	

Steps	Cascades Screen
Step 5: Review food prescription items: • Return to **Prescribe Food** Quick Link. • Verify medical foods or formula were added to the **Food Prescription Items** container. • Verify other items in food prescription are correct.	▼Food Prescription ◄ 3/27/2023 4/14/2023 4/23/2023 5/14/2023 6/14/2023 6/2 ► 0 Months 0 Months 1 to 3 Months 1 to 3 Months 1 to 3 Months 1 to **Food Prescription Date** **WIC Category** **Age Category** **Breastfeeding Status** **Family Issuance Day** **Issuance Frequency** 8/7/2023 ✚ Infant 4 to 5 Months Fully Formula Fed 14 3 Month(s) ▼Food Prescription Items Total Items: **2** | Category	Subcategory	Quantity	Category Max Quantity	UOM
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✗ Infant Formula (IF)	Similac Advance Powder 12.4 oz	0	884	Ounce
✗ Exempt Infant Formula (EXF)	Similac Alimentum Powder 12.1 oz	884	884	Ounce	

Steps	Cascades Screen	Cascades Screen
Step 6: Issue benefits: • Return to **Issue Food Instruments** Quick Link. • Verify all family benefits. • Select **Issue** button.		

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