



Compassionate Use Registry

User's Guide For Physician Users

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This User's Guide is meant to be used while you have the system open, so you can follow along.



Compassionate Use Registry

Logging in



Compassionate Use Registry

[HOME](#)

[LOG IN](#)

Hello and welcome to the Compassionate Use Registry

Please click on Login

Do We have any issues?

- issue 1
- issue 2
- issue 3
- issue 4

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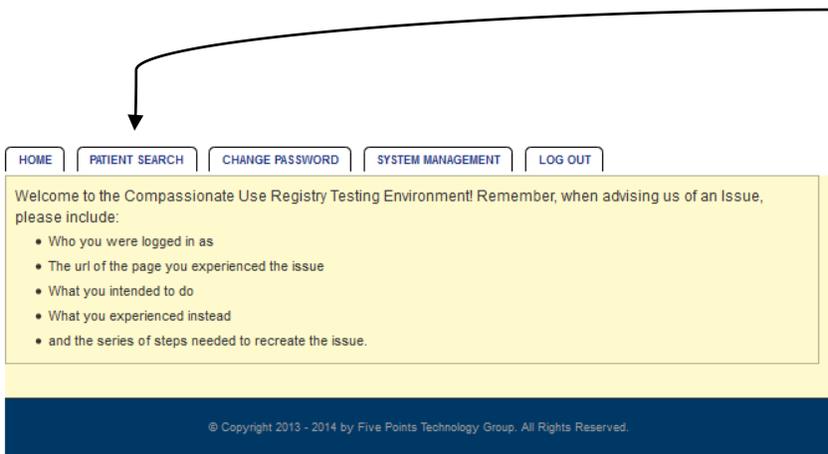
To Log In as a Physician, click the menu item titled "log in"



Compassionate Use Registry

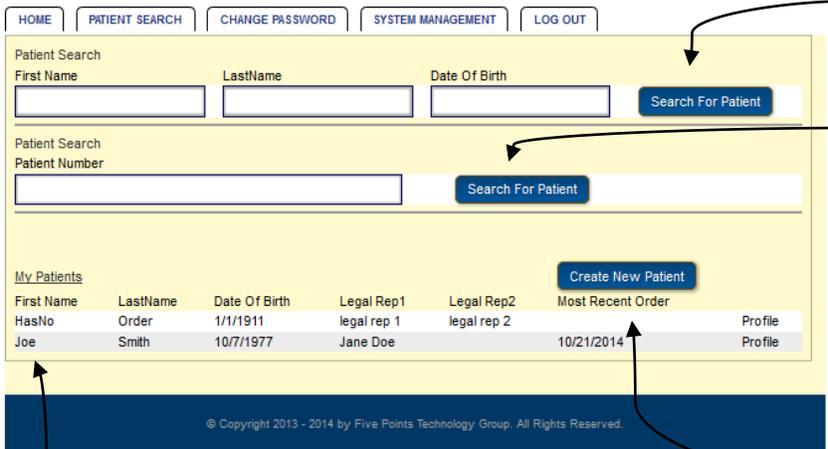
The Patient Search / My Patients Screen

After logging in, you'll 'land' on the Home Page, where The Office Of Compassionate Use can provide you with a systemwide message.



To get to your Patients, find an existing Patient to start working with, or to create a new Patient, click "Patient Search".

You'll be navigated to a screen that allows you to search for Patients by Name/DOB



or by Patient Number.

The lower half of the page shows you information about your Patients.

Here, the Registry provides a button to Create a new Patient,

And shows you all of the Patients you're currently Active with.

Note: Do not create a new Patient without checking to see if they're already in the Registry.



Compassionate Use Registry

Searching For a Patient

Patient Search

First Name LastName Date Of Birth [Search For Patient](#)

Patient Search

Patient Number [Search For Patient](#)

You may search for existing Patients either by Name and DOB, or By Patient Number.

The Registry does not allow 'wildcard' searches. You must supply the First Name, Last Name, and DOB.

Patient not found!

Be sure to search for the patient's Name and DOB exactly as it appears on their Identification before creating a new patient record.

[Go Back](#)

If the Name/DOB or the Patient number is not found, the system will advise you. Click Go Back to return to the previous page.

Patient Profile for: Griswold, Clark Patient Number: P0000001

Last Name:	Griswold	Date Of Birth:	01/01/1911	Patient Number:	P0000001
First Name:	Clark	Gender:	Male	Patient Weight:	165 lbs
		Address1:	123 address line 1		
		Address2:	456 address line 2		
		City:	Panama City		
		County:	Bay		
		Zip code:	32413		
		Legal Representative 1:	Prowse, Derek		
		Legal Representative 2:			

Active Orders for: Griswold, Clark

Order Status	Start Date	Placed By	Route	Mg Per Dose	Doses Per Day	Days	End Date
Open	05/26/2016	Sam Rhea	Oil	10	3	45	07/10/2016
Cancelled	05/28/2016	Sam Rhea	Topical	10	2	10	06/07/2016
Expired	05/29/2016	Sam Rhea	Oil	100	1	2	05/31/2016
Scheduled	07/06/2016	Sam Rhea	Oil	10	4	5	07/13/2016

If the Patient was found, you'll be navigated to that Patient's Profile, where you'll see his/her Demographic information at the top,

And a listing of the orders for that Patient in the second portion of their Profile.



Compassionate Use Registry

Managing a Patient

The top portion of the Patient Profile describes what the Registry knows about your patient's Demographics.

Patient Profile for: Griswold, Clark Patient Number: P0000001

Last Name:	Griswold	Date Of Birth:	01/01/1911	Patient Number:	P0000001
First Name:	Clark	Gender:	Male	Patient Weight:	165 lbs
		Address1:	123 address line 1		
		Address2:	456 address line 2		
		City:	Panama City		
		County:	Bay		
		Zip code:	32413		
		Legal Representative 1:	Prowse, Derek		
		Legal Representative 2:			

[Edit Demographics](#)

To Edit the Patient's information, click Edit Demographics.

In some cases, the Patient will not be the person who visits the Dispensary to claim their Orders. Use the Legal Rep 1 & 2 fields to record the identity of the persons who will be claiming the Order.

Patient Information P0000001

Last Name:	<input type="text" value="Griswold"/>	Date Of Birth: (mm/dd/yyyy)	<input type="text" value="01/01/1911"/>	Social Security Number:	<input type="text" value="1234567890"/>
First Name:	<input type="text" value="Clark"/>	Gender:	<input type="text" value="Male"/>	Patient Weight:	<input type="text" value="165"/>
		Address1:	<input type="text" value="123 address line 1"/>	WeightType:	<input type="text" value="lbs"/>
		Address2:	<input type="text" value="456 address line 2"/>		
		City:	<input type="text" value="Panama City"/>		
		County:	<input type="text" value="Bay"/>		
		Zip code:	<input type="text" value="32413"/>		
		Legal Representative (optional):	<input type="text" value="Prowse, Derek"/>	<input type="text" value="Edit"/>	<input type="text" value="Delete"/>
		Legal Representative (optional):	<input type="text" value="Prowse, Derek"/>	<input type="text" value="Edit"/>	<input type="text" value="Delete"/>

No file chosen

Each Patient will be issued a Patient Number in the Registry – you cannot change this number.

If a Patient no longer sees your office, you will need to Deactivate them using this button. The Patient will not be able to get orders from other physicians if you are Active with them.

If you are not active with this patient, but wish to be, the button will be labelled "Activate"; if clicked, you're taking this person as your Patient in the Registry, and you can then place Orders for them.

Note: it is *extremely important* Patient's Name and DOB are recorded exactly as it is on their official identification. Law Enforcement officers will be using the Patient's official identification to verify they're allowed to possess.



Compassionate Use Registry

Creating a Patient

HOME PATIENT SEARCH CHANGE PASSWORD SYSTEM MANAGEMENT LOG OUT

Patient Search
 First Name LastName Date Of Birth [Search For Patient](#)

Patient Search
 Patient Number [Search For Patient](#)

My Patients [Create New Patient](#)

First Name	LastName	Date Of Birth	Legal Rep1	Legal Rep2	Most Recent Order	Profile
HasNo	Order	1/1/1911	legal rep 1	legal rep 2		Profile
Joe	Smith	10/7/1977	Jane Doe		10/21/2014	Profile

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Note: Do not create a Patient without searching for them first to see if they're already in-system. Creating multiple duplicate Patients may construed as misuse by the OCU.

If you've searched for your Patient, and don't find them, you may create a new one by clicking Create New Patient.

You'll be navigated to a blank Patient Information page.

If someone other than the patient will be claiming the Order, if the patient is a minor or incapacitated, record their identity in the Legal Rep 1 & 2 fields.

Patient Information P0000001

Last Name: Date Of Birth: Social Security Number:

First Name: Gender: Patient Weight:

WeightType:

Address1:
 Address2:
 City:
 County:
 Zip code:

WeightType: Legal Representative (optional): [Edit](#) [Delete](#)

Social Security Number: Legal Representative (optional): [Edit](#) [Delete](#)

[Save](#) [Go to Profile Page](#) [Deactivate this Patient](#)

Patient Number will be filled in automatically by the Registry – after you Save the patient, make of note of the number for their records.

To save the new Patient, click Save. The new Patient will automatically be made Active with you.

Click Back To Search Page to abandon.

Note: it is *extremely important* Patient's Name and DOB are recorded exactly as it is on their official identification.



Compassionate Use Registry

Creating an Order

Patient Profile for: Griswold, Clark Patient Number: P0000001

Last Name: Griswold Date Of Birth: 01/01/1911 Patient Number: P0000001
 First Name: Clark Gender: Male Patient Weight: 165 lbs

Address1: 123 address line 1
 Address2: 456 address line 2
 City: Panama City
 County: Bay
 Zip code: 32413

Legal Representative 1: Prowse, Derek
 Legal Representative 2: Prowse, Oshina

[Edit Demographics](#)

Active Orders for: Griswold, Clark

Order Status	Start Date	Placed By	Route	Mg Per Dose	Doses Per Day	Days	End Date	
Open	05/26/2016	Sam Rhea	Oil	10	3	45	07/10/2016	New Order Edit Cancel
Cancelled	05/28/2016	Sam Rhea	Topical	10	2	10	06/07/2016	Edit Cancel
Expired	05/29/2016	Sam Rhea	Oil	100	1	2	05/31/2016	Edit Cancel
Scheduled	07/08/2016	Sam Rhea	Oil	10	4	5	07/13/2016	Edit Cancel

When Viewing a Patient's Profile, you will be able to see their Order History below their Demographic.

If you wish to cancel an order, click Cancel.

If you wish to file a new Order for the Patient, click New Order.

An Order is instructions to the Dispensing Organization about what to Dispense, and also what to advise the Patient.

Create New Order

Order is for Low-THC Cannabis Medical Cannabis

Route of Administration

Order Notes

Amount (in mg) of active ingredient per dose: # of doses per day

Order Start Date This patient may purchase a cannabis delivery device as part of this order.

Duration(days) Dispense Amount

Order will Expire on

[Go Back](#) [Save Order](#)

Specify if the Order is for Low-THC or Medical Cannabis.

Chose a Route of Administration,

Supply additional notes for the Patient record, and the Dispensing Organization to review with the Patient.

Tell the Registry the amount in mg of active ingredient there should be per dose,

The # of doses per day,

When the Order should start,

And how long it will be open for.

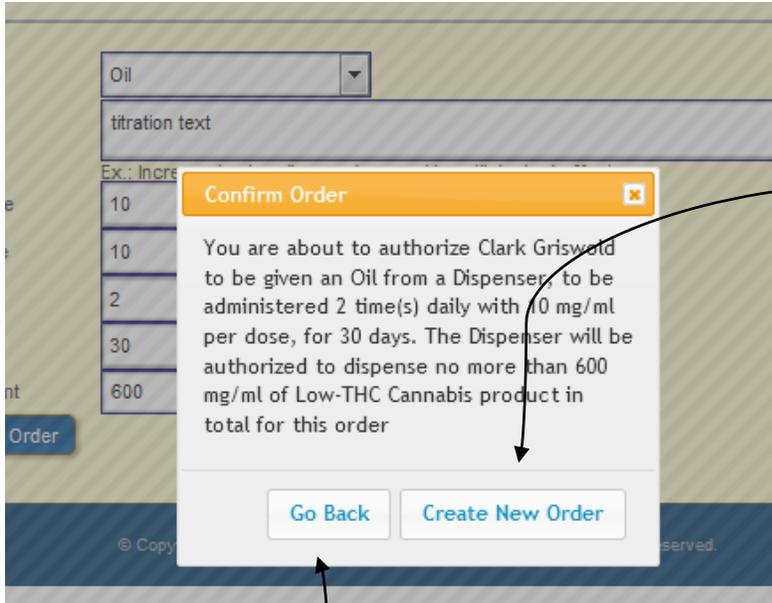
Some rules About Orders:

An order has a start date and an end date based upon what you supply. The patient cannot obtain products for an order outside of this window of time.

Orders can't overlap – Florida law forbids a patient possessing more than a '45-day supply'.



Compassionate Use Registry



When you click Save, you will be shown a summary of the Order, to confirm it prior to making it official record in the Registry. Carefully review and click Create New Order is this is correct.

If you need to make changes, click Go Back.

Note: You can edit any order that isn't Expired.



Compassionate Use Registry

Managing an Order

Active Orders for Joe Smith [New Order](#)

Order Status	Placed On	Placed By	Form	Unit	Unit/day	Days	Amount Remaining	
Open	10/20/2014	Travis Stork	Topical	15	4	30	1799.00	Cancel Order
Cancelled	3/23/2014	Travis Stork	Topical	95	2	15	2850.00	
Cancelled	3/23/2014	Travis Stork	Oil	5	3	30	450.00	
Open	3/23/2014	Travis Stork	Oil	5	3	30	450.00	Cancel Order
Open	3/23/2014	Travis Stork	Topical	10	2	30	600.00	Cancel Order
Expired	4/23/2014	Travis Stork	Oil	5	2	60	600.00	
Expired	3/23/2014	Travis Stork	Topical	40	5	30	6000.00	

The bottom half of the Patient Profile lists the Patient's Orders.

Order Status	Placed On	Placed By	Form	Unit	Unit/day	Days	Amount Remaining	
Open	10/20/2014	Travis Stork	Topical	15	4	30	1799.00	Cancel Order
Dispensed On		At	Via		Amount Dispensed			
10/23/2014		Testing Dispenser 3	Jane	Johnson	1.000000			
Cancelled	3/23/2014	Travis Stork	Topical	95	2	15	2850.00	
Cancelled	3/23/2014	Travis Stork	Oil	5	3	30	450.00	
Open	3/23/2014	Travis Stork	Oil	5	3	30	450.00	Cancel Order
Open	3/23/2014	Travis Stork	Topical	10	2	30	600.00	Cancel Order
Expired	4/23/2014	Travis Stork	Oil	5	2	60	600.00	
Expired	3/23/2014	Travis Stork	Topical	40	5	30	6000.00	

If you wish to see the history of Dispensations for an order, click the Status of it, and the Order will expand.

In some cases, you may want to Cancel or Edit a previous Order, use the Cancel Order button to do so. A Patient will no longer be able to claim Cannabis from a Dispensary for that order afterwards.

Note: you may only cancel or edit an Order that you have placed. If a patient has an order from another Physician that should be cancelled, that Physician will need to perform this action. Advise your Patient to ask their previous Physician to do so.



Compassionate Use Registry

Creating Your Account

If you do not yet have a Registry Account, you can give yourself one after verifying your credentials.

To begin, click “New Physician” here.

First, we’ll verify your credentials.

Supply your License / Profession

Your License Number

Last Name

First Name

DOB

And the last 4 of your SSN

And then click “Verify Me”

The Registry checks that what you supplied matches what you have on file with the DOH. If you are not getting a match, but think you should be – contact the Office of Compassionate Use.



Compassionate Use Registry

When the Registry has a match, you can then supply a User ID and an email address for your profile.

You cannot 'share' an email address with another Registry user, and your User ID also needs to be unique.

HOME | LOG IN

New Physician - Verification

Your UserId:

Your Email Address:

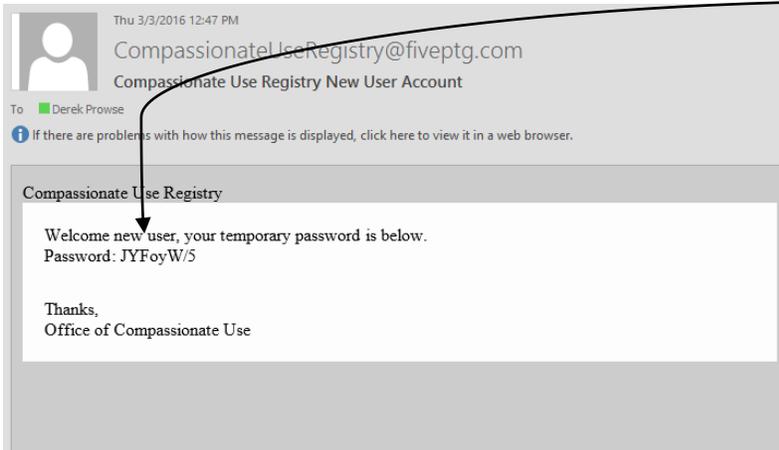
[Go Back to Front Page](#) [Create Profile](#)

Supply the User ID you'd like

And your email address,

And then click Create Profile.

Moments later, you will receive an email that contains your temporary password.



Use this plus your User Id to Log in as described at the top of this document.

Note: you must change your password once you first log in.