

# MEDICAL MARIJUANA USE REGISTRY

## PHYSICIAN USER'S GUIDE

### WHAT'S IN THIS USER GUIDE?

This user guide explains the basics of the Medical Marijuana Use Registry:

- SELF-REGISTRATION
- LOGGING IN AND MANAGING YOUR REGISTRY ACCOUNT
- SEARCHING FOR PATIENTS AND CAREGIVERS
- ADDING OR EDITING PATIENTS AND CAREGIVERS
- WHAT TO EXPECT WHEN SUPPLYING CERTIFICATIONS AND ORDERS

### SELF-REGISTRATION

#### “Why is this important?”

Knowing how to log in and manage your Registry account is important because the Registry is where Qualified Ordering Physicians instruct others on how their Patients may obtain Low-THC Cannabis, Medical Marijuana or Medical Marijuana Delivery Devices. All Orders must be entered into the Medical Marijuana Use Registry by a Qualified Ordering Physician, and dispensed by an approved Medical Marijuana Treatment Center (MMTC).

#### “How do I get started?”

Qualified Ordering Physicians may self-register for an account to access the Registry. You will need to initially verify your identity using your medical credentials. Once your credentials have been verified you will receive your initial login credentials via email then be requested update your password to one of your choosing before you can record Certifications & Orders.

To self-register, please visit the Medical Marijuana Use Registry (<https://mmuregistry.flhealth.gov/>) and click the LOGIN menu bar link. You will be taken to the login page. Next, click the Register tab title in the Login panel. (See following page)

# MEDICAL MARIJUANA USE REGISTRY

The screenshot shows a web form titled "New Physician Registration" with a "Register" button in green. The form includes the following fields: "Your Profession:" with a dropdown menu showing "Choose which Profession Your License is for"; "License Number:" with a text input field and a small icon; "Last Name:" with a text input field; "First Name:" with a text input field; "Date of Birth: (mm/dd/yyyy)" with a text input field containing "01/01/0001"; and "Last 4 Digits of your SSN:" with a text input field. At the bottom, there are two buttons: "GO BACK" in blue and "VERIFY ME" in green.

The Registry is connected to the Department of Health, Division of Medical Quality Assurance and if you complete the fields shown, it can use that information to check if you are able to access the Registry. It will be checking for statutory requirements:

- Your profession (Doctor of Medicine or Doctor of Osteopathic Medicine)
- Your name/date of birth/Social Security Number details are a match for your license
- Your medical license is active and unrestricted
- You have the required educational credit in CE Broker

If there are issues with the first two requirements above, you will not be able to obtain an account. Please contact MQA Licensure Support Services at [MQAOnlineService@flhealth.gov](mailto:MQAOnlineService@flhealth.gov) to ensure your information is accurately reflected on your medical license.

If there are issues with your license or education, you may still be able to access the Registry, but not as an Qualified Ordering Physician – you may be able to review data, but will be prevented from adding Patients or Orders. Think of it as a 'read-only' mode.

When you have been verified, you will be taken to a screen where you can supply a user name and an email address. Your login details will be emailed to you immediately after completing this step and you can begin to use the Registry.

# MEDICAL MARIJUANA USE REGISTRY

“I supplied my information, but it says there is not a match.”

The Registry is verifying what you supplied with what the Department of Health, Division of Medical Quality Assurance has on file. You can log into your FL Health Source account and verify your information here: <http://www.flhealthsource.gov/>

“I’m told that Products already an account for me.”

You only need to self-register once. After that, you can just log in as normal.

If you did not create an account, and are being told you already have one, consider reaching out to the Office of Medical Marijuana Use (OMMU) for support – or, try and ask the system for a new password (See Page 4)

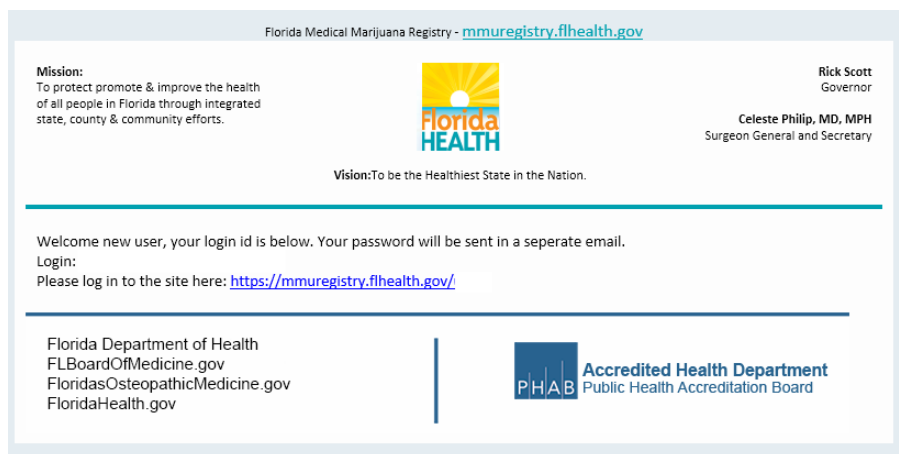
“I’m told that my email address is already in use.”

Users cannot share email addresses. Please provide a unique email address that is not associated with any other user.

## LOGGING IN AND MANAGING YOUR REGISTRY ACCOUNT

“How do I know if I have an account?”

Check your email inbox for an invitation to log in for the first time. The email will look like this:



After you saved your email address when you self-registered, the Registry sent you an email, along with another one that contains your temporary password.

# MEDICAL MARIJUANA USE REGISTRY

“I do not have that password email anymore!”

or...

“I forgot my password!”

This is not a problem. You can get a new temporary password at any time by supplying your username. Here’s how:

Using your web browser, navigate to the Registry (<https://mmuRegistry.flhealth.gov/>) and click LOG IN in the top menu bar.

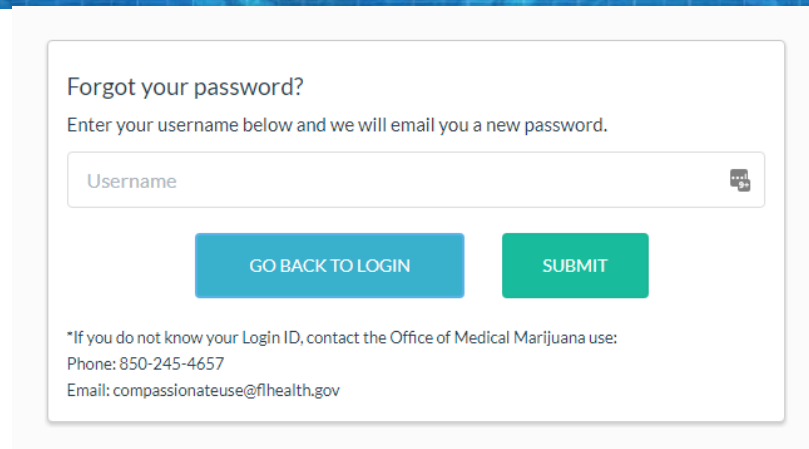


Just below the LOG IN button, you will see a link titled “Forgot Password?”

A screenshot of the login form on the Medical Marijuana Use Registry website. The form has two tabs: "Login" (selected) and "Register". It contains two input fields: "Username" and "Password", each with a "Show/Hide" icon. Below the password field is a "Remember Me" checkbox. A large teal "LOG IN" button is centered below the form. At the bottom of the form, there is a link for "Forgot Password?".

You will be asked to supply your username. Type it in and click SUBMIT.

# MEDICAL MARIJUANA USE REGISTRY



Forgot your password?  
Enter your username below and we will email you a new password.

Username

[GO BACK TO LOGIN](#) [SUBMIT](#)

\*If you do not know your Login ID, contact the Office of Medical Marijuana use:  
Phone: 850-245-4657  
Email: [compassionateuse@flhealth.gov](mailto:compassionateuse@flhealth.gov)

“I do not know my username.”

Contact the OMMU for support at: [MedicalMarijuanaUse@FLHealth.gov](mailto:MedicalMarijuanaUse@FLHealth.gov)

“Now what?”

Once you have supplied your username, the Registry will email you your temporary password. The temporary password is only good for one login – as soon as you use it, you will be asked to reset your password to something else.

“I never got the email after submitting my username...”

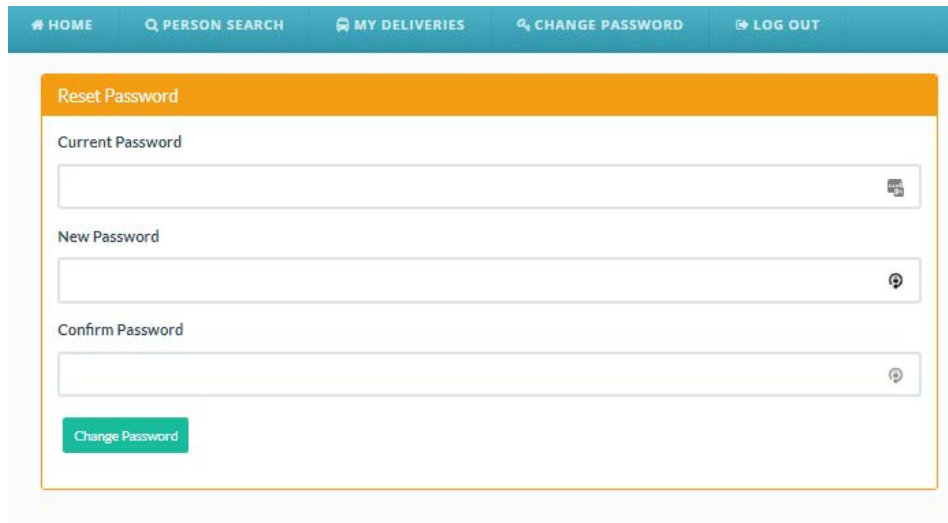
If the system *did not* say “This login was not found” and you still did not get an email from the Registry, check your email’s Spam or Junk filters – sometimes emails from the Registry are intercepted there. If you find it was caught by your Junk filter, this would be a good time to adjust your settings.

“I’m able to log in, but I want to change my password!”

Once you are logged in, you will see a “Change Password” link in the menu bar at the top. Clicking it will take you to where you can change it. (See following page)

# MEDICAL MARIJUANA USE REGISTRY

This page is where you will change your password:



The screenshot shows a web interface for the Medical Marijuana Use Registry. At the top, there is a navigation bar with links for HOME, PERSON SEARCH, MY DELIVERIES, CHANGE PASSWORD, and LOG OUT. Below this is a form titled "Reset Password". The form contains three input fields: "Current Password", "New Password", and "Confirm Password". Each field has a small icon on the right side, likely for password strength or visibility. At the bottom of the form is a green button labeled "Change Password".

The information in the Registry is confidential, you will need to use a secure password, that has all of the following:

- Is at least 10 characters long
- Has at least one uppercase letter (A B C etc)
- Has at least one lowercase letter (a b c etc)
- Uses a "special character" like '#&\*(^\$() &? /'
- Has at least one number (1 2 3 etc)

# MEDICAL MARIJUANA USE REGISTRY

## SEARCHING FOR PATIENTS OR CAREGIVERS

“I have a Patient but I’m not sure if they have already been entered into the Registry.”

Florida Law requires that a Qualified Ordering Physician reviews the Medical Marijuana Use Registry and confirms that the Patient does not have an active Physician Certification from another Qualified Ordering Physician, and is not currently activated under another Qualified Ordering Physician’s care.

The best way to do this is to try and search for any Patient you treat before creating a Patient Profile. Under the menu bar item titled Patient Management, you will have a link for People Search.

This is where you can find existing Patients or Caregivers.

The screenshot shows a web form titled "People Search". It is divided into two main sections. The first section, "Search by name", contains three input fields: "LastName", "FirstName", and "DOB (mm/dd/yyyy)". Below these fields are two green buttons: "Find Patient" and "Find Caregiver". The second section, "Search by number", contains two input fields: "PatientNumber" and "DOB (mm/dd/yyyy)". Below these fields is a single green button: "Find Patient".

You can search for Patients or Caregivers either by name and DOB or by Patient ID number and DOB. If there is a match, you will be taken to that Profile.

“The Registry says that the Patient I searched for was not found!”

If you are sure you are searching for them with the correct information and still cannot find a matching Patient profile, then you will need to create a new Patient profile for them, as outlined later in this user guide. (Page 8)

# MEDICAL MARIJUANA USE REGISTRY

“I found the Patient, now what?”

If your search is a match, you will be taken to the Patient’s Profile:

Patient Profile for: PATIENT, TYPICAL Patient Number: POZBRQAZ

192x192	Last Name:	PATIENT
	First Name:	TYPICAL
	Middle Initial:	S
	Primary Phone:	123-456-890
	Email Address:	derek.prowse@fiveptg.com
	Date Of Birth:	01/01/1911
	Patient Number:	POZBRQAZ
	Patient Weight:	120 lbs
	Gender:	Male
	Address1:	123 ANY STREET
	Address2:	APT 2
	City:	PANAMA CITY BEEACH
	County:	Bay
	Zip code:	32413
	Caregiver:	TYPICAL, CAREGIVER <a href="#">View</a>

Patient is Incapacitated:

[Edit Demographics](#)

The patient's application has not been approved by the OMMU or has expired

If you wish to treat this Patient, you must associate yourself to them. You can do this by clicking the Edit Demographics button at the bottom of the Patient Profile. At the bottom of the Profile, you will see a button titled “Activate this Patient”. Click this to associate this Patient to your Qualified Ordering Physician account.

When you navigate back to your My Patients listing, you will see them listed there.

“I do not see the “Activate this Patient” button. Why?”

By Florida Law, a Patient can only be associated to one Qualified Ordering Physician at a time. If the Patient you have searched is already associated to another Qualified Ordering Physician, you cannot undo this – only the current Qualified Ordering Physician can deactivate a Patient under their care. You must ask your Patient to contact their previous Qualified Ordering Physician to be deactivated before you can continue.



# MEDICAL MARIJUANA USE REGISTRY

## “What about Caregivers?”

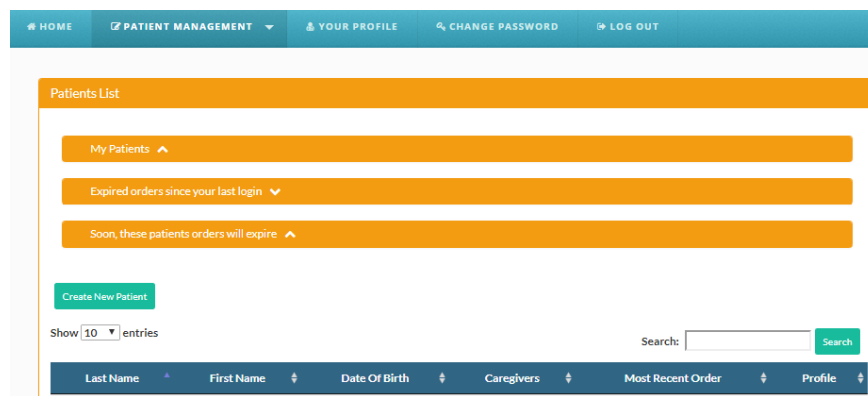
Searching for Caregivers works the same as searching for Patients – except when you have a match, you will be shown a list of all the Patients that that Caregiver represents.

## ADDING OR EDITING PATIENTS OR CAREGIVERS

### “How do I add a Patient to the Registry?”

If you have already searched for the Patient, and do not find them in the Registry, it is time to add them. To begin, navigate to your My Patients listing under the PATIENT MANAGEMENT.

You will see a Create New Patient button.



Clicking that button will take you to a blank Patient profile for you to complete. (See following page)

# MEDICAL MARIJUANA USE REGISTRY

Patient Information

192\*192  
Id Card #:

Last Name:

First Name:

Middle Initial:

Primary Phone:

Email Address:

Date Of Birth:

Patient Number:

Social Security Number:

Patient Weight:

WeightType:

Gender:

Address1:

Address2:

City:

County:

Zip code:

Add Caregiver

Patient is Incapacitated:

[Back to Patient List](#) [Save](#)

You must supply at a minimum:

- First Name
- Last Name
- Date of Birth
- Social Security Number
- Address Line 1
- City
- Patient Weight

If you want your Patient to be able to manage their account online, apply for a Medical Marijuana Use Registry ID Card electronically, and view their Orders– **you must add their Email Address to their Profile.**

When you have finished, click Save and the Patient will be added. You can add a Caregiver here if you would like as well. Once you have saved the profile, the Patient will appear in your My Patients listing.

**Be accurate** here. A misspelled name, incorrect DOB, SSN, or address may *delay your Patient's ability to obtain Products, an ID Card, or possibly cause an issue should they encounter Law enforcement officers.*

# MEDICAL MARIJUANA USE REGISTRY

“The Registry says that the Patient’s SSN is already in use.”

Every Patient or Caregiver must be unique, and must have their own SSN. Some possible reasons for this are:

- The Patient is in the system with a differently-spelled name or different DOB, with the correct SSN.
- A Qualified Ordering Physician supplied the incorrect SSN for another Patient, and it happens to be the same as your Patient.
- The Patient is already in the system correctly, but you tried to add them without searching first.

If this happens when you are trying to register a new Patient or Caregiver, please contact the OMMU to resolve this at [MedicalMarijuanaUse@FLHealth.gov](mailto:MedicalMarijuanaUse@FLHealth.gov)

“The Registry says that the Patient’s email address is already in use.”

Each user must have a unique email address. Please supply a different email address.

“I do not see a New Patient button!”

Your ability to add Patients is contingent upon your licensure status meeting statutory requirements. The Registry checks this each time you log on.

“I pulled up the existing Patient record, but something needs to be changed on it.”

There are three changes that can be made to Patient/Caregiver profile:

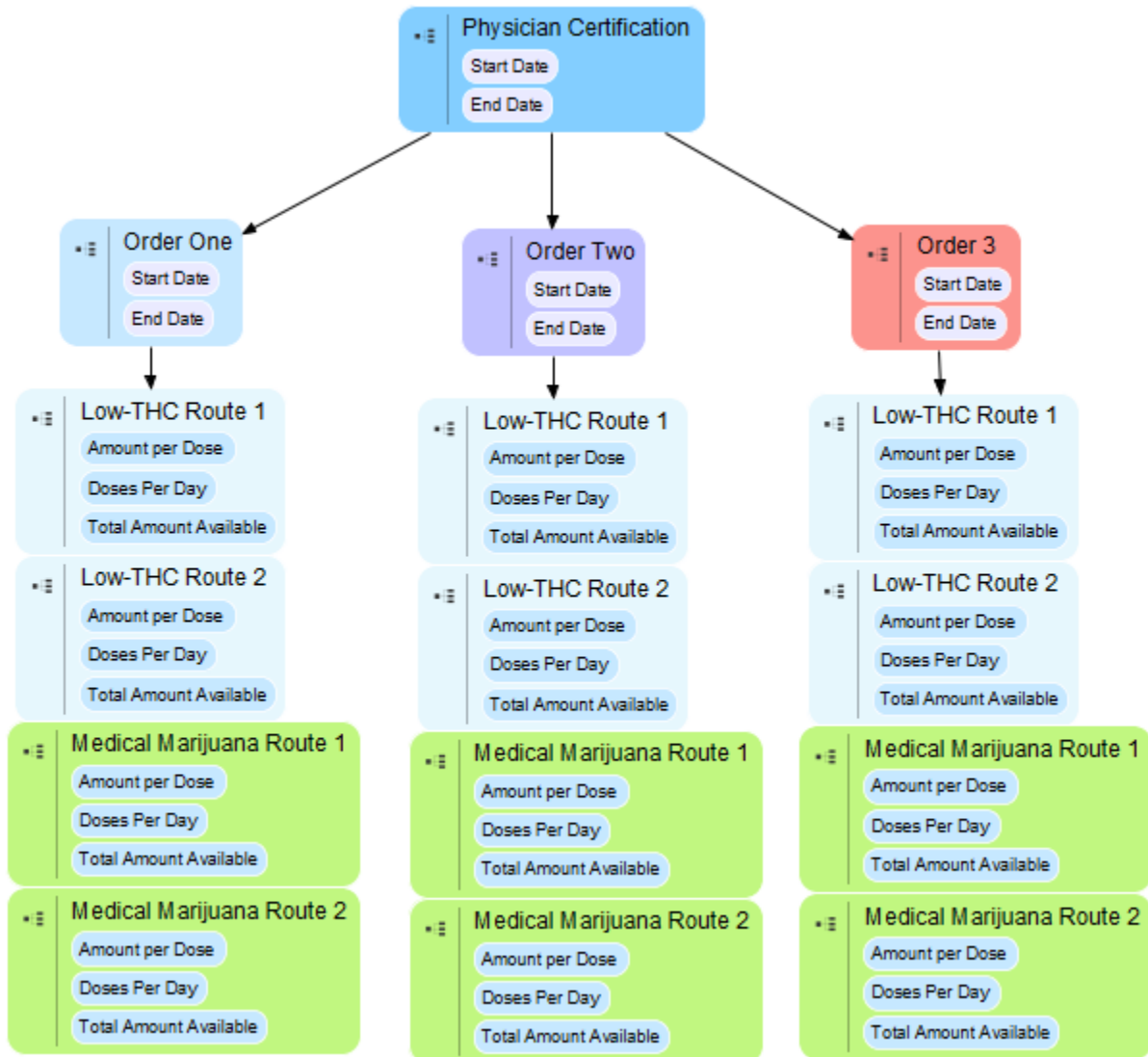
- Things only the Qualified Ordering Physician can change:
  - Their name
  - Their date of birth
  - Their weight
  - Their gender
  - The name of their Caregiver
- Things that the Qualified Ordering Physician or the Patient can change:
  - Their phone number
  - Their email address
- Things that both Qualified Ordering Physician and Patient can change (once changed, the Patient/Caregiver will need a new ID card)
  - Patient/Caregiver address information (Address Line 1 through ZIP Code).

The Patient ID number cannot be changed.

# MEDICAL MARIJUANA USE REGISTRY

## WHAT TO EXPECT WHEN SUPPLYING A CERTIFICATION AND ORDERS

Florida law requires that you place Orders in a specific format. They are organized using this structure:



# MEDICAL MARIJUANA USE REGISTRY

Here are some of the requirements that direct how Orders are organized:

- Orders must exist within a Physician Certification.
  - Each Physician Certification must have a fixed Start Date and a fixed End Date.
  - Orders can only be placed within that date range.
  - The longest any single Certification can last is 210 days.
  - A Patient can have one open Certification (for now) and one scheduled Certification (for later) in their profile at any one time.
  - Certifications cannot overlap.
- **Note: Patients, Caregivers, and MMTC staff cannot view Certifications.**
- Each Physician Certification can contain up to 3 Orders.
- Each Order has its own start date within the Certification.
  - Patients will not be able to obtain Products for that Order until the start date. Before then, the Order is listed as “Scheduled.”
- Each Order also has an end date.
  - After the end date, the Order is listed as Closed. Patients won’t be able to obtain Products after this date.
- Each Order also can have up to four different Routes – two Low-THC Cannabis and two Medical Marijuana. Routes are the method by which the Product is delivered, such as inhalation, topical, or oral.
- **Orders cannot overlap.**
- Each Route can have its own unique Amount Per Dose, and Doses Per Day.
  - The Registry uses this information to work out how many milligrams of Product you have authorized the Patient to obtain from a Medical Marijuana Treatment Center.

Pursuant to s. 381.986, F.S., the Office of Medical Marijuana Use must establish a daily dose amount for each allowable form of marijuana dispensed by a medical marijuana treatment center. The Department daily dose amounts have not yet been determined. For questions about dosing or routes of administration, please email [MedicalMarijuanaUse@FLHealth.gov](mailto:MedicalMarijuanaUse@FLHealth.gov)

# MEDICAL MARIJUANA USE REGISTRY

“I want to place Orders for a Patient, where do I start?”

Orders can only be contained within a Certification. To create a Certification for your Patient, view their Profile and click “New Certification”:

The screenshot shows a web interface titled "Physician Certifications". At the top left is a green button labeled "New Certification". Below it, there is a "Show 10 entries" dropdown menu and a search bar with a "Search" button. A table header is visible with columns: "Expand", "Certification Status", "Start Date", "End Date", "Order Count", and "Physician". The table body is empty, displaying "No data available in table". At the bottom, it says "Showing 0 to 0 of 0 entries" and has "Previous" and "Next" navigation links.

The page will adjust to obtain your Certification by capturing specific information. The top portion is where you attest to certain requirements for the Certification, and supply a Start and End Date:

The screenshot shows the "Physician Certification" form. It contains several questions with radio button options for "Yes" and "No":

- Do you have a voluntary and informed written consent signed by patient? Yes  No
- Is this patient pregnant? Yes  No
- Did you conduct a physical exam in person for this Certification? Yes  No
- Does the harm from using cannabis outweigh the harm from not using it? Yes  No

Below the questions are two input fields for "Certification Start Date:" and "Certification End Date:". At the bottom, there is a note: "A physician Certification may include up to 3 70-day orders. Be sure to set your certification for a long enough period of time, should you wish to have orders like that." and a warning: "You cannot change the certification date range once you save the Certification." A final note states: "A qualified physician must evaluate an existing qualified patient at least once every 30 weeks before issuing the next physician certification."

Record your responses and supply your Start and End Dates. **A Certification may be for a maximum of 210 days.**

# MEDICAL MARIJUANA USE REGISTRY

Below this section, you must select one or more of the Qualifying Medical Conditions:

Select the QUALIFYING MEDICAL CONDITIONS as required pursuant to Section 381.986 (2)(a)-(j), Florida Statutes:

- Cancer
- Epilepsy
- Glaucoma
- Positive status for human immunodeficiency virus
- Acquired immune deficiency syndrome
- Post-traumatic stress disorder
- Amyotrophic lateral sclerosis
- Crohn's disease
- Parkinson's disease
- Multiple sclerosis
- Medical conditions of the same kind or class as or comparable to those enumerated in paragraphs (a)-(j)
- Terminal condition diagnosed by a physician other than the qualified physician issuing the physician certification. "Terminal condition" means a progressive disease or medical or surgical condition that causes significant functional impairment, is not considered by a treating physician to be reversible without the administration of life-sustaining procedures, and will result in death within 1 year after diagnosis if the condition runs its normal course.
- Chronic nonmalignant pain

“Okay, I’ve completed the Certification, what’s next?”

Now it is time to add up to three Orders. To begin, “expand” the new active Certification you just created, and you will see that there are no Orders yet:

Physician Certifications

New Certification

Show 10 entries Search:

Expand	Certification Status	Start Date	End Date	Order Count	Physician	
^	Active	11/27/2017	2/1/2018	0	HALL, ANTHONY	View Deactivate

New Order

Show 10 entries Search:

Expand	Order Status	Start Date	Purchase Device	Days	End Date	Edit
This patient has no Low-THC Cannabis or Medical Marijuana Orders.						

You have placed 0 order(s) in this Certification, and have 3 order(s) remaining to place. Previous Next

Showing 1 to 1 of 1 entries Previous 1 Next

# MEDICAL MARIJUANA USE REGISTRY

You will see a “New Order” button within the Certification. Clicking that will take you to the Order creation page:



The screenshot shows a web form titled "Create New Order for Certification starting on 11/27/2017 and ending on 2/1/2018." The form contains the following elements:

- Four orange dropdown menus for routes:
  - Route 1 for Low-THC Cannabis
  - Route 2 for Low-THC Cannabis
  - Route 1 for Medical Cannabis
  - Route 2 for Medical Cannabis
- A "StartDate" field with the value "11/27/2017".
- A checkbox labeled "PurchaseDeliveryDevice" which is currently unchecked.
- A "DurationDays" dropdown menu with the text "Select Days of Duration".
- An "EndDate" field with the value "11/27/2017".
- Two buttons at the bottom: "Go Back" (blue) and "Save Order" (green).

First thing to do is supply your Start Date and Days of Duration for this Order. You may also select if the Patient should be authorized to purchase a Delivery Device here as well. After supplying this information, you may expand each of the four panels of the Order. These panels are where you supply details for the Order. (See following page)



# MEDICAL MARIJUANA USE REGISTRY

Create New Order for Certification starting on 11/27/2017 and ending on 2/1/2018.

Route 1 for Low-THC Cannabis ▾

Route of Administration

Oral ▾

Order Notes

Your notes to the MMTC and Patients may go here.

Amount (in mg) of CBD per dose:

40

# of doses per day

10

Amount Remaining

12000

Pick your Route, add any notes you wish to convey to the MMTC and the Patient, enter the Amount Per Dose, and the number of Doses per Day. The Registry will calculate the amount that the Patient may obtain in total, listed in the “Amount Remaining” field.

Repeat this for as many of the 4 panels you wish, and click “Save Order”.

You will be given a confirmation popup, that summarizes your Order:

**Confirm Order** ✕

You are about to authorize EXAMPLE, PATIENT to be given a product with from a Medical Marijuana Treatment Center with the following Routes

- Oral to be administered 10 time(s) daily with 40MG CBD per dose, for 30 days. The Medical Marijuana Treatment Center will be authorized to dispense no more than 12000MG CBD of Low-THC Cannabis product in total for this route.
- Inhalation to be administered 2 time(s) daily with 100MG THC per dose, for 30 days. The Medical Marijuana Treatment Center will be authorized to dispense no more than 6000MG THC of Medical Cannabis product in total for this route.

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

# MEDICAL MARIJUANA USE REGISTRY

With this Order saved, you can then repeat this process until you have three Orders in the Certification.

After you have saved the Order, you may view it back on the Patient profile:

The screenshot displays the Medical Marijuana Use Registry interface. At the top, there is a search bar and a 'Show 10 entries' dropdown. Below this is a table with columns: Expand, Certification Status, Start Date, End Date, Order Count, and Physician. A single row is visible with the status 'Active', start date '11/27/2017', end date '2/1/2018', order count '1', and physician 'HALL, ANTHONY'. A 'View' button is next to the row.

Below the table is a 'New Order' button and another 'Show 10 entries' dropdown. A second table is shown with columns: Expand, Order Status, Start Date, Purchase Device, Days, End Date, and Edit. A single row is visible with status 'Open', start date '11/27/2017', purchase device 'False', days '30', end date '12/27/2017', and 'Edit' and 'Cancel' buttons.

Below the second table are two tabs: 'Low-THC Cannabis - Oral' and 'Medical Cannabis - Inhalation'. The 'Medical Cannabis - Inhalation' tab is selected. Below the tabs, the following information is displayed:

- Route: Oral
- Total Amount Ordered: 12000
- Amount Per Dose: 40
- Doses Per Day: 10

A note states: "Note: Your notes to the MMTC and Patients may go here." Below the note is a table with columns: Dispensed On, At, Via, Amount Dispensed, and Status. The table contains one row with the text: "There are no Dispensations recorded for this route."

At the bottom of the interface, there is a status bar that reads: "You have placed 1 order(s) in this Certification, and have 2 order(s) remaining to place." There are 'Previous' and 'Next' buttons with a '1' in a box between them.

“My Patient would like me to change one of their Orders.”

You may do this at any time, so long as the Order isn't Expired or Cancelled. Note – you cannot change the Order such that it is for less than the Patient has already obtained.

“I no longer want to be associated to this Patient.”

To no longer be associated to a Patient, pull up their Profile, click Edit Demographics, and click “Deactivate this Patient”. The Patient is then free to be associated to another Qualified Ordering Physician.

“I no longer want to recommend marijuana for a Patient.”

At any time, you may Cancel one or all a Patient's Orders from their profile – this renders them *permanently* unusable.

“I'm not able to Create a New Certification. The button is missing.”

You may experience this if:

- The Registry detected that you do not have the required credentials to be a “Qualified Ordering Physician” and you may only use the Registry in a ‘read-only’ fashion. Contact the OMMU if you feel this is in error.

# MEDICAL MARIJUANA USE REGISTRY

- The Patient already has the maximum allowed number of allowed Certifications. You can only have one Open and one Scheduled. It is likely that you will need to Close the older Certification before creating a new one.