



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.

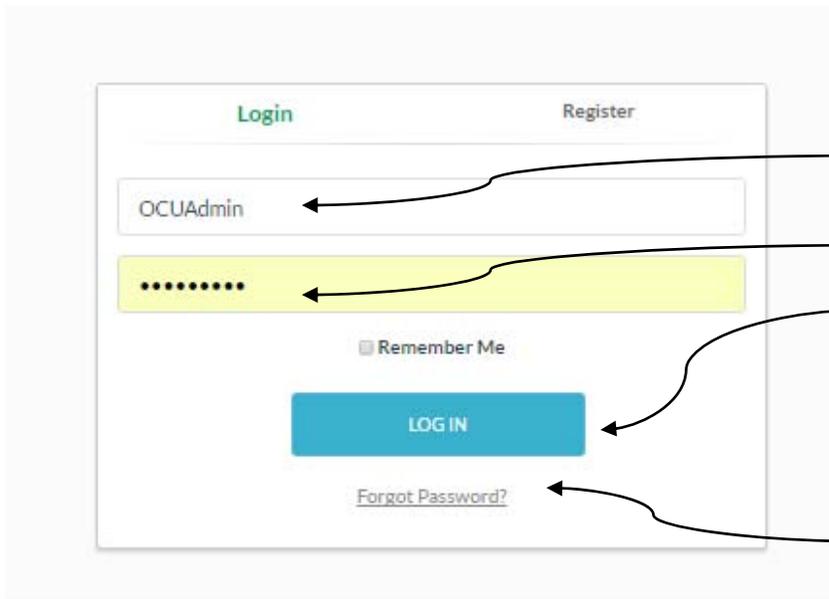


Compassionate Use Registry

Logging in



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



Supply your username,
and your password,
and click Log In.

If you find you've forgotten your password, the Forgot Password link will change your existing password into a system-created one, and send an email to the email address on your account containing the new credentials.



Compassionate Use Registry

Changing Your Password

• You password has expired, it must be changed.

Reset Password

Current Password

New Password

Confirm Password

[Change Password](#)

Any temporary password will expire after you use it once, and you'll have to change it to continue.

In order to change your password after you've logged in, you must supply your existing password.

Below this field, you must supply your new desired password, twice.

Because this system contains Protected Health Information, you must supply a 'strong' password that is no shorter than 10 characters, and contain a combination of lower and uppercase letters, one number, and at least one special character, such as an exclamation point.



Compassionate Use Registry

Creating Your Account

If you wish to have an account in the Registry, you are free to register.

In order to do so, we must vouch your identity against the MQA system. Supply these data elements **exactly as you have them in MQA**.

Login Register

New Physician Registration

Your Profession: 1901 - Osteopathic Physician

License Number: OS8297

Last Name: Tester

First Name: Four

Date of Birth: (mm/dd/yyyy) 05/17/1973

Last 4 Digits of your SSN: 6061

GO BACK VERIFY ME

Click "Verify Me" to continue.

If we find a match, we'll let you continue the registration process.. Provide a Login ID you wish to use, and a non-personal email address to use for your account.

NOTE: you will need to have record in MQA that you have a Valid License and have complete the requisite training(s) related to ordering Cannabis in Florida. If you cannot use the Registry as expected, contact the Office of Compassionate Use.

Login Register

New Physician Registration

Your UserId: [input field]

Your Email Address: [input field]

GO BACK TO LOGIN CREATE PROFILE

You will only need to Register once.



Compassionate Use Registry

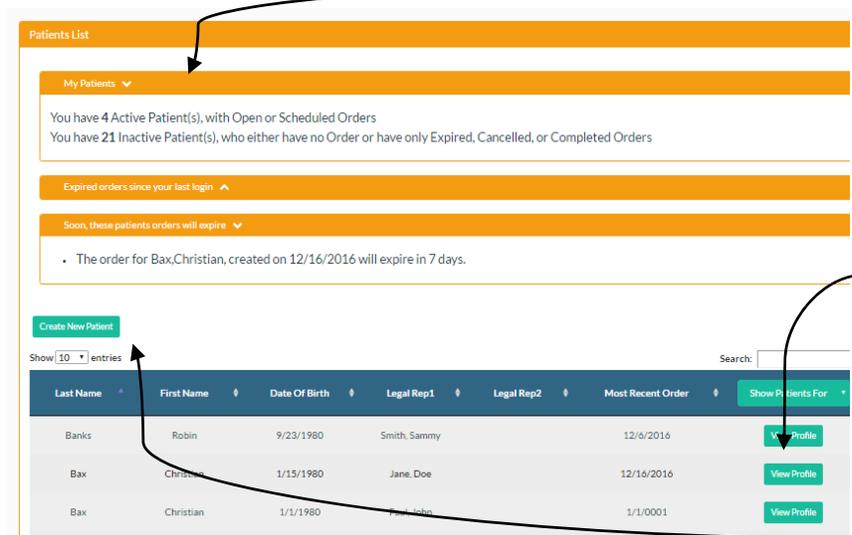
My Patients



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 existing Patients, click "Patient Management" and select My Patients.

You'll be navigated to a screen that details the Patients you're active with.



The top of the page will contain updates for you – How many patients you have with or without open Orders, whose orders have expired since the last time you logged in, and whose orders will expire soon.

Below that are your Patients. You can click View Profile to interact with them.

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

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

Physicians are **not** authorized to create 'practice' or 'fake' patients in the Registry.



Compassionate Use Registry

Searching For a Patient



If a new patient comes to your office, you'll want to associate yourself to them in the Registry. The first step is to see if they're already in the system or not. We need to search for them first.

You may search for existing Patients either by Name and DOB, or By Patient Number. To do this, click on People Search in the Menu.

You'll be taken to a search page, where you must supply either a name/dob, or a patient number.

If your patient's Legal Rep is working with you, you can find them here, too.

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

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.



Compassionate Use Registry

Patient Profile for: HODGSON, JOEL Patient Number: P0001040



Id Card #: Ry6C-G2O-w4lu

Last Name:	HODGSON
First Name:	JOEL
Middle Initial:	A
Primary Phone:	1234567890
Email Address:	derek.prowse@fiveptg.com
Date Of Birth:	01/01/1911
Patient Number:	P0001040
Patient Weight:	120 lbs
Gender:	Male
Address1:	1234 ANYWHERE STREET
Address2:	
City:	
County:	Alachua
Zip code:	
Legal Representative 1:	Not Registered
Legal Representative 2:	Not Registered

[Edit Demographics](#)

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,

Active Orders for: Griswold, Clark

[New Order](#)

Show entries Search:

Order Status	Start Date	Placed By	Route	Mg Per Dose	Doses Per Day	Days	End Date	Edit
Open	12/15/2016	ANTHONY HALL	Oral	10	10	15	01/29/2017	Edit Cancel
Expired	11/28/2016	ANTHONY HALL	Oral	10	10	10	12/14/2016	Edit
Expired	11/15/2016	ANTHONY HALL	Oral	12	5	14	11/29/2016	Edit
Expired	08/24/2016	ANTHONY HALL	Oral	20	3	38	10/01/2016	Edit
Expired	08/24/2016	ANTHONY HALL	Oral	20	3	19	09/12/2016	Edit
Expired	06/03/2016	ANTHONY HALL	Topical	10	10	45	06/17/2016	Edit
Expired	04/21/2016	ANTHONY HALL	Topical	10	2	7	04/28/2016	Edit
Expired	04/19/2016	ANTHONY HALL	Oral	10	10	6	04/25/2016	Edit
Expired	04/03/2016	ANTHONY HALL	Inhalation	100	20	35	07/08/2016	Edit
Expired	05/29/2016	ANTHONY HALL	Oral	100	1	45	07/13/2016	Edit
Expired	07/06/2016	ANTHONY HALL	Oral	10	4	5	07/13/2016	Edit
Expired	05/26/2016	ANTHONY HALL	Topical	10	2	10	06/07/2016	Edit
Expired	05/26/2016	ANTHONY HALL	Oral	10	3	45	07/10/2016	Edit

Previous Next

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.

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.

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

Patient Profile for: HODGSON, JOEL Patient Number: P0001040

Last Name:	HODGSON
First Name:	JOEL
Middle Initial:	A
Primary Phone:	1234567890
Email Address:	derek.prowse@fiveptg.com
Date Of Birth:	01/01/1911
Patient Number:	P0001040
Patient Weight:	120 lbs
Gender:	Male
Address1:	1234 ANYWHERE STREET
Address2:	
City:	
County:	Alachua
Zip code:	
Legal Representative 1:	Not Registered
Legal Representative 2:	Not Registered

[Edit Demographics](#)

Last Name:	<input type="text" value="Griswold"/>
First Name:	<input type="text" value="Clark"/>
Date Of Birth:	<input type="text" value="01/01/1911"/>
Patient Number:	<input type="text" value="P0000001"/>
Social Security Number:	<input type="text" value="7890"/>
Patient Weight:	<input type="text" value="165"/>
WeightType:	<input type="text" value="lbs"/>
Gender:	<input type="text" value="Male"/>
Address1:	<input type="text" value="123 address line 1"/>
Address2:	<input type="text" value="apt 3"/>
City:	<input type="text" value="Panama City"/>
County:	<input type="text" value="Alachua"/>
Zip code:	<input type="text" value="32413"/>
Legal Representative 1:	<input type="text" value="Prowse, Derek"/> Edit Delete
Legal Representative 2:	<input type="text" value="prowse, oshina"/> Edit Delete

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

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 Cannabis.



Compassionate Use Registry

Creating a Patient

Patients List

My Patients ▾

You have 4 Active Patient(s), with Open or Scheduled Orders
You have 21 Inactive Patient(s), who either have no Order or have only Expired, Cancelled, or Completed Orders

Expired orders since your last login ▾

Soon, these patients orders will expire ▾

- The order for Bax,Christian, created on 12/16/2016 will expire in 7 days.

Create New Patient

Show 10 entries Search:

Last Name	First Name	Date Of Birth	Legal Rep1	Legal Rep2	Most Recent Order	Show Patients For
Banks	Robin	9/23/1980	Smith, Sammy		12/6/2016	View Profile
Bax	Christian	1/15/1980	Jane, Doe		12/16/2016	View Profile
Bax	Christian	1/1/1980	Paul, John		1/1/0001	View Profile

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.

The email address is very important! When you add an email address to a patient (or legal rep), **you will be giving them a login account to the Registry** so they can apply for a card, and review their orders.

Use your judgment when adding an email and giving an account to minor patients. DO NOT put in the legal rep's email address here. Add them after adding 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.

Patient Information

192 • 192

Last Name:

First Name:

Middle Initial:

Primary Phone:

Email Address:

Date Of Birth:

Patient Number:

Social Security Number:

Patient Weight:

Weight Type:

Gender:

Address1:

Address2:

City:

County:

Zip code:

Legal Representative 1:

Legal Representative 2:

[Back to Search Page](#) [Save](#)



Compassionate Use Registry

Creating an Order

Active Orders for: Griswold, Clark

New Order

Show 1 entries

Order Status	Start Date	Placed By	Route	Mg Per Dose	Doses Per Day	Days	End Date	Edit
Open	12/13/2016	ANTHONY HALL	Oral	10	10	45	01/29/2017	Edit Cancel
Expired	11/28/2016	ANTHONY HALL	Oral	10	10	16	12/14/2016	Edit
Expired	11/15/2016	ANTHONY HALL	Oral	12	5	14	11/29/2016	Edit
Expired	08/24/2016	ANTHONY HALL	Oral	20	3	38	10/01/2016	Edit
Expired	08/24/2016	ANTHONY HALL	Oral	20	3	19	09/12/2016	Edit
Expired	08/03/2016	ANTHONY HALL	Topical	1	10	45	09/17/2016	Edit

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

Primary Route and Dose

Route of Administration

Select Form

Order Notes

Amount (in mg) of CBD per dose:

0

of doses per day

0

Add a Secondary Route?

Order Start Date

01/20/2017

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

Duration(days)

Select Days of Duration

Dispense Amount - Primary Route

0

Order will Expire on

01/20/2017

Go Back Save Order

First, denote of the order is for Low-THC Products, or Medical Cannabis.

Specify the Form you wish given, any Titration instructions you want the Dispenser to convey to the Patient, the amount per Dose, and the Number of Doses/Day for this Form.

Should you wish, you may add a second Form to the Order, with a different Route, Amount per Dose, and different amount of doses per day.

You may also denote of the patient is authorized to purchase Delivery Devices.

Whether you chose one or two forms, you must supply a start date and length that the order will run. This information will be applied to **both** forms, in cases where you added a second form.



Compassionate Use Registry

Confirm Order ✕

You are about to authorize doe, jane to be given a product with from a Dispenser with the following Routes

- Topical to be administered 3 time(s) daily with 10 MG THC per dose, for 20 days. The Dispensing Organization will be authorized to dispense no more than 600 MG THC of Medical Cannabis product in total for this route.
- Inhalation to be administered 4 time(s) daily with 40 MG THC per dose, for 20 days. The Dispensing Organization will be authorized to dispense no more than 3200 MG THC of Medical Cannabis product in total for this route.

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

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 Save Order if this is correct.

If you need to make changes, click Go Back.

Note: You may change an order once it's been saved – using the Edit link next to it.

Click Save to save the Order.

Note: Orders have 4 states:

Open = The patient can claim Low-THC Cannabis from a Dispensary for this order

Cancelled = A Physician has terminated this Order, and it cannot be filled further.

Expired = Orders only last for 6 months. After that, it will Expire, and cannot be filled further.

Completed = the Patient has claimed the all of the Low-THC Cannabis that the order allowed, and cannot be issued more.



Compassionate Use Registry

Managing an Order

Active Orders for: Griswold, Clark

New Order

Show 10 entries

Order Status	Start Date	Placed By	Route	Mg Per Dose	Doses Per Day	Days	End Date	Edit
Open	12/15/2016	ANTHONY HALL	Oral	10	10	45	01/29/2017	Edit Cancel
Expired	11/28/2016	ANTHONY HALL	Oral	10	10	16	12/14/2016	Edit
Expired	11/15/2016	ANTHONY HALL	Oral	12	5	14	11/29/2016	Edit
Expired	08/24/2016	ANTHONY HALL	Oral	20	3	38	10/01/2016	Edit
Expired	08/24/2016	ANTHONY HALL	Oral	20	3	19	09/12/2016	Edit
Expired	06/03/2016	ANTHONY HALL	Topical	1	10	45	09/17/2016	Edit
Expired	06/21/2016	ANTHONY HALL	Topical	10	2	7	06/28/2016	Edit
Expired	06/19/2016	ANTHONY HALL	Oral	10	10	6	06/25/2016	Edit
Expired	06/03/2016	ANTHONY HALL	Inhalation	100	20	35	07/08/2016	Edit
Expired	05/29/2016	ANTHONY HALL	Oral	100	1	45	07/13/2016	Edit
Expired	07/08/2016	ANTHONY HALL	Oral	10	4	5	07/13/2016	Edit
Expired	05/28/2016	ANTHONY HALL	Topical	10	2	10	06/07/2016	Edit
Expired	05/26/2016	ANTHONY HALL	Oral	10	3	45	07/10/2016	Edit

Previous 1 Next

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

Order Status	Start Date	Placed By	Route	Mg Per Dose	Doses Per Day	Days	End Date
Open	12/15/2016	ANTHONY HALL	Oral	10	10	45	01/29/2017

Notes: testing the report of duplicate entries in the Deliveries listing.

Order is for: Medical Cannabis

Purchase Device: This patient may NOT purchase a cannabis delivery device.

Dispensed On	At	Via	Amount Dispensed	Status
12/16/2016 11:54 AM	Valid Dispensary	dispenser, master	100 mg	Delivered on Dec 16 2016 3:50PM
				Amount Remaining: 4270 mg
12/16/2016 03:59 PM	Valid Dispensary	one, delivery	20 mg	Delivered on Dec 16 2016 3:59PM
				Amount Remaining: 4270 mg
12/16/2016 04:02 PM	Valid Dispensary	one, delivery	10 mg	To Be Assigned
				Amount Remaining: 4270 mg
12/19/2016 11:13 AM	Valid Dispensary	one, delivery	100 mg	one, delivery
				Amount Remaining: 4270 mg

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 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. *You cannot un-Cancel an order – the action is permanent.*

Show 10 entries

Order Status	Start Date	Placed By	Route	Mg Per Dose	Doses Per Day	Days	End Date	Edit
Open	12/15/2016	ANTHONY HALL	Oral	10	10	45	01/29/2017	Edit Cancel
Expired	11/28/2016	ANTHONY HALL	Oral	10	10	16	12/14/2016	Edit
Expired	11/15/2016	ANTHONY HALL	Oral	12	5	14	11/29/2016	Edit

Note: you may only cancel 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.

If needed, you may edit a previously-ended order.



Compassionate Use Registry

Treatment Plans



The Office of Compassionate Use requires that you keep your Patient's treatment plans updated, and you must submit updated plans every 90 days for any Patient you are active with. To help with this obligation, the third menu item under Patient Management, titled "Treatment Plans", is available.

Treatment Plans

You have 6 Treatment Plans that are in the far future.
 You have 0 Treatment Plans that are due within the next 15 days.
 You have 0 Treatment Plans that are overdue.

Show 10 entries

Last Name	First Name	Date Of Birth	Previous Plan Sent On	Next Plan Due At	Status	Attest
Banks	Robin	9/23/1980	12/1/2016	3/1/2017	Not Due for 72 Days	Attest to Submission
Bax	Christian	1/15/1980	12/15/2016	3/15/2017	Not Due for 86 Days	Attest to Submission
Ganger	Dopple	1/1/1911		3/16/2017	Not Due for 88 Days	Attest to Submission
Griswold	Clark	1/1/1911	12/31/2016	3/31/2017	Not Due for 102 Days	Attest to Submission
Griswold	Ellen	1/1/1911		3/16/2017	Not Due for 88 Days	Attest to Submission
griswold	rusty	1/1/1911	12/8/2016	3/8/2017	Not Due for 79 Days	Attest to Submission

Previous Next

At the top of this page, you'll be given a brief on treatment plans you're up-to-date on, those that will be due soon, and those that are overdue.

Below this is a list of all the patients that you have Orders with, and the status of their Treatment Plans.

When you wish to attest to the OCU that you've supplied a treatment plan, click the Attest to Submission button, and supply the date you provided the treatment plan.

Treatment Plan Submitted

Enter Date Treatment Plan Submitted

December 2016

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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You cannot issue an order on any Patient with an overdue Treatment Plan.