

Understanding the Registry Dispensing Product and Delivery Devices (Delivery Instructions)

This guide will inform medical marijuana treatment center (MMTC) staff how to create a dispensation with medical product and/or an associated delivery device when the MMTC makes a delivery to a qualified patient through the Medical Marijuana Use Registry (MMUR).

DISPENSING PRODUCT AND DELIVERY DEVICES (INSTRUCTIONS FOR DELIVERY)

Step 1: To begin dispensing an order that will be delivered, navigate to the patient's profile, and scroll to their Orders Dashboard. *For instructions on dispensing product and delivery devices in person, [click here](#).*

Orders for PATIENT_RANDOM

Show 10 entries

Expand	Order Status	Order Type	Start Date	Placed By	Days	End Date	Edit
EXPAND	Open	Low-THC Cannabis	6/17/2021	MICHELLE BEASLEY	70	8/25/2021	DISPENSE
EXPAND	Open	Medical Marijuana	6/17/2021	MICHELLE BEASLEY	70	8/25/2021	DISPENSE
EXPAND	Open	Smoking Marijuana	6/17/2021	MICHELLE BEASLEY	35	7/21/2021	DISPENSE
EXPAND	Scheduled	Smoking Marijuana	12/9/2021	MICHELLE BEASLEY	35	1/12/2022	
EXPAND	Scheduled	Smoking Marijuana	11/4/2021	MICHELLE BEASLEY	35	12/8/2021	
EXPAND	Scheduled	Medical Marijuana	11/4/2021	MICHELLE BEASLEY	70	1/12/2022	
EXPAND	Scheduled	Low-THC Cannabis	11/4/2021	MICHELLE BEASLEY	70	1/12/2022	
EXPAND	Scheduled	Smoking Marijuana	9/30/2021	MICHELLE BEASLEY	35	11/3/2021	
EXPAND	Scheduled	Low-THC Cannabis	8/26/2021	MICHELLE BEASLEY	70	11/3/2021	
EXPAND	Scheduled	Smoking Marijuana	8/26/2021	MICHELLE BEASLEY	35	9/29/2021	

Showing 1 to 10 of 23 entries

Step 2: After navigating to the patient's Orders Dashboard, click "DISPENSE" next to the appropriate open order.

Expand	Order Status	Order Type	Start Date	Placed By	Purchase Device	Days	End Date	Edit
EXPAND	Open	Low-THC Cannabis	6/14/2021	ANY DOCTOR	No	70	8/22/2021	DISPENSE

Click "DISPENSE" →

Step 3: After clicking “DISPENSE,” you are brought to the “Dispense Order” page. Select an Order Route from the “Select Route” drop-down menu.

The screenshot shows the 'Dispense Order' form. At the top is a dark blue header with the text 'Dispense Order'. Below the header is the label 'Order Route:' followed by a dropdown menu. The dropdown menu is open, showing 'Select Route' in a red box. A red arrow points from the text 'Select an order route to dispense from' to the 'Select Route' option. Below the dropdown menu is the label 'Dispensed Amount:' followed by a text input field containing the number '0'.

Step 4: After selecting a route to dispense, a drop-down menu will appear below for you to select the delivery device specific to the route you wish to dispense (the delivery device options will change depending on which route you have selected to dispense from). Select the appropriate delivery device from the menu and enter the amount of delivery devices you wish to dispense.

The screenshot shows the 'Dispense Order' form. At the top is a dark blue header with the text 'Dispense Order'. Below the header is the label 'Order Route:' followed by a dropdown menu. The dropdown menu is open, showing 'Low-THC Cannabis - Oral'. Below the dropdown menu is the label 'Dispensed Amount:' followed by a text input field containing the number '0'. Below that is a dropdown menu with 'Select Delivery Device for Route' in a red box. A red arrow points from the text 'Select a Delivery Device' to the dropdown menu. Below that is the label 'Number of Delivery Devices Dispensed:' followed by a text input field with a red box around it. A red arrow points from the text 'Enter the number of Devices you wish to dispense' to the text input field.

IMPORTANT: Please Note - For each dispensation, the MMUR will not allow more than 99 delivery devices to be dispensed.

Step 4a: The 'Order Information' section at the bottom of the 'Dispense Order' page displays the 'Amount Remaining' and the 'Amount not to Exceed' values for the selected route type. 'Amount Remaining' is the value remaining on the Open Order, and the 'Amount not to Exceed' is the value available for immediate dispensation. Please see the [Amount Available Calculation Page guide](#) for a detailed overview of the patient's orders.

The total order is intended to last the patient no more than days

Amount Remaining	<input type="text" value="23702"/>	mg(s)	Amount not to Exceed	<input type="text" value="9702"/>	mg(s)
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↑ Value remaining on the Open Order ↑ Value available for immediate dispensation

Step 5: Once you have selected the delivery device and amount of delivery devices you wish to dispense, you will need to click "SAVE DISPENSATION." A popup window will appear for you to confirm the dispensation. Review the information presented in the pop-up window and click "SAVE DISPENSATION" after verifying the information presented is correct.

Confirm Order

You are about to record a dispensation of 1000 mg(s) and 10 delivery device(s) of type Oral Delivery Device against order # 15079 of route type Low-THC Cannabis - Oral, for patient PATIENT, RANDOM P4FF0016.

Patient has 6000 mg(s) remaining.

Click "SAVE DISPENSATION"

Step 6: After clicking "SAVE DISPENSATION," another pop-up window will appear for you to select the Method of Dispensation. Select "Will be Delivered" and then click the "CONTINUE" button.

Method of Dispensation

Is the patient or caregiver taking possession of the materials, or is this Dispensation being Delivered?

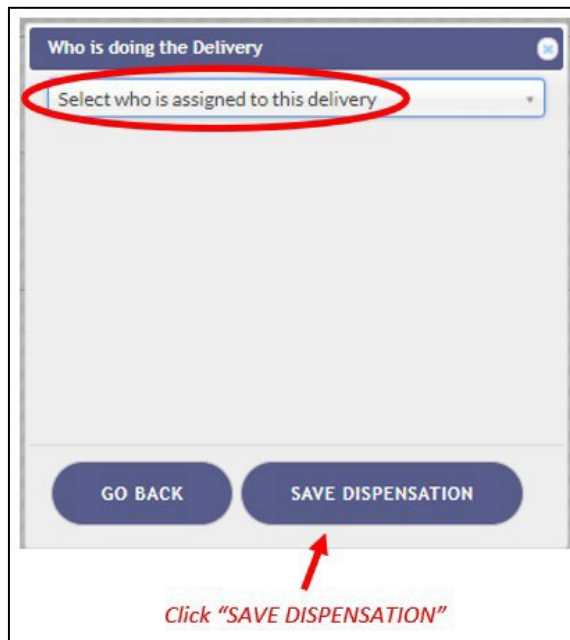
Given Directly to the Patient

Given Directly to Caregiver

Will be Delivered

Click "CONTINUE"

Step 7: Once you have clicked “CONTINUE,” you will be prompted to assign a deliverer. Click the “Select who is assigned to this delivery” drop-down menu for a list of deliverer options and assign the dispensation to the proper personnel. Once the personnel is chosen, click “SAVE DISPENSATION.”



Step 8: Once the dispensation order has been placed and a deliverer has been assigned, the assignee will need to indicate whether the dispensation was delivered or undeliverable. As the assigned deliverer, click on “MY DELIVERIES” in the Registry.



Step 9: Once on the “MY DELIVERIES” page, enter the start date and end date of the dispensation you are trying to verify and/or the Patient Number to refine your search results. Then, click “SEARCH” to populate your assigned dispensations that are pending delivery.

My Deliveries

Dispensation Create Date Start: *Adjust the Date Range* → Dispensation Create Date End: Enter a Patient Number → Click “SEARCH” →

Show entries

Search Patient Last Name	Patient First Name	Search Date of Birth	Caregivers	Type	Route	Device	Amount	Mark
<input type="text" value="Enter Patient Last Name"/>		<input type="text" value="Enter Date of Birth"/>						
PATIENT	TEST	3/5/1990		Smoking Marijuana	Smoking	Smoking Delivery Device	10	<input type="button" value="MARK DELIVERED"/> <input type="button" value="UNDELIVERABLE"/>
PATIENT	TEST	3/5/1990		Low-THC Cannabis	Oral	Oral Delivery Device	25	<input type="button" value="MARK DELIVERED"/> <input type="button" value="UNDELIVERABLE"/>
PATIENT	TEST	3/5/1990		Low-THC Cannabis	Oral		1000	<input type="button" value="MARK DELIVERED"/> <input type="button" value="UNDELIVERABLE"/>
PATIENT	TEST	3/5/1990		Medical Marijuana	Edibles		1000	<input type="button" value="MARK DELIVERED"/> <input type="button" value="UNDELIVERABLE"/>

Delivery Device orders will list the device under the “Device” column

Product orders will not list anything under the “Device” column

IMPORTANT: Please Note - There will be a new column for Delivery Devices titles “Device” which will display what device was ordered.

Step 10: Locate the dispensation you wish to mark as delivered or undelivered and click the appropriate button.

Search Patient Last Name	Patient First Name	Search Date of Birth	Caregivers	Type	Route	Device	Amount	Mark
<input type="text" value="Enter Patient Last Name"/>		<input type="text" value="Enter Date of Birth"/>						
PATIENT	TEST	1/1/2007	CAREGIVER TEST	Medical Marijuana	Inhalation	Vape Pen	3	<input type="button" value="MARK DELIVERED"/> <input type="button" value="UNDELIVERABLE"/>
PATIENT	TEST	1/1/2007	CAREGIVER TEST	Medical Marijuana	Oral	Oral Delivery Device	2	<input type="button" value="MARK DELIVERED"/> <input type="button" value="UNDELIVERABLE"/>

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Click “MARK DELIVERED” to mark order as delivered

Click “UNDELIVERABLE” to mark order as undelivered

IMPORTANT: Please Note - Selecting “UNDELIVERABLE” will not generate a confirmation pop-up window and will remove the delivery from your “My Deliveries” dashboard.

Step 11: If you select “MARK DELIVERED,” a prompt will appear allowing you to confirm the delivery information and to select the patient or caregiver who is receiving the product. **Only caregivers who are eligible to receive product for the patient will be displayed on the modal. If the caregiver you are delivering to is not listed, you CANNOT deliver the product to them.**

Once you verify the information and select the person receiving the dispensation, click “RECORD DELIVERY.” The delivery will be confirmed and removed from your “My Deliveries” dashboard.

Confirm Delivery

You are about to record a delivery of 100 mg(s) for patient PATIENT, RANDOM - P4FF0016.

The amount dispensed should last the patient 2 days.

Patient has 3300 oz remaining, which comprises 66 days supply according to the dose.

Delivered to Patient

Delivered to Caregiver

Select “Delivered to Patient” or “Delivered to Caregiver”

GO BACK RECORD DELIVERY

Click “RECORD DELIVERY”

IMPORTANT: Please Note - If a patient has more than one qualified caregiver, there will be additional options to reflect all qualified caregivers for the respective patient.

For additional information, visit
KnowTheFactsMMJ.com