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).

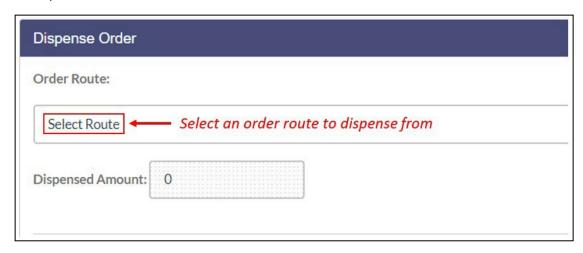## DISPENSING PRODUCT AND DELIVERY DEVICES (INSTRUCTIONS FOR DELIVERY)

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*.

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

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

Dispense Order

Order Route:

| Select Route | ← *Select an order route to dispense from*
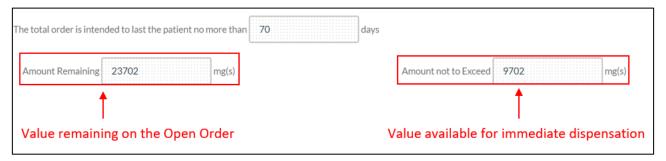
Dispensed Amount: 0

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.
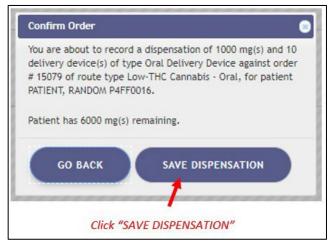
Dispense Order

Order Route:

Low-THC Cannabis - Oral

Dispensed Amount: 0

| Select Delivery Device for Route | ← *Select a Delivery Device*

Number of Delivery Devices Dispensed: [   ] ← *Enter the number of Devices you wish to dispense*

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.

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.

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.

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."
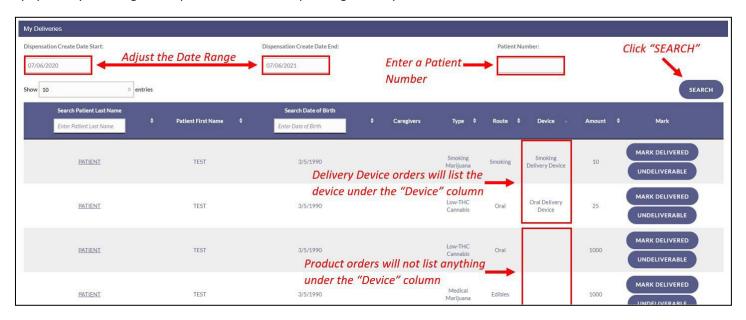

Step 8: Once the dispensation order has been placed and a deliverer has been assigned, the assignee will need to indicate whether the dispensation was delivered or undeliverable. As the assigned deliverer, click on "MY DELIVERIES" in the Registry.

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.

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 undeliverable and click the appropriate button.
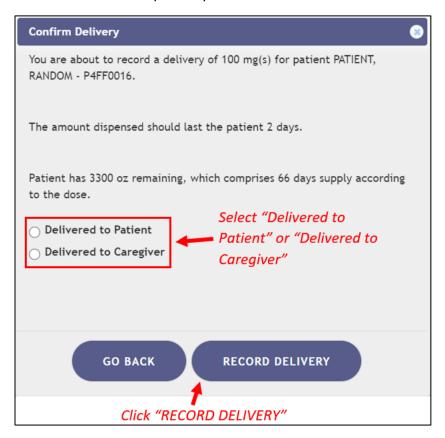

IMPORTANT: Please Note - Selecting "UNDELIVERABLE" will not generate a confirmation pop-up window and will remove the delivery from your "My Deliveries" dashboard.

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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 <u>not listed</u>, you <u>CANNOT</u> 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.

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