

Understanding the Registry

Edit/Cancel an Order

Orders can be edited if they are not expired or cancelled. You can shorten the duration of an order, so long as the time is not less than the current date. You cannot reduce an order's amount to less than what the patient has already obtained. A recommendation for smoking as a route of administration cannot be added to an existing order.

Step 1: Find the patient whose order you want to edit or cancel.

Step 2: Scroll to the bottom of the page where the certifications and orders are listed.

Step 3: Click "View Orders."

Physician Certifications

NEW CERTIFICATION

Show 10 entries

Search: [] SEARCH

Expand	Certification Status	Start Date	End Date	Order Count	Physician	Actions
EXPAND	Active	11/29/2021	3/13/2022	5	ANY DOCTOR	VIEW DETAILS VIEW ORDERS CREATE RFE

Click "VIEW ORDERS"

Step 4: Locate the order/route you want to edit.

Low THC Order #1 Expired

Start Date: 12/13/2021
Duration Days: 70
End Date: 2/20/2022

Routes

- Route: Oral, Daily Dose mg: 200 mg, Total: 14000, Purchase Delivery Device: No
- Route: Edibles, Daily Dose mg: 200 mg, Total: 14000, Purchase Delivery Device: No
- Route: Topical, Daily Dose mg: 200 mg, Total: 14000, Purchase Delivery Device: No
- Route: Sublingual, Daily Dose mg: 200 mg, Total: 14000, Purchase Delivery Device: No
- Route: Inhalation, Daily Dose mg: 200 mg, Total: 14000, Purchase Delivery Device: No

Low THC Order #2 Open

Start Date: 02/21/2022
Duration Days: 70
End Date: 5/1/2022

Routes

- Route: Oral, Daily Dose mg: 200, Total: 14000, Purchase Delivery Device: No
- Route: Suppository, Daily Dose mg: 200, Total: 14000, Purchase Delivery Device: No

Notes: test

Low THC Order #3 Scheduled

Start Date: 05/02/2022
Duration Days: 70
End Date: 7/10/2022

Routes

- Route: Oral, Daily Dose mg: 200, Total: 14000, Purchase Delivery Device: No
- Route: Edibles, Daily Dose mg: 200, Total: 14000, Purchase Delivery Device: No

Notes: test

IMPORTANT: Please Note - You can change the start date and the duration of an order, so long as the duration is not less than the time that has already passed.

Step 5: Make your changes to the route(s)/order(s).

IMPORTANT: Please Note - Quantities cannot be less than the patient has already obtained, and type and route can only be edited before product has been dispensed.

To cancel a route within an order, click “Remove Route.” To cancel an entire order, click “Cancel Order.” If you wish to cancel all orders in a certification, you must click “Cancel Order” within each order.

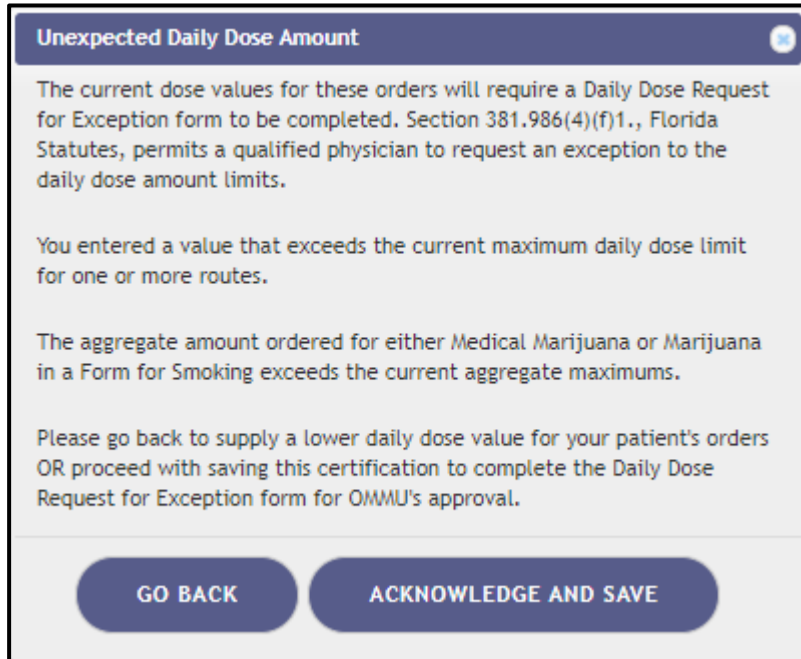
The screenshot displays two panels for Low THC orders. The left panel, titled "Low THC Order #1 Open", shows order details: Start Date (11/14/2019), Duration Days (70), End Date (1/22/2020), and Purchase Delivery Device (checked). Under the "Routes" section, there are two entries: one for Oral (1 mg, Total 60) and one for Topical (1 mg, Total 70). Annotations include: "Click to add a new route" pointing to the "ADD ROUTE" button; "Edit the order(s)" pointing to the input fields for Route, Daily Dose mg, and Total; "Click to cancel the order" pointing to the "CANCEL ORDER" button. The right panel, titled "Low THC Order #2 Cancelled", shows order details: Start Date (1/23/2020), Duration Days (70), End Date (4/1/2020), and Purchase Delivery Device (Yes). It lists two routes: Oral (10 mg, Total 700) and Topical (10 mg, Total 700). Annotations include: "Click to remove a route*" pointing to the "REMOVE ROUTE" button; and "Click to reinstate an order" pointing to the "REINSTATE ORDER" button. At the bottom, a "Medical Marijuana Order" section has an "ADD ORDER" button annotated with "Click to add a new order type".

IMPORTANT: Please Note - A recommendation for smoking as a route of administration **CANNOT be added to an existing order. You must cancel the orders, close the certification, and then create a new certification to add this route of administration. For instructions on closing a certification, [click here](#).**

Step 6: Click “Save Orders.”

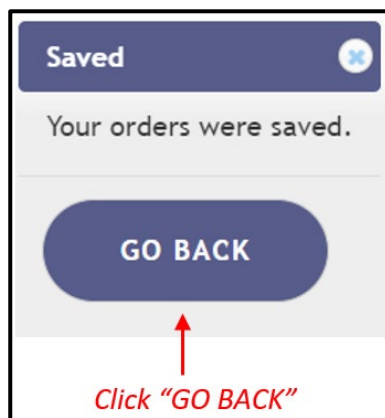
The screenshot shows a notification box with the text "You have unsaved changes." Below the text are three buttons: "GO BACK", "VIEW", and "SAVE ORDERS". A red arrow points to the "SAVE ORDERS" button with the annotation "Click 'SAVE ORDERS'".

Step 7: If the daily dose value for one or more routes exceeds the current maximum daily dose limit you will be informed that the current dose values for these orders will require a “Daily Dose Request for Exception” form to be completed per [Section 381.986\(4\)\(f\)1., Florida Statutes](#). [Click here](#) to view the guide for submitting a Request for Exception form.



Step 8: Click “GO BACK” to go back and lower the daily dose values for your patient’s orders or click “ACKNOWLEDGE AND SAVE” to proceed with saving this certification to complete the Daily Dose Request for Exception form for OMMU’s approval.

Step 9: Click “GO BACK” to return to the patient’s profile.



PLEASE NOTE: A Request for Exception form can be submitted to raise either just the Aggregate Limit for the entire order, the Daily Dose mgs for each individual route, or both.

If you wish to ONLY adjust the Aggregate Limit for the order, click the “CREATE RFE” button, or if you have manually withdrawn an earlier Request for Exception form, you may click “CREATE RFE.” This action will create a “Not Yet Submitted” Request for Exception (RFE) form for the patient’s certification and will automatically withdraw any other RFE form that is “Submitted” or “Not Yet Submitted.” It is important to note the manual “CREATE RFE” button can only be used if you are raising just the aggregate amount, not the individual daily dose amounts per route.

The Request for Exception form that is created by clicking “CREATE RFE” will be available on the Certification Documentation Dashboard. [Click here](#) to view the guide for submitting a Request for Exception form.



The screenshot shows a web interface for "Physician Certifications". At the top left is a "NEW CERTIFICATION" button. Below it is a "Show 10 entries" dropdown and a search bar with a "SEARCH" button. A table below has columns: "Expand", "Certification Status", "Start Date", "End Date", "Order Count", "Physician", and "Actions". The "Actions" column for the first row contains three buttons: "VIEW DETAILS", "VIEW ORDERS", and "CREATE RFE". A red arrow points from the text "Click 'CREATE RFE'" to the "CREATE RFE" button.

Expand	Certification Status	Start Date	End Date	Order Count	Physician	Actions
EXPAND	Active	11/29/2021	3/13/2022	5	ANY DOCTOR	VIEW DETAILS VIEW ORDERS CREATE RFE

IMPORTANT: Please Note – If you wish to raise the daily dose mgs on the individual route level, you must follow steps 1-9 in this guide.

For additional information, visit
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