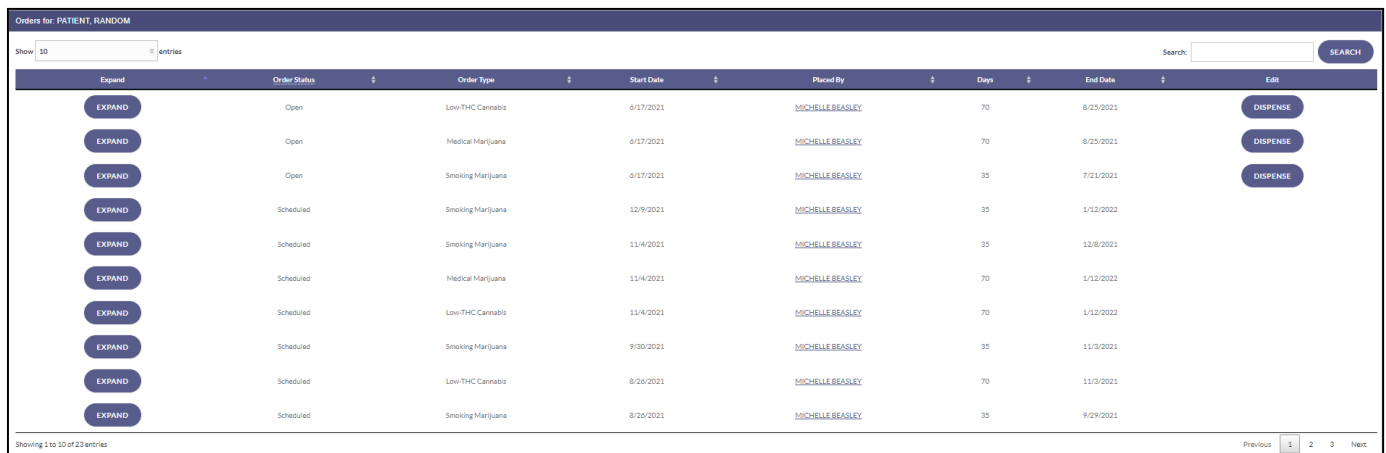


## Understanding the Registry Dispensing Product and Delivery Devices (In-Person Instructions)

This guide will inform medical marijuana treatment center (MMTC) staff how to create a dispensation with medical product and/or an associated delivery device for an in-person pick up.

### **DISPENSING PRODUCT AND/OR DELIVERY DEVICES (INSTRUCTIONS FOR IN-PERSON)**

**Step 1:** To begin dispensing an order that will be given directly to the patient, navigate to the patient's profile and scroll to their orders dashboard. *Patients may request to have their orders delivered instead of receiving them in-person. For instructions on dispensing product and delivery devices by delivery, [click here](#).*



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	

**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. If you are dispensing product to the patient, enter an amount to dispense or, leave as “0” if you are only dispensing a delivery device.

The screenshot shows the 'Dispense Order' form. At the top is a dark blue header with the text 'Dispense Order'. Below the header, the label 'Order Route:' is followed by a dropdown menu. The dropdown menu is currently open, showing a single option: 'Select Route'. A red arrow points from the text 'Select an order route to dispense from' to the 'Select Route' option. Below the dropdown menu, the label 'Dispensed Amount:' is 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). Select the appropriate delivery device from the menu and enter an amount of delivery devices you wish to dispense or leave it un-selected if you are only dispensing product.

The screenshot shows the 'Dispense Order' form with more fields. The 'Order Route:' dropdown menu is now closed and shows the selected route: 'Low-THC Cannabis - Oral'. A red arrow points from the text 'If only dispensing delivery devices leave amount as 0' to the 'Dispensed Amount:' input field, which still contains '0'. Below the 'Order Route' dropdown, there is a new dropdown menu labeled 'Select Delivery Device for Route'. A red arrow points from the text 'Select a Delivery Device' to this dropdown menu. Below the 'Select Delivery Device for Route' dropdown, there is a text input field labeled 'Number of Delivery Devices Dispensed:'. A red arrow points from the text 'Enter the number of Devices you wish to dispense' to this input field.

**IMPORTANT: Please Note - The Medical Marijuana Use Registry will not allow for more than 99 delivery devices to be dispensed at one time.**

**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.

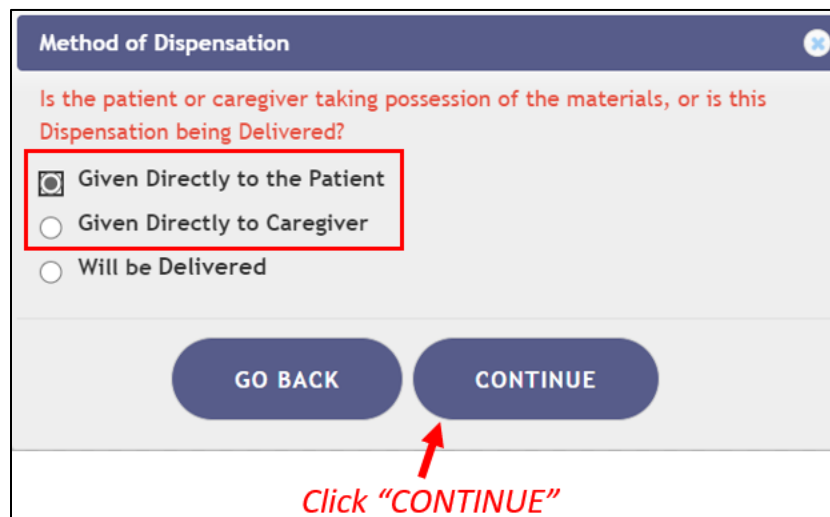
The screenshot shows the 'Order Information' section. At the top, it says 'The total order is intended to last the patient no more than' followed by a text input field containing '70' and the word 'days'. Below this, there are two text input fields. The first is labeled 'Amount Remaining' and contains the value '23702' followed by 'mg(s)'. A red arrow points from the text 'Value remaining on the Open Order' below to this field. The second is labeled 'Amount not to Exceed' and contains the value '9702' followed by 'mg(s)'. A red arrow points from the text 'Value available for immediate dispensation' below to this field.

**Step 5:** Once you have selected the type and amount of delivery devices you wish to dispense, click “SAVE DISPENSATION.” A pop-up 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,” use the Method of Dispensation modal 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 dispensing to is not listed, you CANNOT dispense the product to them.**

Select “Given Directly to the Patient” or “Given Directly to Caregiver,” as applicable, and then click the “CONTINUE” button to complete the dispensation.



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

For additional information, visit  
[KnowTheFactsMMJ.com](http://KnowTheFactsMMJ.com)