



Understanding the Registry

Dispensing Product and Delivery Devices

(Delivery Instructions)

This guide will inform MMTC staff how to create a dispensation with medical product and/or an associated delivery device when the MMTC makes a delivery to an MMUR patient.

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 Search: SEARCH

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

Showing 1 to 10 of 23 entries Previous 1 2 3 Next

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.

Dispense Order

Order Route:

Select Route ← Select an order route to dispense from

Dispensed Amount:

Step 4: After selecting a route to dispense, a delivery 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 with the following fields and annotations:

- Order Route:** Smoking
- Dispensed Amount:** 0 (Annotated with a red box and text: "If only dispensing delivery devices leave amount as 0")
- Select Delivery Device for Route:** (Annotated with a red box and text: "Select a Delivery Device")
- Number of Delivery Devices Dispensed:** 0 (Annotated with a red box and text: "Enter the number of Devices you wish to dispense")

Please Note: For each dispensation, the Medical Marijuana Use Registry will not allow more than 99 delivery devices to be dispensed.

Step 4a: Per section [381.986\(8\)\(e\)16.b., Florida Statutes](#), MMTCs may not dispense product in excess of the value shown in the "Amount not to Exceed" field.

The screenshot shows the 'Order Information' form with the following fields and annotations:

- Order starts on:** 11/23/2021
- by:** ANY DOCTOR
- The total order is intended to last the patient no more than:** 35 days
- Amount Remaining:** 2.500 oz(s)
- Amount not to Exceed:** 2.500 oz(s) (Annotated with a red box and text: "Dispensations over this value are not allowed per 381.986 (8)(e)16.b., Florida Statutes")

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 pop-up will appear for you to confirm the dispensation. Click "SAVE DISPENSATION."

The screenshot shows the 'Confirm Order' pop-up with the following text and buttons:

Confirm Order

You are about to record a dispensation of 2.5 Ounces against order # 14929 of route type Smoking, for patient PATIENT, RANDOM P4FF0016.

This order will be marked as Completed after saving this dispensation.

GO BACK **SAVE DISPENSATION**

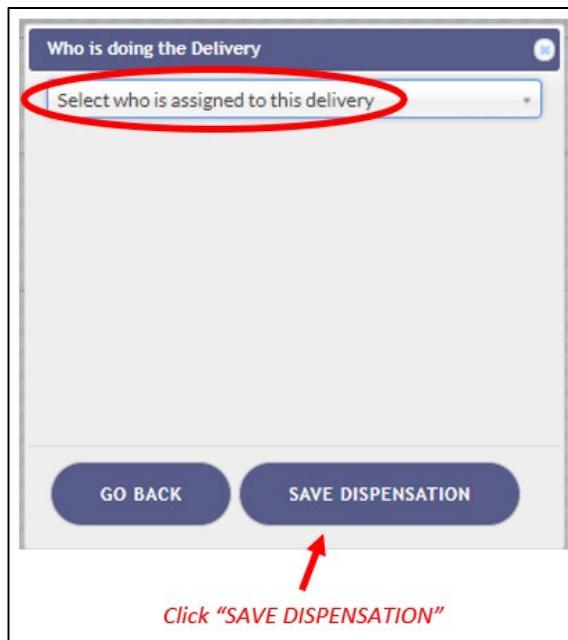
An arrow points to the "SAVE DISPENSATION" button with the text: "Click 'SAVE DISPENSATION'"

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



The screenshot shows a pop-up window titled "Method of Dispensation". The question asks, "Is the patient taking possession of the materials, or is this Dispensation being Delivered?". There are two radio button options: "Given Directly to the Patient" and "Will be delivered". The "Will be delivered" option is selected and circled in red. At the bottom, there are two buttons: "GO BACK" and "CONTINUE". A red arrow points to the "CONTINUE" button, with the text "Click 'CONTINUE'" below it.

Step 7: Once you have clicked “CONTINUE,” you will be given a prompt for you 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 deliverer is chosen, click “Save Dispensation.”



The screenshot shows a pop-up window titled "Who is doing the Delivery". It features a drop-down menu with the text "Select who is assigned to this delivery" and a downward arrow. The drop-down menu is circled in red. At the bottom, there are two buttons: "GO BACK" and "SAVE DISPENSATION". A red arrow points to the "SAVE DISPENSATION" button, with the text "Click 'SAVE DISPENSATION'" below it.

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 that they were unable to make the delivery. 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’re trying to confirm was created and/or the Patient Number to refine your search results. Then click “Search” to populate the dispensations you’re assigned that are pending delivery.

The screenshot shows the 'My Deliveries' interface. At the top, there are search filters: 'Dispensation Create Date Start' (07/06/2020), 'Dispensation Create Date End' (07/06/2021), and 'Patient Number'. A red double-headed arrow labeled 'Adjust the Date Range' spans the date fields. A red arrow labeled 'Enter a Patient Number' points to the patient number input field. A red arrow labeled 'Click "SEARCH"' points to the search button. Below the filters is a table with columns: Search Patient Last Name, Patient First Name, Search Date of Birth, Caregivers, Type, Route, Device, Amount, and Mark. The table contains four rows of data. Red annotations highlight the 'Device' column: 'Delivery Device orders will list the device under the "Device" column' points to 'Smoking Delivery Device' and 'Oral Delivery Device' in the first two rows, while 'Product orders will not list anything under the "Device" column' points to empty cells in the last two rows.

Please Note: There will be a new column for Delivery Devices titled “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.

The screenshot shows a close-up of the table from the previous step. Two rows are visible. The first row has 'Medical Marijuana' and 'Vape Pen' in the 'Device' column. The second row has 'Medical Marijuana' and 'Oral Delivery Device' in the 'Device' column. Red arrows point from the text 'Click "MARK DELIVERED" to mark order as delivered' to the 'MARK DELIVERED' button of the first row, and from 'Click "UNDELIVERABLE" to mark order as undelivered' to the 'UNDELIVERABLE' button of the first row.

Step 11: If you select “Mark Delivered,” a new prompt will appear to confirm the delivery. Once you verify the information, click “Record Delivery.” The entry you just marked will be confirmed delivered and be removed from your “My Deliveries” search results.

Please Note: Selecting “Undeliverable” will not provide a pop-up and will remove the delivery from your “My Deliveries” dashboard.

The screenshot shows a 'Confirm Delivery' modal dialog. The text inside says: 'You are about to record a delivery of 3 Vape Pen(s) for patient PATIENT, TEST - P3FX2122'. At the bottom, there are two buttons: 'GO BACK' and 'RECORD DELIVERY'. A red arrow points to the 'RECORD DELIVERY' button with the text 'Click "RECORD DELIVERY"'. There is also a close button (X) in the top right corner.