OMMU Office of MEDICAL MARIJUANA Use

Florida's Official Source for Responsible Use.

Florida HEALTH

Understanding the Registry

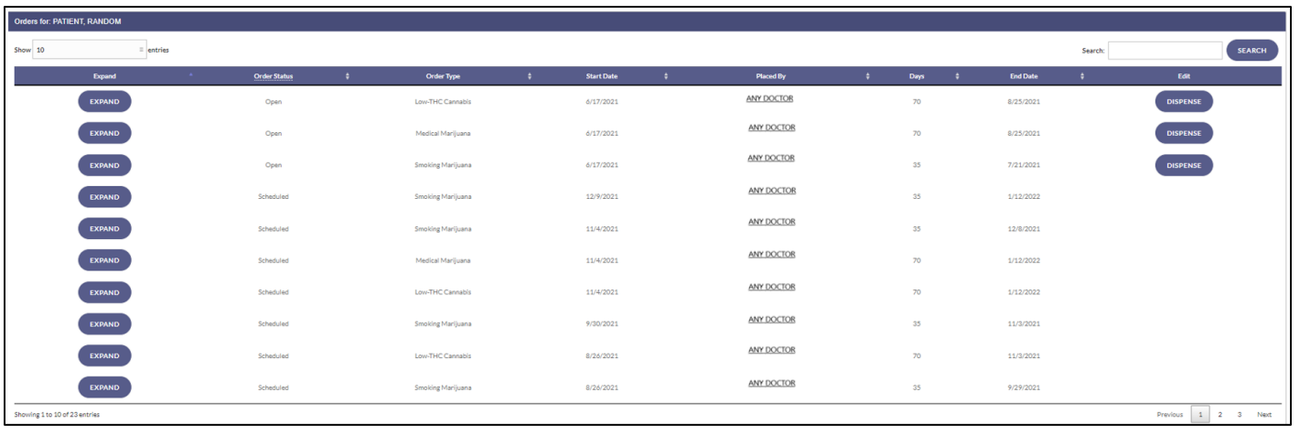
Dispensing Product and Delivery Devices

(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.

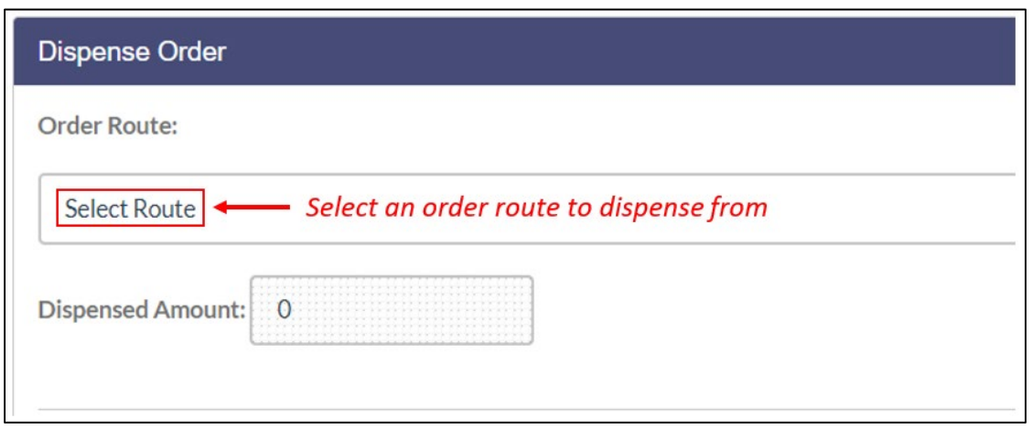
DISPENSING PRODUCT AND DELIVERY DEVICES (INSTRUCTIONS FOR DELIVERY)

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*.

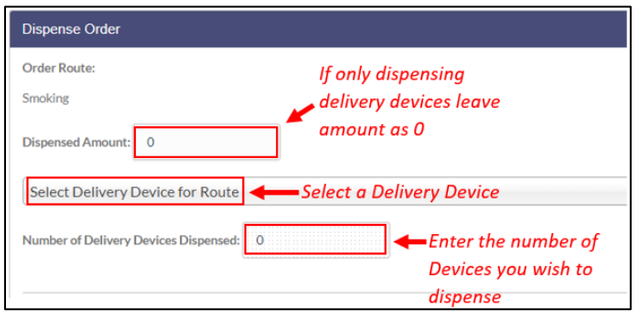


Step 2: After navigating to the Patient's Orders Dashboard, click "DISPENSE" next to the appropriate open order.

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

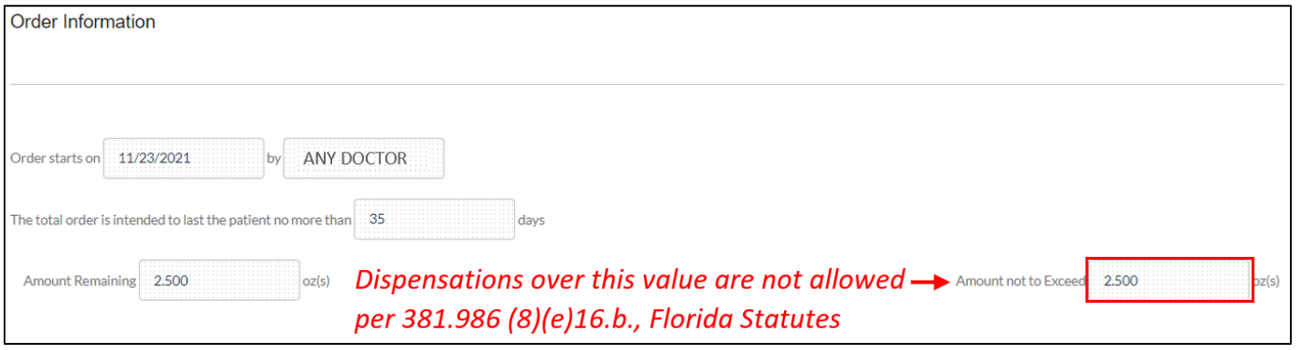


Step 4: After selecting a route to dispense, a delivery drop-down menu will appear below for you to select the delivery device specific to the route you wish to dispense (the delivery device options will change depending on which route you have selected to dispense from). Select the appropriate delivery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

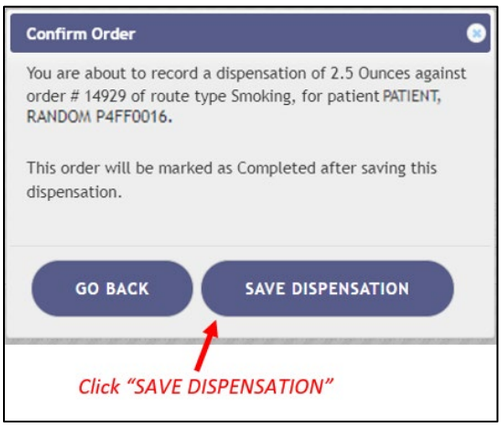


Please Note: *For each dispensation, the Medical Marijuana Use Registry will not allow more than 99 delivery devices to be dispensed.*

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.



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."

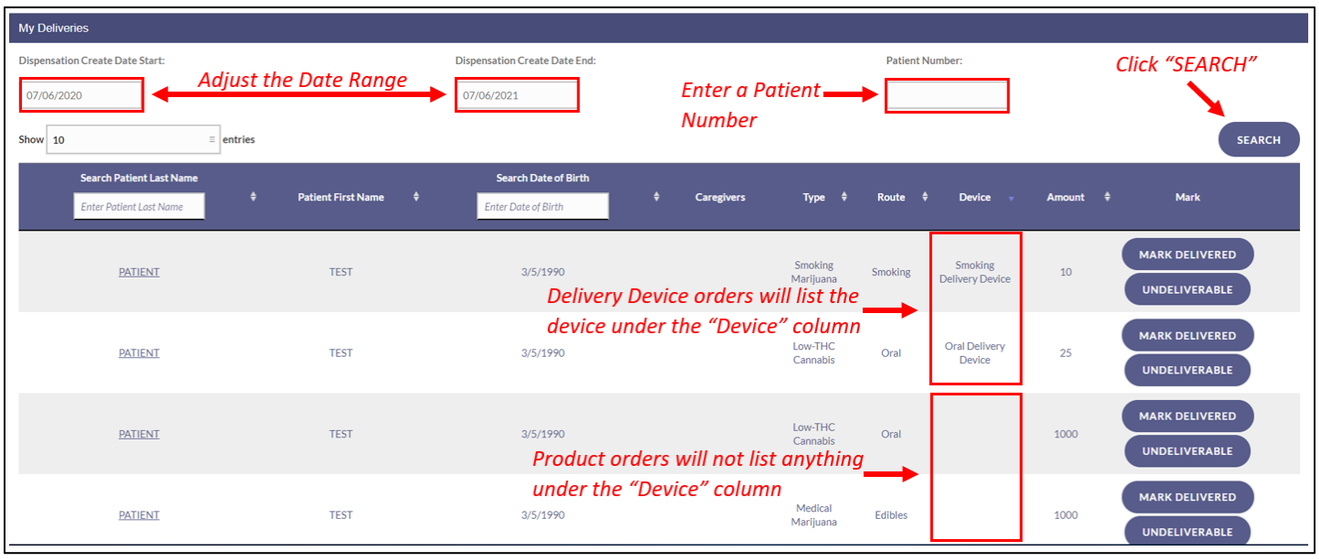


Step 6: After clicking “SAVE DISPENSATION,” another pop-up will appear for you to select the Method of Dispensation. Select “Will be delivered” and then click “CONTINUE.”

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.”

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.



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.

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.*