



Understanding the Registry

Understanding the Certification Documentation Dashboard

This instructional guide will help you navigate the certification documentation dashboard in the Medical Marijuana Use Registry (Registry). The certification documentation dashboard contains all of the various documents associated with your or your patient's certification (Request for Exception, Consent for Minor Patient, etc.) that have been submitted by the qualified physician, and it reflects any status changes.

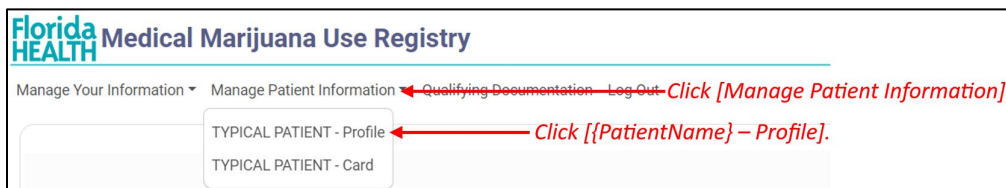
Step 1: Log into the Medical Marijuana Use Registry <https://MMURegistry.FLHealth.gov>.
 *If you do not remember your password, learn how to reset it by [clicking here](#).

Step 2:

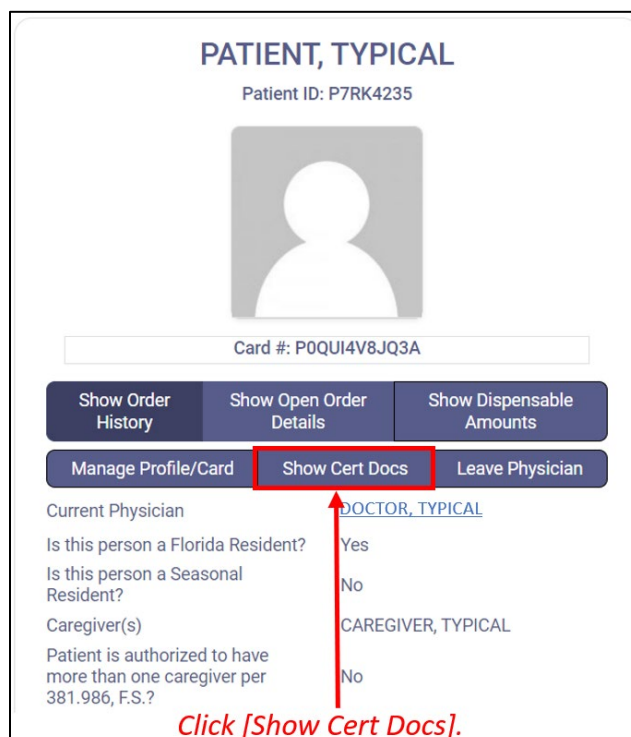
If you are a **patient** accessing your dashboard, click "Manage Your Information," then click "Patient Profile" from the drop-down menu.



If you are a **caregiver** accessing your patient's dashboard, click "Manage Patient Information," then click "{Patient Name} – Profile" from the drop-down menu.



Step 3: You are brought to the patient's profile. Click the "Show Cert Docs" button located underneath the patient's profile photo and Id Card #.



Step 4: You will be brought to the Certification Documentation Dashboard. The Dashboard displays all certification documents for your active certification period.

The screenshot shows a patient profile for 'PATIENT, TYPICAL' with ID P7RK4235 and card # P0QUI4V8JQ3A. To the right is a table titled 'Certification Documentation Status' with columns for Certification Start Date, Type, Status, Last Date Submitted, and Physician. Two records are shown: one approved on 6/3/2024 and one not yet submitted on 12/31/2024. Both are for 'TYPICAL PHYSICIAN'.

Certification Start Date	Type	Status	Last Date Submitted	Physician
5/6/2024	RFE	Approved	6/3/2024	TYPICAL PHYSICIAN
12/31/2024	RFE	Not Yet Submitted		TYPICAL PHYSICIAN

Step 5: If your Qualified Physician has created a current, active certification for you that requires the submission of certain documents to the Office of Medical Marijuana Use (OMMU), then you will see records for any of the following documents displayed on your dashboard:

1. **“RFE”** – Request for Exception
2. **“CMP”** – Consent for Minor Patient (*only required to be completed for patients who are minors*)
3. **“2PC”** – Second Physician Concurrence (*only required to be completed for patients who are minors that are receiving an order for Marijuana in a form for Smoking*)

Step 6: The Certification Documentation Dashboard allows you to filter and sort the records in many ways. You may filter and sort your dashboard with the following methods:

1. Certification Start Date
2. Document Type
3. Document Status
4. Last Date Submitted
5. Qualified Physician

The screenshot is identical to the one in Step 4, but with a red box highlighting the column headers of the 'Certification Documentation Status' table. A red arrow points to the box with the text 'Filterable & Sortable Column Headers.' The highlighted headers are: Certification Start Date, Type, Status, Last Date Submitted, and Physician.

Step 7: The Certification Documentation Dashboard will display the current status for each document. These documents must be reviewed and approved by the OMMU as required by [381.986, Florida Statutes](#). The potential statuses you may see on this dashboard for each of the respective documents are as follows:

1. **Not Yet Submitted** – this status indicates your Qualified Physician has not yet submitted your document to the OMMU for review.
2. **Submitted** – this status indicates your document has been submitted to the OMMU by your Qualified Physician.
3. **Needs More Information** – this status indicates your document has been reviewed by the OMMU and could not be processed because more information is needed from your Qualified Physician. Your Qualified Physician must re-submit the document after supplying the requested additional information.
4. **Approved** – this status indicates your document has been reviewed by the OMMU and has been approved. No other information or documents are needed at this time for this particular request.

IMPORTANT: If you have any questions regarding any of the certification documents displayed on your dashboard or their statuses, please **contact your Qualified Physician.**

For additional information, visit
KnowTheFactsMMJ.com