



Florida's Official Source for Medical Use.

## 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, <u>MMURegistry.FLHealth.gov</u>. \*If you do not remember your password, learn how to reset it by <u>clicking here</u>.

## Step 2:

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

Florida HEALTH Medical I	al Marijuana Use Registry				
Manage Your Information 🔫	Log Out Click [Manage Your Information].				
Patient Card Patient Profile	Click [Patient Profile].				

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

Florida Medical	Marijuana Use Registry	
Manage Your Information -	Manage Patient Information 🔫 Qualifying Decumentation Leg Out-Click [Manage Patient Information]	on]
	TYPICAL PATIENT - Profile Click [{PatientName} – Profile].	
	TYPICAL PATIENT - Card	

**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.

PATIENT, TYPICAL	Certification Documentation Status					
Patient ID: P7RK4235	Certification Start Date	\$ Туре	Status	Last Date Submitted	+ Physician	
		No Filter	No Filter	•		
	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:** All columns on the Dashboard can be filtered and/or sorted to help you find the document you are looking for.



**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 section <u>381.986</u>, 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 Qualified Physician has submitted your document to the OMMU and it is pending review.

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