



## Understanding the Registry

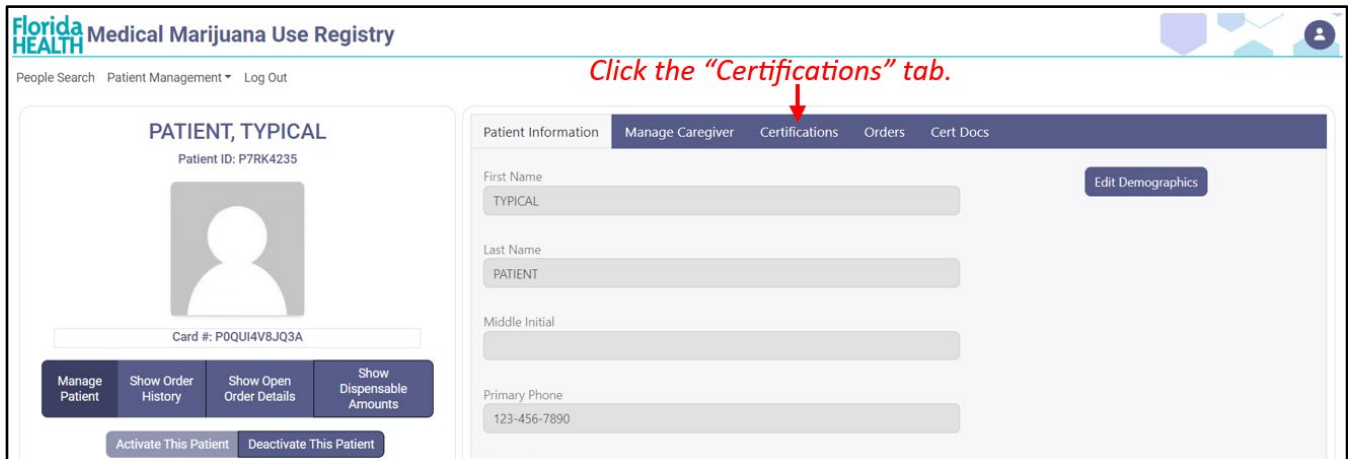
### Closing a Certification

When a patient's certification expires by reaching its natural end date, or when a patient changes physicians and the new physician has differing recommendations, it is the responsibility of the physician to close that certification. Included in the process of closing a certification is reporting adverse events and logging any reduction in use of, or dependence on, separate medications. This guide will review the steps necessary to close a patient's expired or previous certification.

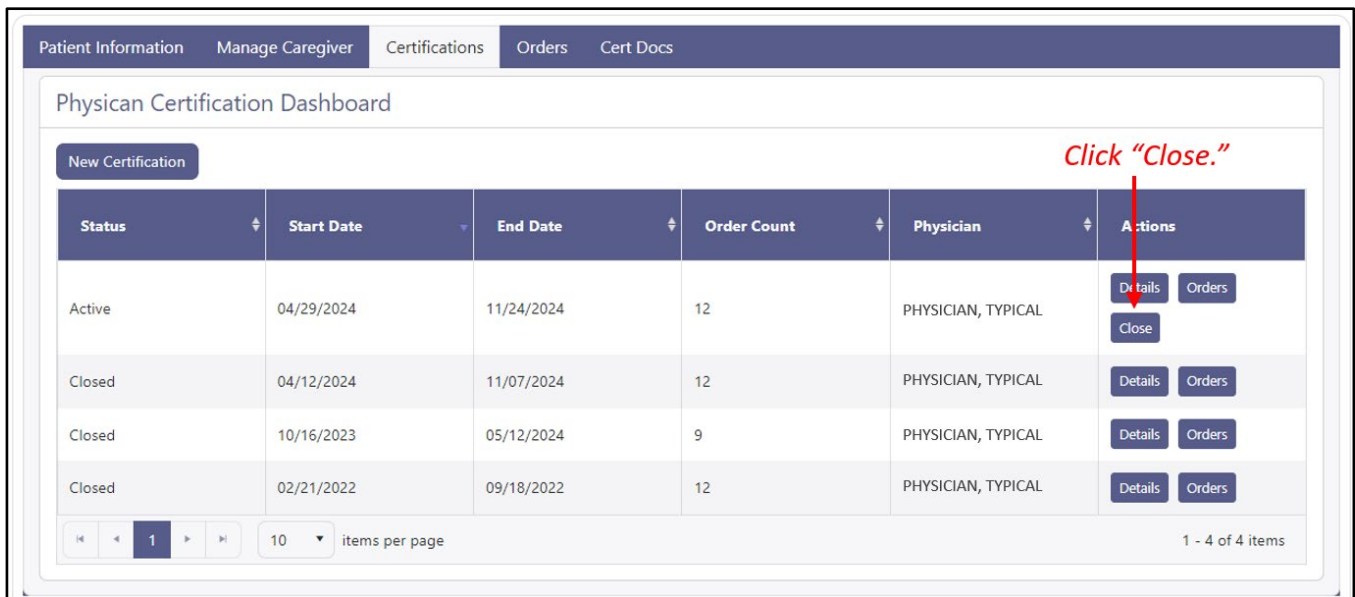
**Step 1:** Log into the Medical Marijuana Use Registry <https://MMURegistry.FLHealth.gov/>.  
If you do not remember your password, learn how to reset it by [clicking here](#).

**Step 2:** Locate the patient whom you wish to close a certification for.  
For assistance searching for an existing patient or caregiver, [click here](#).

**Step 3:** Click the tab titled "Certifications."



**Step 4:** Click "Close" next to the certification you wish to close.



**Important note:** A certification on the above dashboard will *ONLY* have a "Close" button if all the orders have been cancelled or are expired, or if the certification has reached the end date. For assistance cancelling an order, [click here](#).

**Step 5:** As part of the certification closure process, please report any adverse events the patient experienced. Select “Yes” or “No” for this question. If you selected “No,” please proceed to Step 6. If you selected, “Yes,” please continue [here](#).

Patient Information Manage Caregiver Certifications Orders Cert Docs

Has the patient had any Adverse Event(s) while using medical marijuana medication?  
 Yes  No

Select “Yes” or “No” to indicate if the patient had any adverse events.

A Reduction in the use of or dependency on other types of controlled substances as defined in Section 893.02, Florida Statutes (Scheduled I-IV)?

Adverse Event Search

Adverse Event	Start Date	Severity	Stop Date or Continuing	Actions
This Certification has no Adverse Events				

10 items per page 0 - 0 of 0 items

New Controlled Substance Controlled Substances Search

Name of Substance	Starting Dose	Current Dose	Date Patient Started Utilizing Substance	Date Patient Discontinued Utilizing Substance or Current Date If Patient Is Continuing	Actions
This Certification has no Controlled Substances					

10 items per page 0 - 0 of 0 items

Go Back Click here to Sign Certification

**Step 6:** As part of the certification closure process, please report any reduction in the use of, or dependence on, other controlled substances. If this is not applicable to your patient, please proceed to step 7. To log a reduction or increase, please continue [here](#).

Patient Information Manage Caregiver Certifications Orders Cert Docs

Has the patient had any Adverse Event(s) while using medical marijuana medication?  
 Yes  No

A Reduction in the use of or dependency on other types of controlled substances as defined in Section 893.02, Florida Statutes (Scheduled I-IV)?

Adverse Event Search

Adverse Event	Start Date	Severity	Stop Date or Continuing	Actions
This Certification has no Adverse Events				

10 items per page 0 - 0 of 0 items

New Controlled Substance Controlled Substances Search

Name of Substance	Starting Dose	Current Dose	Date Patient Started Utilizing Substance	Date Patient Discontinued Utilizing Substance or Current Date If Patient Is Continuing	Actions
This Certification has no Controlled Substances					

10 items per page 0 - 0 of 0 items

Go Back Click here to Sign Certification

Click “New Controlled Substance” or skip this if not applicable.

**Step 7:** To conclude the certification closure process, click “Click Here to Sign Certification.”

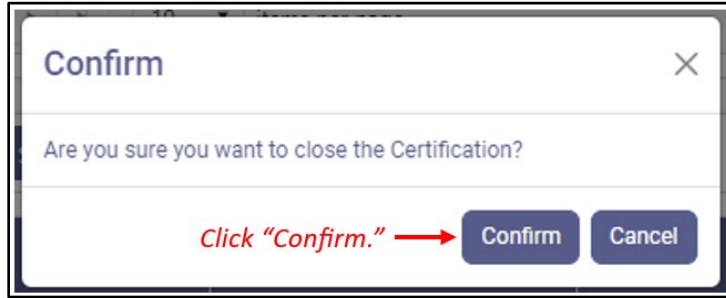
This Certification has no Controlled Substances

10 items per page 0 - 0 of 0 items

Go Back Click here to Sign Certification

Click “Click here to Sign Certification.”

**Step 8:** Confirm the closure of certification by clicking “Confirm” on the pop-up.



**Step 9:** You are returned to the Certification dashboard. The certification will now appear as “Closed.”

Physican Certification Dashboard

New Certification

Status	Start Date	End Date	Order Count	Physician	Actions
Closed	04/29/2024	11/24/2024	12	PHYSICIAN, TYPICAL	Details Orders
Closed	04/12/2024	11/07/2024	12	PHYSICIAN, TYPICAL	Details Orders
Closed	10/16/2023	05/12/2024	9	PHYSICIAN, TYPICAL	Details Orders
Closed	02/21/2022	09/18/2022	12	PHYSICIAN, TYPICAL	Details Orders

10 items per page 1 - 4 of 4 items

**This concludes the steps to close a certification if you do not need to report any adverse events or reduction in use of alternative controlled substances for the certification.**

## REPORTING ADVERSE EVENTS:

**Step 1:** If you selected “Yes” for the patient experiencing an adverse event, click “New Adverse Event.”

The screenshot shows a web interface with a top navigation bar containing 'Patient Information', 'Manage Caregiver', 'Certifications', 'Orders', and 'Cert Docs'. Below the navigation bar, there are two radio buttons for 'Has the patient had any Adverse Event(s) while using medical marijuana medication?' with 'Yes' selected. A sub-header reads 'A Reduction in the use of or dependency on other types of controlled substances as defined in Section 893.02, Florida Statutes (Scheduled I-IV)'. A 'New Adverse Event' button is highlighted with a red arrow and the text 'Click "New Adverse Event."' next to it. Below this is a table with columns: 'Adverse Event', 'Start Date', 'Severity', 'Stop Date or Continuing', and 'Actions'. The table is currently empty, with the text 'This Certification has no Adverse Events' centered below it. At the bottom, there are pagination controls showing '10 items per page' and '0 - 0 of 0 items'.

**Step 2:** Fill in all required fields for the adverse event. Then, click “Save.”

The screenshot shows a modal window titled 'Adverse Event' with a close button (X) in the top right corner. The form contains several input fields, each with a red error message below it: 'Adverse Event' (Adverse Event is required), 'Date of Adverse Event' (Start Date is required), 'Severity' (Select Severity, Severity is required), 'Select Action Taken' (Select Action Taken, Action Taken is required), 'Final Outcome' (Select Final Outcome, Final Outcome is required), 'Date Medical Marijuana Usage Stopped' (Stop Date is required), 'Relationship to Medical Marijuana' (Select Relationship to Medical Marijuana, Relationship to Medical Marijuana is required), 'Was this Adverse Event expected?' (Select Expected, Expected is required), and 'Would you consider this a serious Adverse Event?' (Select Serious, Serious is required). There is also a checkbox for 'Check if Continuing' and a 'Notes' text area. At the bottom of the form are 'Cancel' and 'Save' buttons. A red arrow points to the 'Save' button with the text 'Click "Save."' and a red bracket on the right side of the form with the text 'Fill in the required fields.'.

**Step 3:** You are returned to the certification closure screen. You will see the adverse event listed.

The screenshot shows the same web interface as in Step 1, but now the 'Adverse Event' table contains one entry. The entry has a '+' icon in the first column, 'Test 4.30' in the 'Adverse Event' column, '04/01/2024' in the 'Start Date' column, 'Mild' in the 'Severity' column, and 'Continuing' in the 'Stop Date or Continuing' column. The 'Actions' column for this entry contains 'Edit' and 'Remove' buttons. The pagination controls at the bottom show '10 items per page' and '1 - 1 of 1 items'.

## LOGGING CONTROLLED SUBSTANCE DEPENDENCY REDUCTION:

**Step 1:** Click “New Controlled Substance.”



**Step 2:** Fill in all required fields, then click “Save.”

The screenshot shows a "Controlled Substance" form with the following fields: "Name of Substance", "Starting Dose", "Current Dose", "Date Patient Started Utilizing Substance", and "Date Patient Discontinued Utilizing Substance or Current Date if Patient is". Each field has a red error message below it: "Substance is required", "Starting Dose is required", "Current Dose is required", "Start Date is required", and "Discontinued Date is required". A red bracket groups these fields with the text "Fill in the required fields." Below the fields are "Cancel" and "Save" buttons. A red arrow points to the "Save" button with the text "Click 'Save.'"

**Step 3:** You are returned to the certification closure screen. You will see the controlled substance record on the table.

The screenshot shows the "Controlled Substances" table with one record. The table has the following columns: "Name of Substance", "Starting Dose", "Current Dose", "Date Patient Started Utilizing Substance", "Date Patient Discontinued Utilizing Substance or Current Date If Patient Is Continuing", and "Actions". The record is: "Test Substance", "80", "60", "01/01/2019", "04/30/2024", and "Edit Remove". Below the table, there are navigation controls showing "10 items per page" and "1 - 1 of 1 items".

Name of Substance	Starting Dose	Current Dose	Date Patient Started Utilizing Substance	Date Patient Discontinued Utilizing Substance or Current Date If Patient Is Continuing	Actions
Test Substance	80	60	01/01/2019	04/30/2024	Edit Remove

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