



Florida's Official Source for Medical Use.

## Understanding the Registry

## Create a Certification and Orders

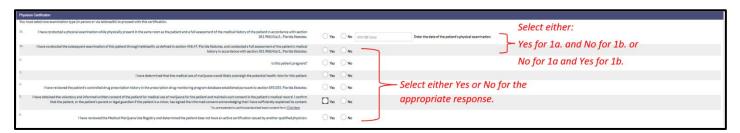
Qualified physicians must first create a certification for a qualified patient before being able to create an order for that qualified patient. A qualified patient can have one open certification and one scheduled certification in their profile at any time. Certifications cannot overlap. The instructions below are for creating a certification and orders.

**Step 1:** Navigate to the qualified patient's profile and find the "Physician Certification" section beneath the qualified patient's demographic information.

Step 2: Click "NEW CERTIFICATION."

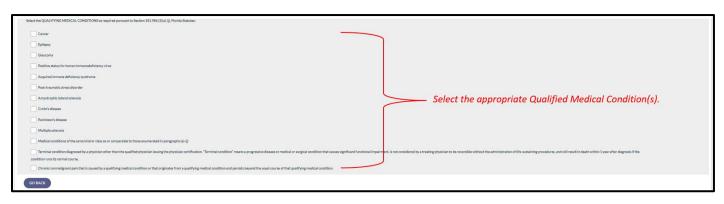


**Step 3**: The Registry will open to the Physician Certification assessment information page. On this page, you can certify that the patient meets the requirements to receive medical marijuana. Answer 'Yes' or 'No' to the provided questions.



IMPORTANT: If the patient's evaluation was conducted in person, select "Yes" for 1a and enter the date you conducted the physical examination, then select "No" for 1b. (You may only select "Yes" for either 1a or 1b. You cannot select "Yes" for both 1a and 1b.). If the patient's evaluation was performed via telehealth, select "No" for 1a and "Yes" for 1b.

**Step 4**: Select the Qualifying Medical Condition that applies to the qualified patient. Qualified patients can have more than one condition selected.



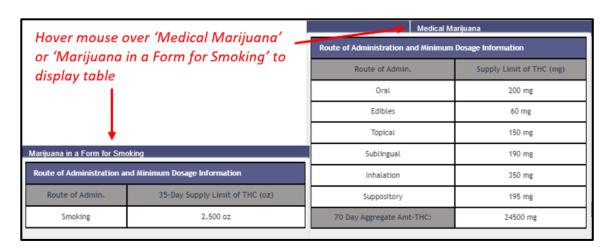
IMPORTANT: If the patient's qualifying medical condition is of the "same kind or class," click the link provided for further instructions to complete the certification.

Step 5: Click "CONTINUE TO ADD INITIAL ORDER."



Step 6: Select which route(s) of administration you are recommending by checking the appropriate box(es).

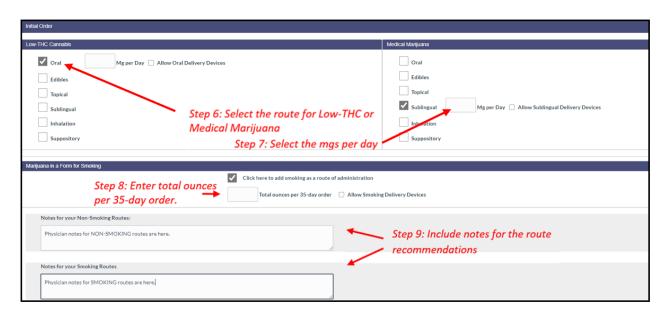
IMPORTANT: You may hover your mouse over the title 'Medical Marijuana' or 'Marijuana in a Form for Smoking' to view the Route of Administration and Dosage Information.



**Step 7:** When a route has been selected, an entry box will appear where you can enter the milligrams (mgs) per day for that specific route.

**Step 8:** If you recommend smoking as a route of administration, check the box and enter the total ounces per 35-day order for the smoking route of administration.

**Step 9:** Include any comments or information for the qualified patient or Medical Marijuana Treatment Center.



IMPORTANT: If you recommend the patient to have marijuana delivery devices with the associated route, you must check the box indicating such.



**Step 10:** Enter the start date of the certification.

**Step 11:** Select the duration of the certification from the drop-down list provided. Certifications can only be made in 35-day increments.

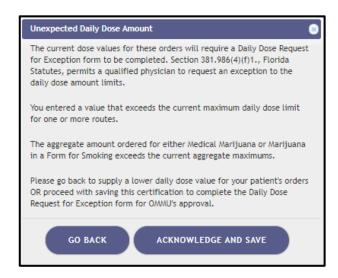
Step 12: Click "CALCULATE ORDERS."



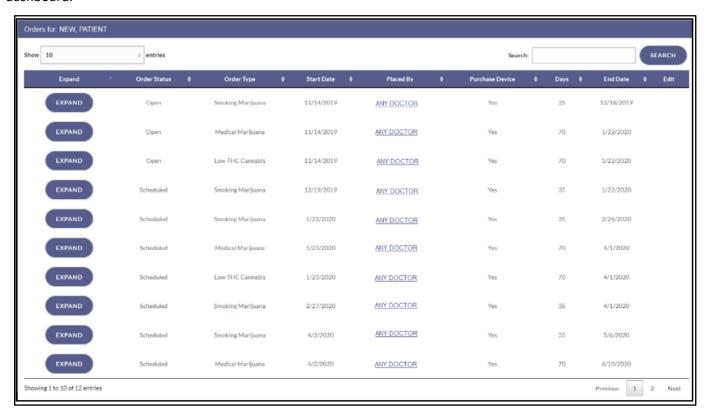
**Step 13:** You are brought to the "Order Summary" page to review the proposed orders. Once you are ready to proceed, click "SAVE ORDERS."



**Step 14:** If the daily dose value for one or more routes exceeds the current maximum daily dose limit, you will be informed that the current dose values for these orders will require a "Request for Exception" form to be completed per <a href="section 381.986(4)(f)1.">section 381.986(4)(f)1.</a>, Florida Statutes. Click here to view the guide for submitting a "Request for Exception" form.



**Step 15:** Click "GO BACK" to go back and lower the daily dose values for your qualified patient's orders <u>or</u> click "ACKNOWLEDGE AND SAVE" to proceed with saving this certification and complete the "Request for Exception" form for OMMU's approval. Once you click "ACKNOWLEDGE AND SAVE," the orders will appear on the patient's order dashboard.



For additional information, visit KnowTheFactsMMJ.com