



# Understanding the Registry

## Creating a New Patient

Before creating a new patient profile in the Medical Marijuana Use Registry, you must ensure the patient does not already have a patient profile. If you search for a patient in the Medical Marijuana Use Registry and no existing patient profile was found, you will need to add the patient to the Medical Marijuana Use Registry and certify the patient in compliance with section 381.986(4), Florida Statutes.

This guide will explain how to:

[Create a new patient using HSMV data](#)

[Create a new \(seasonal\) patient when HSMV data is not available](#)

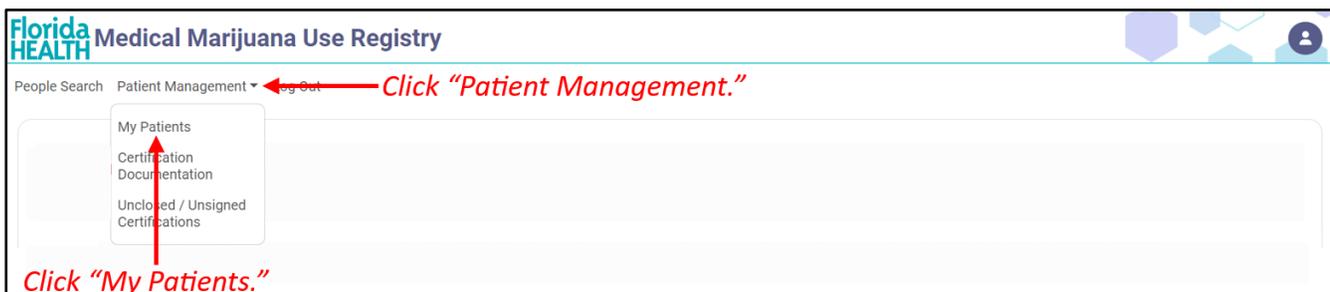
[Create a patient who does not have an SSN](#)

### **CREATING A NEW PATIENT (USING HSMV INFORMATION):**

**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:** Click "Patient Management," then click "My Patients."



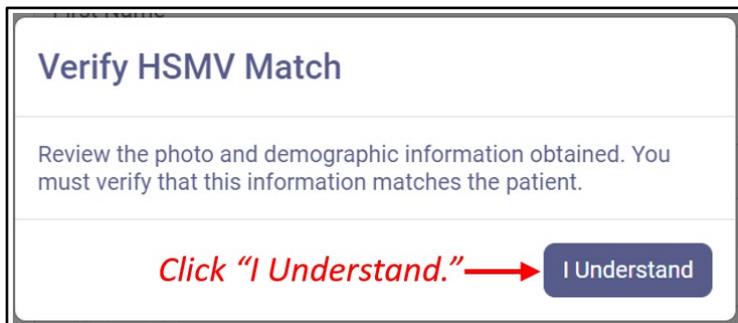
**Step 3:** Click “Add New Patient.”

The screenshot shows the 'Florida Medical Marijuana Use Registry' interface. At the top, there is a navigation bar with 'People Search', 'Patient Management', and 'Log Out'. Below this is a 'Patient List' section. A red arrow points to the 'Add New Patient' button, which is the first icon in a row of six. The other icons are 'People Search', 'Certified Patients', 'Expiring Soon', 'Uncertified Patients', and 'All My Patients'. Below the icons is a table with columns: Patient First Name, Patient Last Name, Patient Number, Date of Birth, Caregiver, Most Recent Order, Certification Status, and Profile. The table is currently empty, showing 'No Patients Found'. At the bottom of the table, there is a pagination control showing '10 items per page' and '0 - 0 of 0 items'.

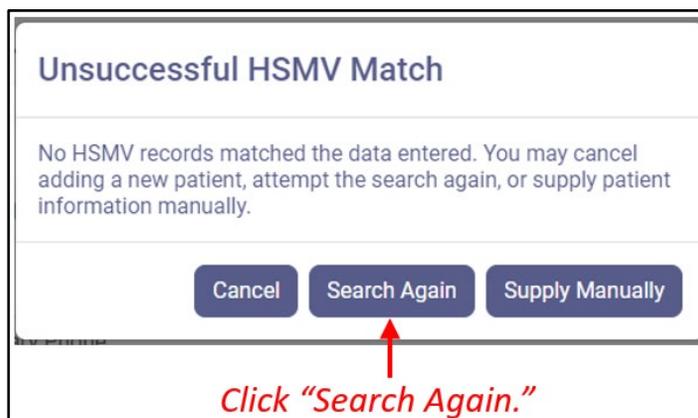
**Step 4:** The patient creation wizard pop-up appears for you to enter identifying information. Enter the patient’s Date of Birth (DOB), Social Security Number (SSN), and Florida Driver’s License Number (FL DL) or State of Florida Identification Card Number (State ID #).

The screenshot shows the 'Add New Patient' wizard pop-up. It has a title 'Add New Patient' and a 'Date of Birth' input field. Below that is a label 'Please enter SSN and/or Florida State ID Number:' followed by two input fields: 'SSN:' and 'FL DL or State ID #:'. There is a checkbox labeled 'I do not have either an SSN or FL State ID'. At the bottom, there are two buttons: 'Go Back' and 'Continue'. A red arrow points to the 'Continue' button with the text 'Click “Continue.”'. A red bracket on the right side of the form groups the 'Date of Birth', 'SSN', and 'FL DL or State ID #' fields with the text 'Enter the patient’s DOB, SSN, and FL DL or State ID #.'.

**Step 5:** A pop-up appears to notify you that a match with the Florida Department of Highway Safety and Motor Vehicles (FLHSMV) was found for the information entered. You must verify the information. Click “I Understand.”



**Please Note:** If the information you entered does not result in a match you will receive the following pop-up. Click “Search Again” to check the information you entered and attempt another search.



**Step 6:** You are brought to the information verification screen. Review the information pulled from FLHSMV to ensure it is for the correct person and is accurate. Please add the patient’s phone number, email address, and weight. Then, click “Save.”

**Patient Information**

Go Back Save

First Name  
JIY

Last Name  
MARCAR

Middle Initial  
D

Primary Phone

Enter a phone number. →

Email Address

Enter an email address. →

Date of Birth  
11/15/1966

Does this patient have a Social Security Number?  
 Yes  No

SSN  
561-90-5926

Gender  
Male

FL DL or State ID #  
M626424664150

Patient Weight Unit  
lbs

Enter the patient's weight. →

Patient Weight is required

Address 1  
96832274 RESIDENTIAL STREET

Address 2

City  
LABELLE

County  
Hendry

Zip Code  
33935-6121

Is this person a permanent resident of the state of Florida?  
 Yes  No

Patient is authorized to have more than one Caregiver per 381.986, F.S.

Go Back Save

Review the information from HSMV.

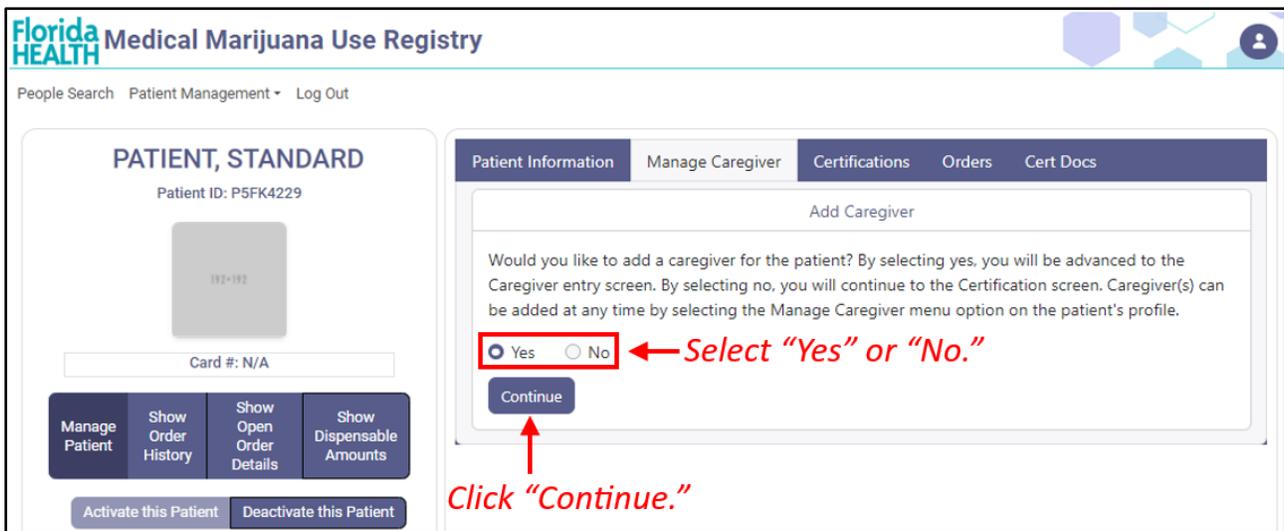
Click "Save" after reviewing.

**Please Note:** If the information is incorrect or outdated, the patient **MUST** contact FLHSMV to have their information corrected **BEFORE** proceeding with their application.

**Step 7:** After clicking “Save,” a pop-up appears for you to confirm saving the patient. Click “Confirm.”



**Step 8:** Upon clicking “Confirm,” the patient is saved. You are immediately brought to the “Add Caregiver” screen. Select “Yes” or “No” and click “Continue” to move to the next screen.



There is nothing else required from you for the patient creation process. The patient may now log in to complete their initial application.

For assistance Adding a Caregiver, [click here](#).

For assistance Creating a New Certification, [click here](#).

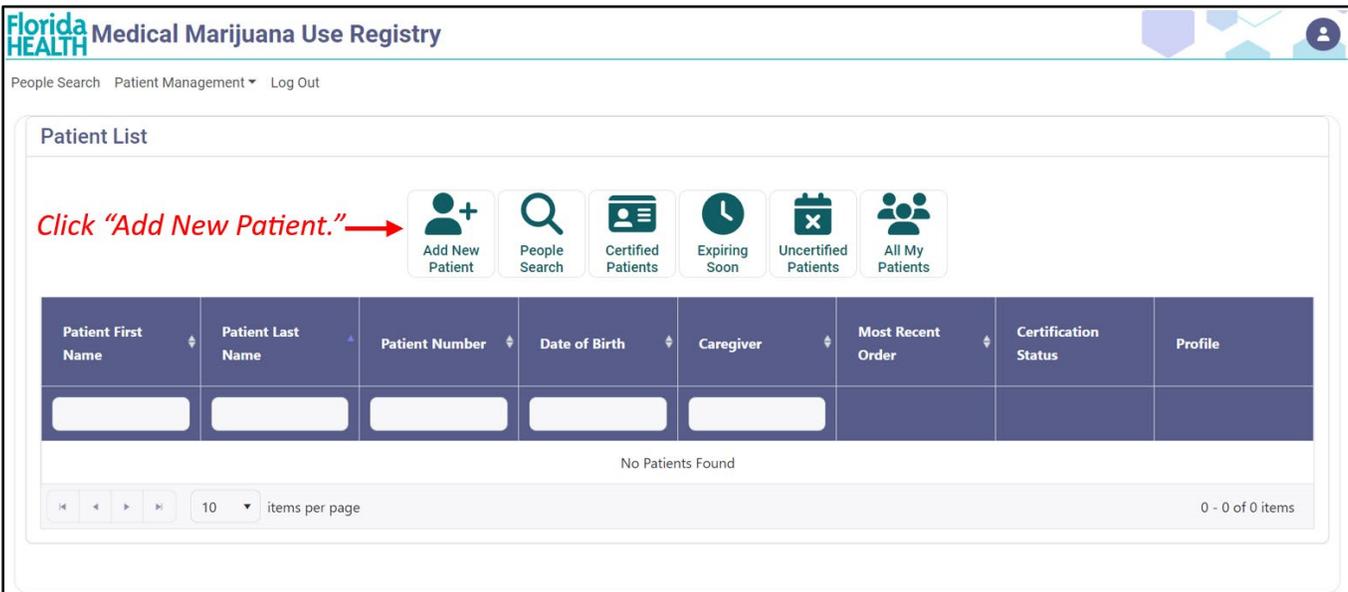
**CREATING A NEW SEASONAL PATIENT:**

**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:** Click “Patient Management,” then click “My Patients.”



**Step 3:** Click “Add New Patient.”



**Step 4:** The patient creation wizard pop-up appears for you to enter identifying information. Enter the patient's Date of Birth (DOB), Social Security Number (SSN), and Florida Driver's License Number (FL DL) or State of Florida Identification Card Number (State ID #).



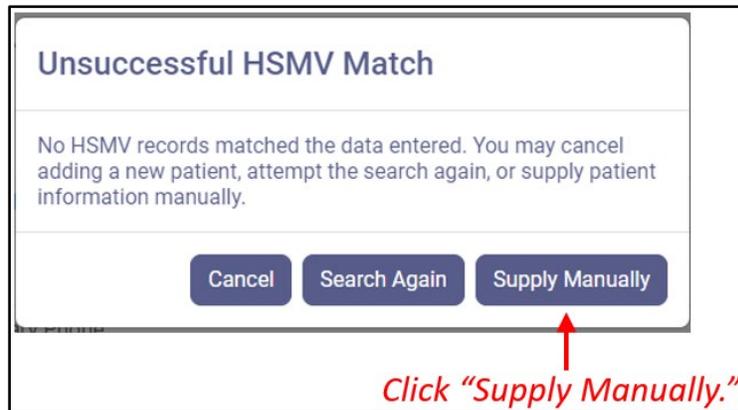
The screenshot shows a form titled "Add New Patient". It contains the following fields and options:

- Date of Birth
- Please enter SSN and/or Florida State ID Number:
- SSN:
- FL DL or State ID #:
- I do not have either an SSN or FL State ID
- Go Back button
- Continue button

Red annotations include:

- A bracket on the right side of the form pointing to the Date of Birth, SSN, and FL DL or State ID # fields, with the text: *Enter the patient's DOB, SSN, and FL DL or State ID #.*
- An arrow pointing to the Continue button with the text: *Click "Continue."*

**Step 5:** A pop-up will appear informing you there is not a match with HSMV for the information you entered. This is normal when creating a Seasonal Patient. Click "Supply Manually" to proceed with entering the information manually.



The screenshot shows a pop-up window titled "Unsuccessful HSMV Match". The text inside reads: "No HSMV records matched the data entered. You may cancel adding a new patient, attempt the search again, or supply patient information manually." Below the text are three buttons: Cancel, Search Again, and Supply Manually.

A red arrow points to the "Supply Manually" button with the text: *Click "Supply Manually."*

**Step 6:** You are brought to the patient creation information screen. Enter all required information for the patient.

The screenshot shows a 'Patient Information' form with the following fields and controls:

- First Name:** Text input field with a red error message 'First Name is required' below it.
- Last Name:** Text input field with a red error message 'Last Name is required' below it.
- Middle Initial:** Text input field.
- Primary Phone:** Text input field.
- Email Address:** Text input field.
- Date of Birth:** Text input field with a red error message 'Date of Birth is required' below it.
- Does this patient have a Social Security Number?:** Radio button group with 'Yes' selected and 'No' unselected.
- SSN:** Text input field with a red error message 'SSN is required' below it.
- Gender:** Dropdown menu with 'Select Gender' and a red error message 'A Gender is required' below it.
- FL DL or State ID #:** Text input field.
- Patient Weight:** Text input field with a red error message 'Patient Weight is required' below it.
- Unit:** Dropdown menu with 'lbs' selected.
- Address 1:** Text input field with a red error message 'Street Address is required' below it.
- Address 2:** Text input field.
- City:** Text input field with a red error message 'City is required' below it.
- County:** Dropdown menu with 'Select County' and a red error message 'A County is required' below it.
- Zip Code:** Text input field with a red error message 'Zip Code is required' below it.

At the top right of the form are 'Go Back' and 'Save' buttons. A red bracket on the right side of the form encompasses the SSN, Gender, Patient Weight, and Zip Code fields, with a red callout bubble containing the text: *Enter the patient's information.*

**Step 7:** At the bottom of the patient creation screen, indicate the person as seasonal by selecting “No” for the question “Is this person a permanent resident of the state of Florida?” Then, select “Yes” for the question “Is this person a seasonal resident of the state of Florida?” Lastly, select the person’s permanent state of residence from the drop-down menu. Click “Save” once you are finished.

The screenshot shows a form with the following fields and annotations:

- Zip Code: 12345
- Question: "Is this person a permanent resident of the state of Florida?" with radio buttons for Yes and No. The "No" button is selected. A red bracket and arrow point to this section with the text: "Indicate the person as seasonal."
- Question: "Is this person a seasonal resident of the state of Florida? (Per Section 381.986, Florida Statute, the term 'seasonal resident' means any person who temporarily resides in this state for a period of at least 31 consecutive days in each calendar year, maintains a temporary residence in this state, returns to the state or jurisdiction of his or her residence at least one time during each calendar year, and is registered to vote or pays income tax in another state or jurisdiction.)" with radio buttons for Yes and No. The "Yes" button is selected.
- Question: "What is the patient's permanent state of residence?" with a "Select State" dropdown menu. A red arrow points to this dropdown with the text: "Select the state of residence."
- Checkbox: "Patient is authorized to have more than one Caregiver per 381.986, F.S." (unchecked)
- Buttons: "Go Back" and "Save". A red arrow points to the "Save" button with the text: "Click 'Save.'"

**Step 8:** A pop-up appears for you to confirm that you wish to save the patient. Click “Confirm.”

The screenshot shows a pop-up window titled "Confirm Save Patient" with the following content:

- Text: "You are about to create Patient Seasonal Patient - DOB - 01/01/1990."
- Text: "Check the information you supplied before continuing."
- Buttons: "Go Back" and "Confirm". A red arrow points to the "Confirm" button with the text: "Click 'Confirm.'"

**Step 9:** Upon clicking “Confirm,” the patient is saved. You are immediately brought to the “Add Caregiver” screen. Select “Yes” or “No” and click “Continue” to move to the next screen.

The screenshot shows the "Add Caregiver" screen in the Florida Medical Marijuana Use Registry. The patient profile is visible on the left, and the "Add Caregiver" form is on the right. The form contains the following elements:

- Text: "Would you like to add a caregiver for the patient? By selecting yes, you will be advanced to the Caregiver entry screen. By selecting no, you will continue to the Certification screen. Caregiver(s) can be added at any time by selecting the Manage Caregiver menu option on the patient's profile."
- Radio buttons: "Yes" and "No". The "Yes" button is selected. A red arrow points to these buttons with the text: "Select 'Yes' or 'No.'"
- Button: "Continue". A red arrow points to this button with the text: "Click 'Continue.'"

There is nothing else required from you for the patient creation process. The patient may now log in to complete their initial application.

For assistance Adding a Caregiver, [click here](#).

For assistance Creating a New Certification, [click here](#).

## CREATING A NEW PATIENT WITHOUT A SOCIAL SECURITY NUMBER (SSN):

**Step 1:** Log into the Medical Marijuana Use Registry <https://MMURegistry.FLHealth.gov/>.

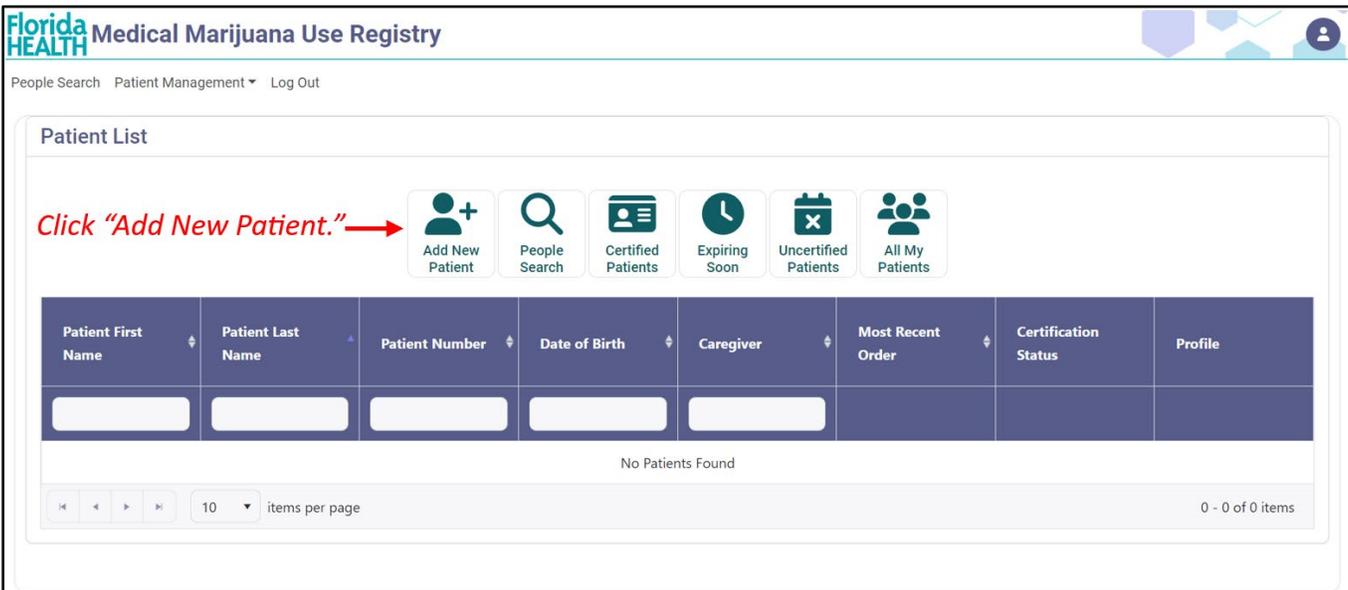
If you do not remember your password, learn how to reset it by [clicking here](#).

**Step 2:** Click "Patient Management," then click "My Patients."



The screenshot shows the top navigation bar of the Florida Health Medical Marijuana Use Registry. The "Patient Management" dropdown menu is open, showing options: "My Patients", "Certification Documentation", and "Unclosed / Unsigned Certifications". A red arrow points to "Patient Management" with the text "Click 'Patient Management.'", and another red arrow points to "My Patients" with the text "Click 'My Patients.'".

**Step 3:** Click "Add New Patient."



The screenshot shows the "Patient List" page in the Florida Health Medical Marijuana Use Registry. The page features a navigation bar with "People Search", "Patient Management", and "Log Out". Below the navigation bar, there is a "Patient List" section with a toolbar containing icons for "Add New Patient", "People Search", "Certified Patients", "Expiring Soon", "Uncertified Patients", and "All My Patients". A red arrow points to the "Add New Patient" icon with the text "Click 'Add New Patient.'". Below the toolbar is a table with the following columns: "Patient First Name", "Patient Last Name", "Patient Number", "Date of Birth", "Caregiver", "Most Recent Order", "Certification Status", and "Profile". The table is currently empty, and the text "No Patients Found" is displayed below it. At the bottom of the page, there is a pagination control showing "10 items per page" and "0 - 0 of 0 items".

Patient First Name	Patient Last Name	Patient Number	Date of Birth	Caregiver	Most Recent Order	Certification Status	Profile

**Step 4:** The patient creation wizard pop-up appears for you to enter identifying information. Enter the patient's Date of Birth, then check the box for "I do not have either an SSN or FL State ID." Then click "Continue."

The screenshot shows the 'Add New Patient' form. It includes a 'Date of Birth' field, a section for 'Please enter SSN and/or Florida State ID Number:' with 'SSN:' and 'FL DL or State ID #' fields, a checkbox labeled 'I do not have either an SSN or FL State ID', and 'Go Back' and 'Continue' buttons. Red arrows point to the 'Date of Birth' field with the text 'Enter the patient's DOB.', to the checkbox with 'Check the box.', and to the 'Continue' button with 'Click "Continue."'

**Step 5:** You are brought to the patient creation screen. Indicate that the patient does not have an SSN by selecting "No" for the "SSN" field. The field will change to accept Non-US Passport Numbers.

The screenshot shows the 'Patient Information' form. It includes fields for 'First Name', 'Last Name', 'Middle Initial', 'Primary Phone', 'Email Address', and 'Date of Birth'. There are 'Go Back' and 'Save' buttons. A red box highlights the question 'Does this patient have a Social Security Number?' with radio buttons for 'Yes' and 'No' (selected), and a 'Non-US Passport Number' field below it. Red arrows point to the 'No' radio button and the 'Non-US Passport Number' field with the text 'Indicate the person does not have an SSN.'

**Step 6:** Continue entering all required information for the patient.

The screenshot shows a 'Patient Information' form with the following fields and options:

- 192x192 (Placeholder image)
- First Name (Required)
- Last Name (Required)
- Middle Initial
- Primary Phone
- Email Address
- Date of Birth (Required)
- Does this patient have a Social Security Number?  
 Yes  No
- SSN (Required)
- Gender (Select Gender) (Required)
- FL DL or State ID #
- Patient Weight (Required) and Unit (lbs)
- Address 1 (Street Address is required)
- Address 2
- City (Required)
- County (Select County) (Required)
- Zip Code (Required)

Buttons: Go Back, Save

*Enter the patient's information.*

**Step 7:** Once you have entered all required information, scroll to the bottom of the page, and click "Save."

The screenshot shows the bottom of the form with the following elements:

- Zip Code: 12345
- Is this person a permanent resident of the state of Florida?  
 Yes  No
- Patient is authorized to have more than one Caregiver per 381.986, F.S.
- Buttons: Go Back, Save

*Click "Save."*

**Step 8:** A pop-up appears for you to confirm that you wish to save the patient. Click “Confirm.”



**Step 9:** Upon clicking “Confirm,” the patient is saved. You are immediately brought to the “Add Caregiver” screen. Select “Yes” or “No” and click “Continue” to move to the next screen.



There is nothing else required from you for the patient creation process. The patient may now log in to complete their initial application.

For assistance Adding a Caregiver, [click here](#).

For assistance Creating a New Certification, [click here](#).

For additional information, visit  
**KnowTheFactsMMJ.com**