



Understanding the Registry Correcting Delivery Device Dispensation

This guide instructs Executive MMTC Managers and MMTC Manager users how to correct delivery device dispensations. The process for correcting product dispensations will remain the same.

MAKING DELIVERY DEVICE DISPENSATION CORRECTIONS:

Step 1: If an incorrect amount of delivery devices were dispensed to a patient, an MMTC Manager or Executive MMTC Manager will need to correct the dispensation. Once logged into the MMUR, navigate to the "CORRECT DISPENSATIONS" page.



Step 2: Enter the patient number of the patient that needs correcting and a date range for when the dispensation occurred (No more than a week at a time). Click "SHOW DISPENSATION HISTORY."

Dispensing Corrections

History Start:
06/22/2021

History End:
06/29/2021

Patient Number:
P3FX2122

SHOW DISPENSATION HISTORY

Click "SHOW DISPENSATION HISTORY"

Step 3: Click "Edit" next to the delivery device dispensation that needs to be corrected.

Show 10 entries Search:

Dispense Date	Search Patient	Search Dispensed By	Dispensed Amount	Search Route	Search Delivery Device	Edit
6/17/2021	PATIENT, TEST	Manager, MMTC	6	Low-THC Cannabis Topical	Topical Delivery Device	EDIT
6/17/2021	PATIENT, TEST	Manager, MMTC	5	Medical Marijuana Inhalation	Vape Pen	EDIT
6/17/2021	PATIENT, TEST	Manager, MMTC	5	Medical Marijuana Inhalation	Vaporizer	EDIT
6/17/2021	PATIENT, TEST	Manager, MMTC	3	Medical Marijuana Oral	Oral Delivery Device	EDIT

Step 4: A prompt will appear that will allow you to make your correction by adding or subtracting delivery devices to the previously dispensed order. Select if the original recorded amount is “too high” or “too low” and enter the amount that should be subtracted or added, respectively. Then supply a short justification on why this dispensation needs to be changed and click “CORRECT THIS DISPENSATION” to save your changes.

The screenshot shows a web form titled "Dispensation Correction". The form content includes:

- Header: Dispensation Correction
- Text: Correcting the dispensation for device Topical Delivery Device, created on 6/17/2021 2:56:36 PM for route Topical by Manager, MMTC
- Radio buttons:
 - The dispensed amount supplied by Manager, MMTC was too high.
 - The dispensed amount supplied by Manager, MMTC was too Low.
- Text: Subtract: devices
- Text: You must supply a short Justification of why this dispensation needs to be changed.
- Text input field: Correction Justification
- Buttons: GO BACK and CORRECT THIS DISPENSATION

Red annotations with arrows point to the following elements:

- "Select this option to subtract an amount" points to the first radio button.
- "Select this option to add an amount" points to the second radio button.
- "Enter the amount to add/subtract here" points to the input field containing "2".
- "Enter a justification here" points to the "Correction Justification" text area.
- "Click 'CORRECT THIS DISPENSATION'" points to the "CORRECT THIS DISPENSATION" button.

For additional information, visit
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