



## 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 in to the Medical Marijuana Use Registry <https://MMURegistry.FLHealth.gov/Public/Login>.

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

**Step 2:**

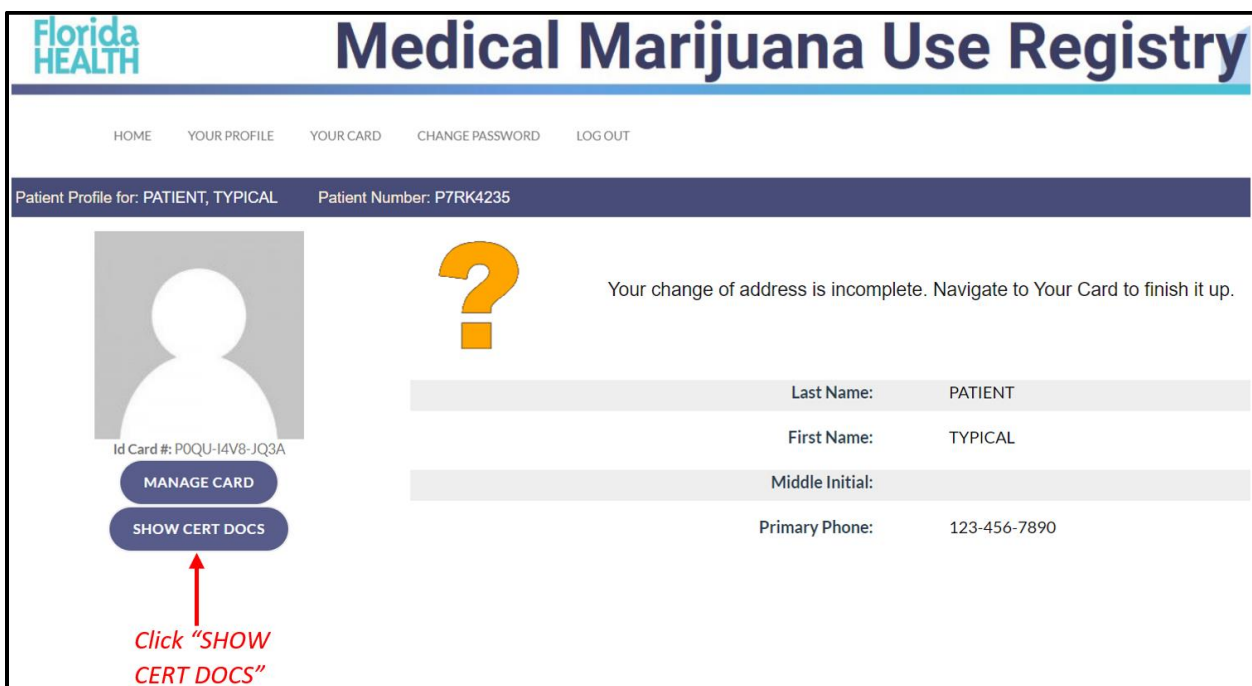
If you are a PATIENT accessing your dashboard, click "YOUR PROFILE" from your menu options.



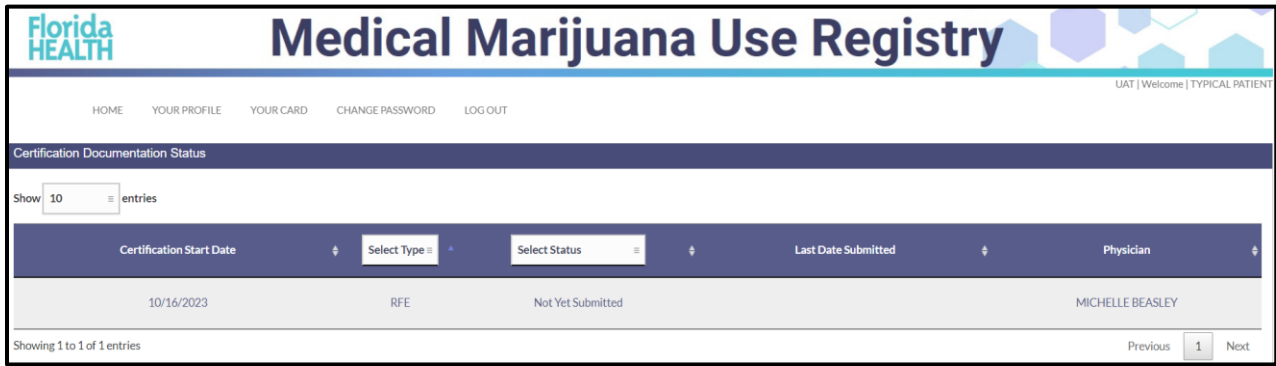
If you are a CAREGIVER accessing your patient's dashboard, hover over "MANAGE PROFILES," then click "Patient Profile for {LastName}, {FirstName}."



**Step 3:** You are brought to your patient profile. Click the "SHOW CERT DOCS" button located underneath your profile photo and Id Card #.



**Step 4:** Upon clicking “SHOW CERT DOCS,” you are brought to your Certification Documentation Dashboard. The Dashboard displays all certification documents for your active certification period.

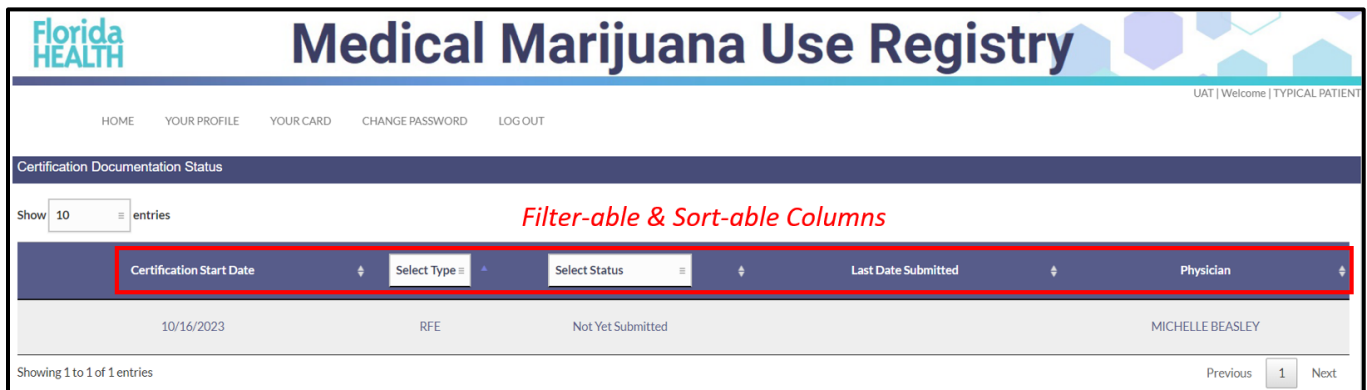


**Step 5:** If your Qualified Physician has created a current, active certification for you that requires the submission of certain documents to the Office of Medical Marijuana Use (OMMU), then you will see records for any of the following documents displayed on your dashboard:

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 Marijuana in a form for Smoking*)

**Step 6:** The Certification Documentation Dashboard allows you to filter and sort the records in many ways. You may filter and sort your dashboard with the following methods:

1. Certification Start Date (*Sort-able column*)
2. Document Type (*Filter-able and Sort-able column*)
3. Document Status (*Filter-able and Sort-able column*)
4. Last Date Submitted (*Sort-able column*)
5. Qualified Physician (*Sort-able column*)



**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 381.986, 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 document has been submitted to the OMMU by your Qualified Physician.
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**