

Medical Marijuana Use Registry

Physician's User Guide

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Self-Registration

A qualified physician is a Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) who holds an active, unrestricted license, and is in compliance with the physician education requirements. Only qualified physicians can certify patients for low-THC cannabis and medical marijuana. All qualified physician users must create their Medical Marijuana Use Registry (Registry) account prior to certifying qualified patients.

How to Self-Register

Visit the Medical Marijuana Use Registry at: <https://mmuregistry.flhealth.gov/>

On the home page, first click "Log In" then, click "Register" and enter the required information. The Registry will use the information you provide to verify your license with the Division of Medical Quality Assurance (MQA).

LoginRegister

New Physician Registration

Your Profession:

License Number:

Last Name:

First Name:

Date of Birth: (mm/dd/yyyy)

Last 4 Digits of your SSN:

GO BACKVERIFY ME

No Match Found

If the information you provide does not match MQA's records, you will not gain access to the Registry. Please contact MQA Licensure Support Services at 850-410-2211 or MQAOnlineService@flhealth.gov to ensure your information is accurately reflected on your medical license.

Email Already in Use

All Registry users must have a unique email address and cannot share login information.

Logging in and Managing your Registry Account

Initial Login

Log in using the username created during self-registration, and the temporary password emailed to you when you created your account. You will be prompted to change your password once you log in.

Password Requirements

You must use a secure password to protect the confidential information in the Registry. Passwords must:

- Be at least 10 characters long
- Have at least one uppercase letter
- Have at least one lowercase letter
- Have at least one "special character" (!@#\$%^&*?/)
- Have at least one number

Information contained in the Registry is confidential pursuant to section 381.987, Florida Statutes.

Forgot Password

If you need to reset your password, click the "Forgot Password" link on the login page. Enter your username and click "Submit." The Registry will email you a temporary link to change your password. The temporary link is only good for one hour and one login.

Forgot your password?

Enter your username below and we will email you a new password.

[GO BACK TO LOGIN](#) [SUBMIT](#)

Forgot your Username? Patients and Caregivers may log in using your email address, once it has been added by your physician. For further assistance, contact the Office of Medical Marijuana Use.
Phone: 850-245-4657
Email: MedicalMarijuanaUse@FLHealth.gov

Searching for Patients in the Registry

Qualified physicians must review the Registry and confirm that a patient does not have an active physician certification from another qualified physician.

How to Search

Click "People Search" under the "Patient Management" tab.

You can search by entering the patient's name and date of birth (DOB), or patient number and DOB. If there's a match, you'll be taken to their profile.

People Search

Search by name

LastName

FirstName

DOB (mm/dd/yyyy)

FIND PATIENT **FIND CAREGIVER**

Search by number

PatientNumber

DOB (mm/dd/yyyy)

FIND PATIENT

The Patient I Searched for was Not Found

If no existing patient profile was found, you will need to certify the patient in compliance with section 381.986, Florida Statutes, and add the patient to the Medical Marijuana Use Registry.

Adding or Editing Patients and Caregivers

Activating an Existing Patient Under Your Care

To activate an existing patient in the Registry to be under your care, click the “Edit Demographics” button at the bottom of their patient profile. Then, you’ll see a button titled “Activate this Patient.”

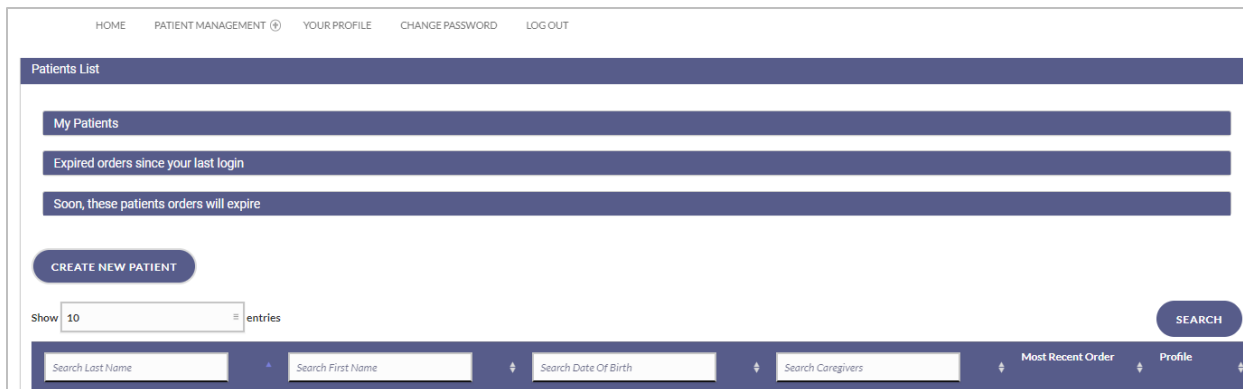
There is no 'Edit Demographics' Button

A patient can only be under the care of one qualified physician at a time. If the patient you've searched is already associated with another physician, you cannot add them to your care.

If the patient would like to change qualified physicians, they will have to deactivate themselves or have their current physician do so.

Creating a New Patient

To begin, click "My Patients" under the "Patient Management" tab. Then click "Create New Patient."



The screenshot shows a web interface for patient management. At the top, there are navigation tabs: HOME, PATIENT MANAGEMENT (with a dropdown arrow), YOUR PROFILE, CHANGE PASSWORD, and LOG OUT. Below the tabs is a header for "Patients List". Underneath, there are three dark blue buttons: "My Patients", "Expired orders since your last login", and "Soon, these patients orders will expire". A prominent dark blue button labeled "CREATE NEW PATIENT" is visible. Below this, there is a "Show 10 entries" dropdown and a "SEARCH" button. At the bottom, there are search filters for "Search Last Name", "Search First Name", "Search Date Of Birth", and "Search Caregivers", along with sorting options for "Most Recent Order" and "Profile".

Clicking the "Create New Patient" button will take you to a blank patient profile for you to complete.

Patient Information

192-192

Id Card #: [Click here to download a copy of the Medical Marijuana Consent Form that is required by the Florida Board of Medicine for each of your patients.](#)

Last Name:

First Name:

Middle Initial:

Primary Phone:

Email Address:

Date Of Birth:

Patient Number:

Does this patient have a Social Security Number: Yes No

SSN:

Patient Weight:

WeightType: lbs

Gender: Male

Address1:

Address2:

City:

County: Alachua

ZIP code:

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

Add Caregiver Add After Saving

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

[BACK TO PATIENT LIST](#) [SAVE](#)

When creating a new patient, it is important to **be accurate**. A misspelled name, incorrect DOB, social security number (SSN), or address may delay your patient’s ability to obtain an Medical Marijuana Use Registry ID card and access to low-THC cannabis and medical marijuana.

For the patient to apply for a Medical Marijuana Use Registry identification card online, be sure to add their email address.

When you’ve finished, click “Save” and the patient will be added. You can add a caregiver here as well, if applicable. Once you’re done, the patient will appear in your “My Patients” listing.

The Patient's SSN is Already in Use

No person in the Registry can share a SSN with another. Some possible reasons for getting this message are:

- The patient is in the Registry with a differently-spelled name or different DOB, with the correct SSN.
- Another physician supplied the incorrect SSN for another patient.
- The patient is already in the Registry correctly, but you tried to create them without searching first.

If this happens when you are trying to create a new patient or caregiver, please contact the OMMU to resolve this.

Editing Patient Profiles

A patient's profile can only be edited by their qualified physician by clicking the "Edit Demographics" button.

- Information the patient can change:
 - Phone Number
 - Email Address
 - Address (*will require a new ID card if one has already been issued*)

The Patient Number cannot be changed.

What to Expect when Entering Certifications & Orders

Qualified physicians must certify patients in accordance with section 381.986, Florida Statutes.

- Certifications:
 - A qualified physician may not issue a physician certification for more than three 70-day supply limits of marijuana.
 - Each physician certification must have a fixed start date and end date.
 - A patient can have one “Active” certification and one “Scheduled” certification in their profile at any one time.
 - Certifications cannot overlap.
 - A qualified physician must evaluate an existing qualified patient at least once every 30 weeks before issuing a new physician certification.
- Orders:
 - Orders must exist within a physician certification.
 - Orders can only be placed within the date range of the certification.
 - Each order includes its own start date and end date within the certification.
 - Patients will not be able to obtain products for an order until the start date. Before then, the order is listed as “Scheduled.”
 - After the end date, the order is listed as “Closed.” Patients will not be able to obtain products after this date.
 - A certification can include up to three orders each of low-THC cannabis and medical marijuana in varying routes of administration (excluding smoking).
 - A certification can include up to six 35-day orders of smoking as a route of administration. Smoking orders can never exceed 2.5 ounces per 35 days.
 - Orders cannot overlap.

Creating a Certification

To create a certification for your patient, pull up their profile and click “New Certification.”

The screenshot displays a web interface for "Physician Certifications". At the top, there is a "NEW CERTIFICATION" button. Below it, there is a "Show 10 entries" dropdown and a "Search:" field with a "SEARCH" button. The main area is a table with columns for "Certification Status", "Start Date", and "End Date". The table is currently empty, displaying "No data available in table". At the bottom, it says "Showing 0 to 0 of 0 entries" and has "Previous" and "Next" navigation links.

You will be taken to the physician certification page. Answer the questions below:

| Physician Certification | |
|--|--|
| Have you conducted a physical examination while physically present in the same room as the patient and a full assessment of the medical history of the patient? | Yes <input type="radio"/> No <input type="radio"/> |
| Have you determined that the medical use of marijuana would likely outweigh the potential health risks for a patient? | Yes <input type="radio"/> No <input type="radio"/> |
| Is this patient pregnant? | Yes <input type="radio"/> No <input type="radio"/> |
| Have you reviewed the patient's controlled drug prescription history in the prescription drug monitoring program database established pursuant to s.893.055? | Yes <input type="radio"/> No <input type="radio"/> |
| Have you obtained the voluntary and informed written consent of the patient for medical use of marijuana for the patient, and it is maintained in the patient's medical record, and has the patient, or the patient's parent or legal guardian if the patient is a minor, signed the informed consent acknowledging that the qualified physician has sufficiently explained its content? | Yes <input type="radio"/> No <input type="radio"/> |
| You are expected to use this standardized board consent form: Click Here | |

Next, you must select one or more qualifying conditions. If you choose “Medical conditions of the same kind or class as or comparable to those enumerated in paragraphs (a)-(j),” the certification will expand to obtain the supporting information as required by section 381.986(4)(b), Florida Statutes, and Board of Medicine and Board of Osteopathic Medicine form DH-MQA-5027:

- The name of the condition that is of the same kind or class as the conditions in paragraphs (2)(a)-(j).
- Documentation supporting your opinion that the medical condition is of the same kind or class as the conditions in paragraphs (2)(a)-(j).
- Documentation that establishes the efficacy of marijuana as treatment for the condition.
- Documentation supporting your opinion that the benefits of medical use of marijuana would likely outweigh the potential health risks for the patient.

When a physician creates a certification for a patient pursuant to section 381.986(2)(k), F.S., the physician **must also** select the enumerated condition(s) that is of the same kind or class as or comparable to the medical condition diagnosed.

Additionally, when a physician creates a certification pursuant to section 381.986(2)(m), F.S., the physician **must also** identify the qualifying medical condition causing the chronic nonmalignant pain, or from which the chronic nonmalignant pain originates.

Record your responses and click "Continue to Add Initial Order."

Creating Orders

You will be taken to a page where you can select the routes you want to order for your patient. This page will help you set a template order to be used throughout the certification.

If you wish to certify a patient for a form of low-THC cannabis or medical marijuana in a non-smoking form, click the route(s) you would like to recommend. A textbox will appear for you to enter the number of **milligrams per day** you wish to order for the patient.

| Initial Order | |
|--|--|
| Low-THC Cannabis | Medical Marijuana |
| <input checked="" type="checkbox"/> Oral <input type="text"/> Mg per Day | <input type="checkbox"/> Oral <input type="text"/> Mg per Day |
| <input type="checkbox"/> Topical <input type="text"/> | <input checked="" type="checkbox"/> Topical <input type="text"/> Mg per Day |
| <input checked="" type="checkbox"/> Sublingual <input type="text"/> Mg per Day | <input type="checkbox"/> Sublingual <input type="text"/> |
| <input type="checkbox"/> Inhalation <input type="text"/> | <input checked="" type="checkbox"/> Inhalation <input type="text"/> Mg per Day |
| <input type="checkbox"/> Suppository <input type="text"/> | <input type="checkbox"/> Suppository <input type="text"/> |

If you wish to certify a patient for smoking as a route of administration, enter how many **ounces per 35-days** you wish to order. Orders for marijuana in a form for smoking may not exceed 2.5 ounces per 35-day order.

| Marijuana in a Form for Smoking |
|--|
| <input checked="" type="checkbox"/> Click here to add smoking as a route of administration |
| <input type="text"/> Total ounces per 35-day order |

*Note: If your patient is a minor and their condition is **not** terminal, smoking will not be available as a choice. If the patient is a minor, and the condition **is** terminal, you will be required to submit documentation that a second physician who is a board-certified pediatrician concurs with your determination.*

Next, you will enter the start date for the certification. This date will also be the date the first order begins. You must then specify the duration of the certification. You may choose between 35-210 days, in 35-day intervals from the start date. When you make a choice, the Registry will calculate the end date of the certification for you.

You can also denote if the patient is authorized to purchase a delivery device.

Initial Order

| Low-THC Cannabis | Medical Marijuana |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Oral | <input type="checkbox"/> Oral |
| <input type="checkbox"/> Topical | <input type="checkbox"/> Topical |
| <input type="checkbox"/> Sublingual | <input type="checkbox"/> Sublingual |
| <input type="checkbox"/> Inhalation | <input type="checkbox"/> Inhalation |
| <input type="checkbox"/> Suppository | <input type="checkbox"/> Suppository |

Marijuana in a Form for Smoking Click here to add smoking as a route of administration

What day shall your certification and first order start?

How many days shall your certification run for?

Select Days of Duration

Can this person purchase a delivery device?

[GO BACK TO CERTIFICATION DETAILS](#) [CALCULATE ORDERS](#)

With the information provided, the Registry has everything it needs to create draft order templates *for your review*. Clicking “Calculate Orders” will show you the draft version of the orders you have created.

First, you'll see the low-THC orders:

Orders

Certification starts on 11/12/2019 and goes to 6/8/2020

| Low THC Order #1 | Low THC Order #2 | Low THC Order #3 |
|--|--|---|
| <p>Start Date: 11/12/2019</p> <p>Duration Days: 70</p> <p>End Date: 1/20/2020</p> <p>Purchase Delivery Device: <input checked="" type="checkbox"/></p> <p>Low-THC Cannabis Routes</p> <p>ADD ROUTE</p> <p>Route: Oral</p> <p>Daily Dose mg: 10</p> <p>Total: 700</p> <p>REMOVE ROUTE</p> <p>Route: Inhalation</p> <p>Daily Dose mg: 10</p> <p>Total: 700</p> <p>REMOVE ROUTE</p> <p>Notes: Notes Here</p> <p>CANCEL ORDER</p> | <p>Start Date: 01/21/2020</p> <p>Duration Days: 70</p> <p>End Date: 3/30/2020</p> <p>Purchase Delivery Device: <input checked="" type="checkbox"/></p> <p>Low-THC Cannabis Routes</p> <p>ADD ROUTE</p> <p>Route: Oral</p> <p>Daily Dose mg: 10</p> <p>Total: 700</p> <p>REMOVE ROUTE</p> <p>Route: Inhalation</p> <p>Daily Dose mg: 10</p> <p>Total: 700</p> <p>REMOVE ROUTE</p> <p>Notes: Notes Here</p> <p>CANCEL ORDER</p> | <p>Start Date: 03/31/2020</p> <p>Duration Days: 70</p> <p>End Date: 6/8/2020</p> <p>Purchase Delivery Device: <input checked="" type="checkbox"/></p> <p>Low-THC Cannabis Routes</p> <p>ADD ROUTE</p> <p>Route: Oral</p> <p>Daily Dose mg: 10</p> <p>Total: 700</p> <p>REMOVE ROUTE</p> <p>Route: Inhalation</p> <p>Daily Dose mg: 10</p> <p>Total: 700</p> <p>REMOVE ROUTE</p> <p>Notes: Notes Here</p> <p>CANCEL ORDER</p> |

Then, the medical marijuana orders:

| Medical Marijuana Order #1 | Medical Marijuana Order #2 | Medical Marijuana Order #3 |
|---|---|--|
| <p>Start Date: 11/12/2019</p> <p>Duration Days: 70</p> <p>End Date: 1/20/2020</p> <p>Purchase Delivery Device: <input checked="" type="checkbox"/></p> <p>Medical Marijuana Routes</p> <p>ADD ROUTE</p> <p>Route: Oral</p> <p>Daily Dose mg: 10</p> <p>Total: 700</p> <p>REMOVE ROUTE</p> <p>Route: Sublingual</p> <p>Daily Dose mg: 10</p> <p>Total: 700</p> <p>REMOVE ROUTE</p> <p>Notes: Notes Here</p> <p>CANCEL ORDER</p> | <p>Start Date: 01/21/2020</p> <p>Duration Days: 70</p> <p>End Date: 3/30/2020</p> <p>Purchase Delivery Device: <input checked="" type="checkbox"/></p> <p>Medical Marijuana Routes</p> <p>ADD ROUTE</p> <p>Route: Oral</p> <p>Daily Dose mg: 10</p> <p>Total: 700</p> <p>REMOVE ROUTE</p> <p>Route: Sublingual</p> <p>Daily Dose mg: 10</p> <p>Total: 700</p> <p>REMOVE ROUTE</p> <p>Notes: Notes Here</p> <p>CANCEL ORDER</p> | <p>Start Date: 03/31/2020</p> <p>Duration Days: 70</p> <p>End Date: 6/8/2020</p> <p>Purchase Delivery Device: <input checked="" type="checkbox"/></p> <p>Medical Marijuana Routes</p> <p>ADD ROUTE</p> <p>Route: Oral</p> <p>Daily Dose mg: 10</p> <p>Total: 700</p> <p>REMOVE ROUTE</p> <p>Route: Sublingual</p> <p>Daily Dose mg: 10</p> <p>Total: 700</p> <p>REMOVE ROUTE</p> <p>Notes: Notes Here</p> <p>CANCEL ORDER</p> |

And, last, orders for marijuana in a form or smoking:

| Marijuana In a Route for Smoking Order #1 | Marijuana In a Route for Smoking Order #2 | Marijuana In a Route for Smoking Order #3 | Marijuana In a Route for Smoking Order #4 | Marijuana In a Route for Smoking Order #5 | Marijuana In a Route for Smoking Order #6 |
|--|---|---|---|--|--|
| Start Date: 11/12/2019 Duration Days: 35 End Date: 12/16/2019 Purchase Delivery Device: <input checked="" type="checkbox"/> Ounces: 1 Notes: Notes Here CANCEL ORDER | Start Date: 12/17/2019 Duration Days: 35 End Date: 1/20/2020 Purchase Delivery Device: <input checked="" type="checkbox"/> Ounces: 1 Notes: Notes Here CANCEL ORDER | Start Date: 01/21/2020 Duration Days: 35 End Date: 2/24/2020 Purchase Delivery Device: <input checked="" type="checkbox"/> Ounces: 1 Notes: Notes Here CANCEL ORDER | Start Date: 02/25/2020 Duration Days: 35 End Date: 3/30/2020 Purchase Delivery Device: <input checked="" type="checkbox"/> Ounces: 1 Notes: Notes Here CANCEL ORDER | Start Date: 03/31/2020 Duration Days: 35 End Date: 5/4/2020 Purchase Delivery Device: <input checked="" type="checkbox"/> Ounces: 1 Notes: Notes Here CANCEL ORDER | Start Date: 05/05/2020 Duration Days: 35 End Date: 6/8/2020 Purchase Delivery Device: <input checked="" type="checkbox"/> Ounces: 1 Notes: Notes Here CANCEL ORDER |

If there are no edits to be made, click "Save Orders." Navigating away at any point prior to clicking "Save Orders" will result in unsaved work.

Edit Orders

If you would like to edit specific orders, you can remove and replace entire orders, add new routes, remove routes, and adjust notes. You can also adjust start and end dates for non-smoking routes, but they must not overlap.

Medical Marijuana Order #1

Start Date: 11/12/2019

Duration Days: 70

End Date: 1/20/2020

Purchase Delivery Device:

Medical Marijuana Routes

ADD ROUTE

Route: Oral

Daily Dose mg: 10

Total: 700

REMOVE ROUTE

Route: Sublingual

Daily Dose mg: 10

Total: 700

REMOVE ROUTE

Notes: Notes Here

CANCEL ORDER

Cancel Orders

At any time, you may cancel one (or all) of a patient's orders from the "View Orders" page. This renders the orders permanently unusable.

Closing Certifications

A qualified physician must evaluate an existing qualified patient at least once every 30 weeks before issuing a new physician certification. A physician must:

- Determine if the patient still meets the requirements to be issued a physician certification, and
- Identify and document in the patient's medical records whether the qualified patient experienced either of the following related to the medical use of marijuana:
 - An adverse drug interaction with any prescription or nonprescription medication, or
 - A reduction in the use of, or dependence on, other types of controlled substances as defined in section 893.02, Florida Statutes.

The screenshot shows a table titled "Physician Certifications" with columns for Certification Status, Start Date, End Date, Order Count, and Physician. There are three rows of data, each with an "EXPAND" button on the left and "VIEW DETAILS", "VIEW ORDERS", and "CLOSE" buttons on the right. The first two rows have a status of "Closed" and the third row has a status of "Inactive".

| Expansion | Certification Status | Start Date | End Date | Order Count | Physician | Actions |
|-----------|----------------------|------------|-----------|-------------|--------------|--------------------------------|
| EXPAND | Closed | 4/22/2019 | 10/5/2019 | 1 | ARNOLD, PAUL | VIEW DETAILS VIEW ORDERS CLOSE |
| EXPAND | Closed | 5/5/2019 | 9/23/2019 | 0 | ARNOLD, PAUL | VIEW DETAILS VIEW ORDERS |
| EXPAND | Inactive | 4/23/2019 | 5/4/2019 | 0 | ARNOLD, PAUL | VIEW DETAILS VIEW ORDERS |

When you click "Close," you'll be directed to the "Close Physician Certification" page.

The screenshot shows the "Close Physician Certification" form. It includes a question: "Has the patient had any Adverse Event(s) while using medical marijuana? Medication?" with radio buttons for "Yes" and "No". Below this is a text input field for "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)". There is a "NEW CONTROLLED SUBSTANCE" button, a "Show 10 entries" dropdown, and a "Search:" field. A table header lists columns: "Name of Substance", "Starting Dose", "Current Dose", "Date Patient Started Utilizing Substance", and "Date Patient Discontinued Utilizing Substance or Current Date if Patient is Continuing". Below the table, it says "This Certification has no Controlled Substances". At the bottom, there are "GO BACK" and "CLICK HERE TO SIGN CERTIFICATION" buttons.

Complete all required information and click "Click here to sign certification" to close the certification.