



Understanding the Registry

Dispensing Product and Delivery Devices

(In-Person Instructions)

This guide will inform MMTC staff how to create a dispensation with medical product and/or an associated delivery device for an in-person pick up.

DISPENSING PRODUCT AND/OR DELIVERY DEVICES (INSTRUCTIONS FOR IN-PERSON)

Step 1: To begin dispensing an order that is given directly to the patient, navigate to the patient's profile and scroll to their orders dashboard. *Patients may request to have their orders delivered instead of receiving it in-person. For instructions on dispensing product and delivery devices by delivery, [click here](#).*

Expand	Order Status	Order Type	Start Date	Placed By	Days	End Date	Edit
EXPAND	Open	Low-THC Cannabis	6/17/2021	MICHELLE BEASLEY	70	8/25/2021	DISPENSE
EXPAND	Open	Medical Marijuana	6/17/2021	MICHELLE BEASLEY	70	8/25/2021	DISPENSE
EXPAND	Open	Smoking Marijuana	6/17/2021	MICHELLE BEASLEY	35	7/21/2021	DISPENSE
EXPAND	Scheduled	Smoking Marijuana	12/9/2021	MICHELLE BEASLEY	35	1/12/2022	
EXPAND	Scheduled	Smoking Marijuana	11/4/2021	MICHELLE BEASLEY	35	12/8/2021	
EXPAND	Scheduled	Medical Marijuana	11/4/2021	MICHELLE BEASLEY	70	1/12/2022	
EXPAND	Scheduled	Low-THC Cannabis	11/4/2021	MICHELLE BEASLEY	70	1/12/2022	
EXPAND	Scheduled	Smoking Marijuana	9/30/2021	MICHELLE BEASLEY	35	11/3/2021	
EXPAND	Scheduled	Low-THC Cannabis	8/26/2021	MICHELLE BEASLEY	70	11/3/2021	
EXPAND	Scheduled	Smoking Marijuana	8/26/2021	MICHELLE BEASLEY	35	9/29/2021	

Step 2: After navigating to the Patient's Orders Dashboard, click "DISPENSE" next to the appropriate open order.

Expand	Order Status	Order Type	Start Date	Placed By	Purchase Device	Days	End Date	Edit
EXPAND	Open	Low-THC Cannabis	6/14/2021	ANY DOCTOR	No	70	8/22/2021	DISPENSE

Step 3: After clicking "DISPENSE" you are brought to the "Dispense Order" page. Select an Order Route from the "Select Route" dropdown. If you are dispensing product to the patient enter an amount to dispense or, leave as 0 if you are only dispensing a delivery device.

Dispense Order

Order Route:

Select Route ← Select an order route to dispense from

Dispensed Amount: 0

Step 4: After selecting a route to dispense, a delivery device drop down menu will appear below for you to select the delivery device specific to the route you wish to dispense (the delivery device options will change depending on which route you have selected to dispense). Select the appropriate delivery device from the menu and enter an amount of delivery devices you wish to dispense or leave it un-selected if you are only dispensing product.

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

- Order Route:** A text box containing 'Low-THC Cannabis - Oral'. A red arrow points to it with the text: *If only dispensing delivery devices leave amount as 0*.
- Dispensed Amount:** A text box containing '0'.
- Select Delivery Device for Route:** A dropdown menu. A red arrow points to it with the text: *Select a Delivery Device*.
- Number of Delivery Devices Dispensed:** A text box. A red arrow points to it with the text: *Enter the number of Devices you wish to dispense*.

Please Note: The Medical Marijuana Use Registry will not allow for more than 99 delivery devices to be dispensed at one time.

Step 5: Once you have selected the type and amount of delivery devices you wish to dispense, click “SAVE DISPENSATION.” A pop up will appear for you to confirm the dispensation. Review the information on the pop up and click “SAVE DISPENSATION” after verifying the information presented is correct.

The screenshot shows a 'Confirm Order' pop-up with the following text and buttons:

You are about to record a dispensation of 1000 mg(s) and 10 delivery device(s) of type Oral Delivery Device against order # 15079 of route type Low-THC Cannabis - Oral, for patient PATIENT, RANDOM P4FF0016.

Patient has 6000 mg(s) remaining.

Buttons: GO BACK, SAVE DISPENSATION

A red arrow points to the 'SAVE DISPENSATION' button with the text: *Click "SAVE DISPENSATION"*

Step 6: After clicking “SAVE DISPENSATION,” the Method of Dispensation pop up will appear. Select “Given Directly to the Patient” and then click the “CONTINUE” button to complete the dispensation.

The screenshot shows a 'Method of Dispensation' pop-up with the following text and buttons:

Is the patient taking possession of the materials, or is this Dispensation being Delivered?

Buttons: Given Directly to the Patient, Will be delivered

Buttons: GO BACK, CONTINUE

A red arrow points to the 'CONTINUE' button with the text: *Click "CONTINUE"*

For additional information, visit KnowTheFactsMMJ.com