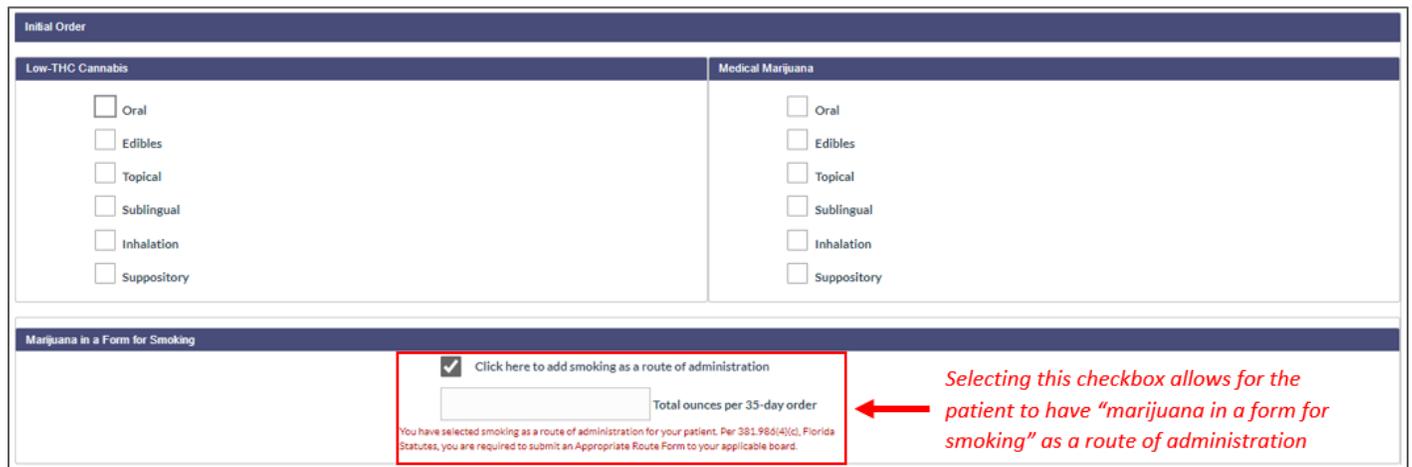# Understanding the Registry
Physician Appropriate Route Form Instructions

When creating a certification for a qualified patient that includes marijuana in a form for smoking and it is the patient's first time receiving a smoking recommendation from you, section 381.986(4)(c), Florida Statutes, requires further documentation to be submitted to your licensing board. You may *either* upload the documentation via the Medical Marijuana Use Registry **OR** you may mail the form and documentation directly to your board by following the directions starting on page 4.

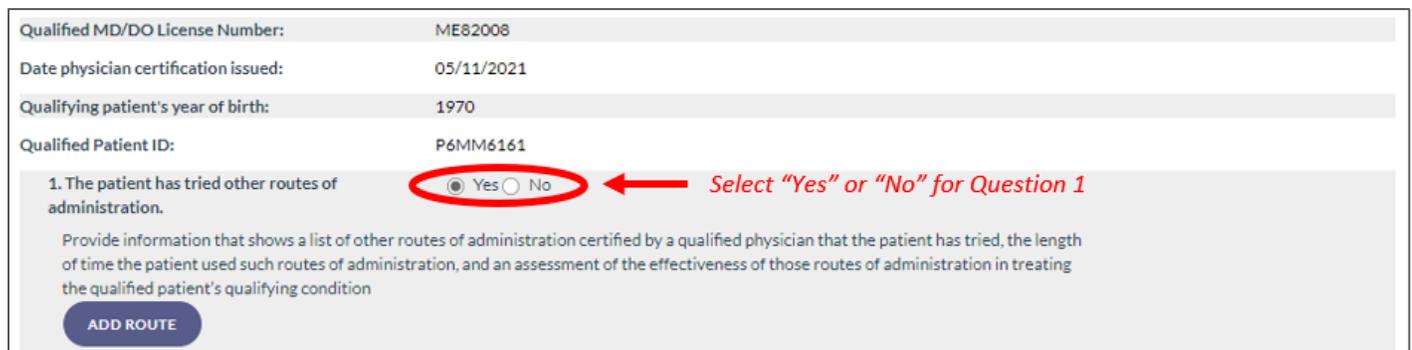### SUBMITTING DOCUMENTATION VIA THE MEDICAL MARIJUANA USE REGISTRY:

Step 1: The first time you create a certification for a patient that includes marijuana in a form for smoking as a route of administration, you are required to submit an Appropriate Route Form (ARF) to your applicable board per section 381.986(4)(c), Florida Statutes.

Selecting this checkbox allows for the patient to have "marijuana in a form for smoking" as a route of administration

Step 2: After creating the certification *(For instructions on creating a certification, click here)*, you will need to navigate to the un-submitted form from the Certification Documentation dashboard. (*For instructions on navigating the Physician Documentation Dashboard, click here*).

Step 3: Once you have navigated to the document, scroll to Section 1. You will need to select "Yes" or "No" for Question 1, ''The patient has tried other routes of administration." You will only need to add previous route information if you select "Yes" to Question 1. If you select "No," proceed to Step 6.

Select "Yes" or "No" for Question 1

Step 4: After selecting "Yes," click "ADD ROUTE" to add information about the previous routes of administration the patient has tried.
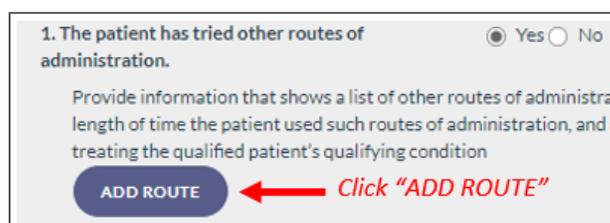
Click "ADD ROUTE"

Step 5: After selecting "ADD ROUTE," multiple fields will appear below for you to enter the previous route type, the Active Period Start and End Dates and the assessment of effectiveness for that route.

Please Note: To add additional routes, select "ADD ROUTE" and repeat the above steps

Step 6: After adding all applicable routes, scroll to Question 2. Question 2 asks for any "research documenting the effectiveness of smoking as a route of administration to treat similarly situated patients with the same qualifying condition as the qualified patient."

Step 7: If you choose to upload a file from your computer, click the upload button and find the file you wish to upload as documentation. When you have located the documentation for the patient, select the file and click the open button. "Dragging and Dropping" the file is also allowed.

Once you have uploaded the file, the name and size of the file will be listed, the progress bar will fill up and a "Delete" button will appear.

Step 8: Once you have uploaded all the documentation you need, scroll to Question 3. You will need to read and acknowledge this section before submitting the form. Click "SUBMIT" to submit the form once you have read Question 3. From this section, you also have the option to save the form as a draft before final submission. Clicking "SAVE AS DRAFT" will allow you to save the form in its current state and come back later to finish it, if needed.

3. As the qualified physician, it is my opinion that the benefits of smoking marijuana for medical use outweigh the risks for the qualified patient.	*Read and acknowledge Question 3 before submitting your documents*
Physician's Name: ANY PHYSICIAN	
Submitted on: Not yet submitted	

[GO BACK] [SAVE AS DRAFT] [SUBMIT] ← *Click "SUBMIT"*

Step 9: After clicking "SUBMIT," a prompt will appear for you to click either "GO BACK" or "CONFIRM."

<u>IMPORTANT: Please note, after the form has been submitted, it cannot be withdrawn or altered in any way</u>

Confirm Submission ⊗

Are you sure you are ready to submit this Certification Documentation?

[GO BACK] [CONFIRM]

Click "CONFIRM"

Step 10: Another prompt informing you that the documents have been submitted will appear after clicking "CONFRIM" on the first prompt. You will need to click "CONTINUE" on this prompt.

Information Submitted ⊗

Your Documentation Required Under Section 381.986(4)(c), Florida Statutes has been submitted to the appropriate parties. Thank you.

[CONTINUE] ← *Click "CONTINUE"*

The dashboard will reflect the current status of your forms for each patient or a specific patient, depending on which dashboard you are viewing.

- Continue for Guide to Mail In Instructions -

SUBMITTING DOCUMENTATION VIA MAIL:

If you choose to mail the required documentation directly to the Board of Medicine/Osteopathic Medicine, follow the instructions below.

Step 1: The first time you create a certification for a patient that includes marijuana in a form for smoking as a route of administration, you are required to submit an Appropriate Route Form (ARF) to your applicable board per section 381.986(4)(c), Florida Statutes.

Step 2: After creating the certification *(For instructions on creating a certification, click here),* you will need to navigate to the un-submitted form from the Certification Documentation dashboard. (*For instructions on navigating the Physician Documentation Dashboard, click here).*

Step 3: Once you've clicked "VIEW," you will be navigated to the Appropriate Route Form management page. Once you are at that page, you will need to select the option "I attest that I have mailed in the documentation required under section 381.986(4)(c), Florida Statutes," then you will need to click "SUBMIT."

Step 4: After clicking "SUBMIT," a prompt will appear for you to click either "GO BACK" or "CONFIRM."

<u>IMPORTANT: Please note, after the form has been submitted, it cannot be withdrawn or altered in any way.**</u>**
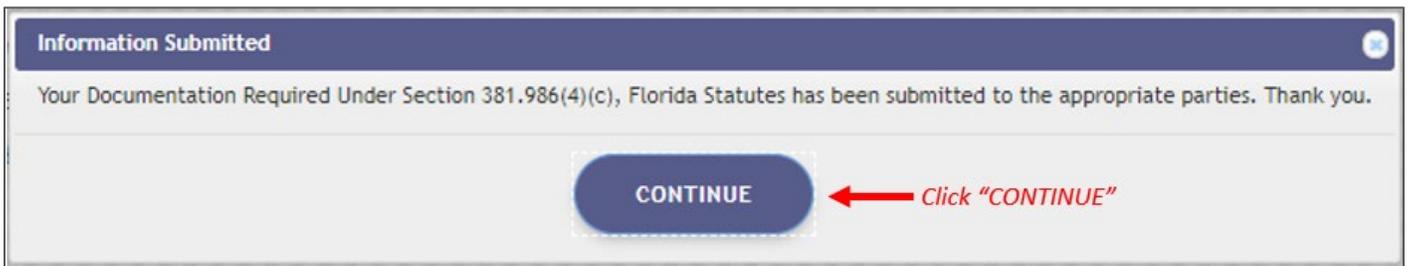
Step 5: Another prompt informing you that the documents have been submitted will appear after clicking "CONFRIM." You will need to click "CONTINUE" on this prompt.

The dashboard will reflect the current status of your forms for each patient or a specific patient, depending on which dashboard you are viewing.

For additional information, visit
KnowTheFactsMMJ.com