



Understanding the Registry

Edit/Cancel an Order

Orders can be edited if they are not expired or cancelled. You can change the duration of an order, so long as the time is not less than the current date. You cannot reduce an order to less than the patient has already obtained.

Step 1: Find the patient whose order you want to edit or cancel.

Step 2: Scroll to the bottom of the page where the certifications and orders are listed.

Step 3: Click "View Orders."

Physician Certifications							
New Certification							
Show 10 entries							
	Certification Status	Start Date	End Date	Order Count	Physician		
Expand	Active	3/19/2019	10/15/2019	4	ARNOLD, PAUL	View Details	View Orders
Expand	Inactive	10/16/2019	5/13/2020	0	ARNOLD, PAUL	View Details	View Orders

Step 3: Click "View Orders"

Step 4: Locate the order/route you want to edit.

- You can change the start date and the duration of an order, so long as the duration is not less than the time that has already passed.

Step 5: Make your changes to the route(s)/order(s).

*Quantities cannot be less than the patient has already obtained.

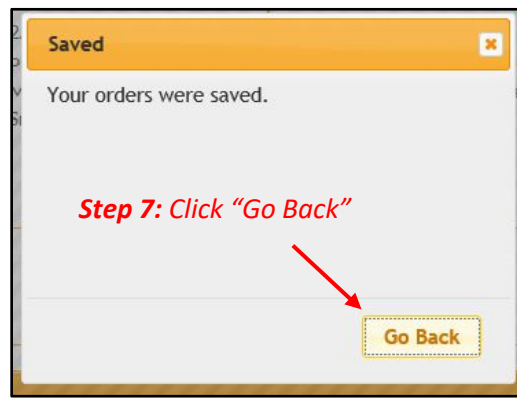
*Type and route can **only** be edited **before** product has been dispensed.

- To cancel a route within an order, click "Remove Route." To cancel an entire order, click "Cancel Order." If you wish to cancel all orders in a certification, you must click "Cancel Order" within each order.

Step 6: Click "Save Orders" to save your changes.

The screenshot displays a patient's order management interface. At the top, it states: "Certification starts on 6/17/2019 and goes to 1/13/2020. This patient is eligible for Low THC, Medical Marijuana and Smoking Marijuana." Below this, there are six order cards arranged in a 2x3 grid. Each card shows order details such as Start Date, Duration Days, End Date, and Purchase/Delivery Device. The 'Routes' section of each card allows for editing the route type (Oral, Sublingual), daily dose, and total quantity. Red arrows and text annotations highlight specific actions: "Step 5: Edit the order(s)" points to the 'Routes' section of the first Low THC order; "Click to cancel the order" points to the 'Cancel Order' button of the same order; "Step 5: Edit the order(s) for the Smokable route" points to the 'Routes' section of the first Marijuana In a Route for Smoking order; and "Step 6: Click 'Save Orders'" points to the 'Save Orders' button at the bottom left of the interface.

Step 7: Click "Go Back" to return to the edit order screen.



Step 8: Click "Go Back" to return to the patient profile.

