

Understanding the Registry

Create a New Caregiver

Caregivers can be added to the Medical Marijuana Use Registry to a patient's profile, even if that caregiver is already an existing patient in the Registry. On the occasion that your patient and their caregiver share a single email address, the email address should **only** be added to the caregiver's profile.

Step 1: Log into the Medical Marijuana Use Registry <https://mmuregistry.flhealth.gov/>.

If you do not remember your password, you may reset it yourself by selecting [Forgot Password](#) on the Login page. For step-by-step instructions to reset your password, see our [Resetting My Password](#) guide on our Know the Facts MMJ page (<https://knowthefactsmmj.com/registry/#instructional-guides>).

Step 2: Navigate to the "Patient Management" menu option at the top of the page and click on "My Patients."



Step 3: Select the patient who will have the caregiver.

Step 4: Click "Edit Demographics."



Step 5: Click "Add New."



Step 6: Respond “Yes” or “No” to whether the caregiver is a qualified ordering physician or employed by/has economic interest in a medical marijuana treatment center or marijuana testing laboratory.

The screenshot shows a modal window titled "Qualified Caregiver" with a close button in the top right corner. The text inside asks: "Is this caregiver a qualified ordering physician or employed by/have economic interest in a medical marijuana treatment center or marijuana testing laboratory?". At the bottom of the modal, there are two blue buttons: "YES" and "NO".

Step 7a: Select “Yes” if the caregiver has a Social Security Number (SSN).

The screenshot shows a form titled "Verify the Caregiver Using Social Security Number". It asks "Does this Caregiver have a Social Security Number?". There are two radio buttons: "Yes" and "No". A red arrow points from the text "Step 7a: Select 'Yes'" to the "Yes" radio button. At the bottom, there are two buttons: "GO BACK" and "SUBMIT".

Step 7b: Enter the caregiver’s SSN. Do **not** include dashes or spaces.

This screenshot is a close-up of the "Verify the Caregiver Using Social Security Number" form. It shows the "SSN" label and an empty text input field. A red arrow points from the text "Step 7b: Enter SSN" to the input field. Below the input field are "GO BACK" and "SUBMIT" buttons.

Step 8a: Select if the caregiver has a Florida Driver's License or Florida State Identification (ID) Card. *(If the caregiver does not have Florida Driver’s License or Florida State ID Number, see our [Create New Seasonal Caregiver guide](https://knowthefactsmmj.com/registry/#instructional-guides) on our Know the Facts MMJ page (<https://knowthefactsmmj.com/registry/#instructional-guides>)).*

The screenshot shows a form titled "Verify the Caregiver Using DL / State ID #". It asks "Does this Caregiver have a Florida Driver’s License or Florida State ID?". There are two radio buttons: "Yes" and "No". A red arrow points from the text "Step 8a: Select 'Yes'" to the "Yes" radio button. At the bottom, there are two buttons: "GO BACK" and "SUBMIT".

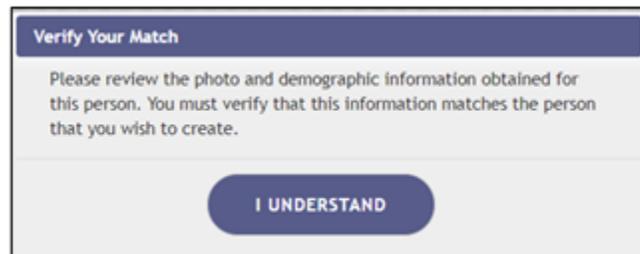
Step 8b: Enter the caregiver's Florida Driver's License number (FL DL #) or Florida State Identification (ID) Card number (FL State ID #).



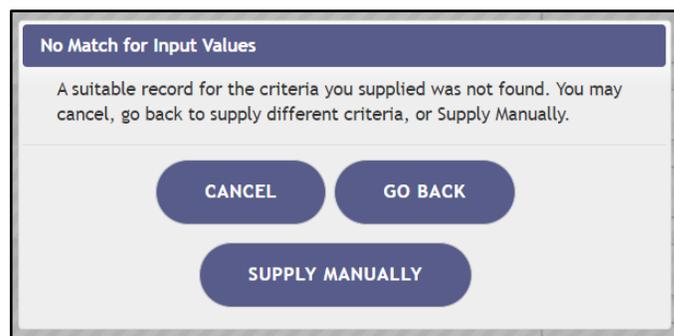
Step 9: Enter the caregiver's date of birth (DOB).



Notification appears requesting to verify that the information returned matches the person you want to enter in the Medical Marijuana Use Registry.



If the information does not return a match from the Florida Department of Highway Safety and Motor Vehicles (FLHSMV), you will receive the following alert:



You can click "Go Back" to check the information supplied and try again or click "Supply Manually" to manually enter the caregiver's information.

Step 10: Enter the caregiver's telephone number and email address, if available.

Step 11: Click “Save.”

The screenshot shows a 'New Caregiver' form with the following fields and values:

- Last Name: Any
- First Name: Caregiver
- Middle Initial: [Empty]
- Primary Phone: [Empty]
- Email Address: [Empty]
- Date Of Birth: 01/01/1911
- Gender: Male
- Does this patient have a Social Security Number: Yes (selected)
- SSN: 000-00-0000
- Florida DL or State ID #: A0000000000
- Address1: 123 ANY STREET
- Address2: [Empty]
- City: ANY TOWN
- State: Florida
- County: ALACHUA
- Zip code: 33333
- Is this person a permanent resident of the state of Florida?: Yes (selected)
- Caregiver is authorized to represent more than one Patient per 381.986, F.S.: [Empty]

Red annotations include:

- Step 10:** Enter caregiver's telephone number and email address if available (bracketed around Primary Phone and Email Address fields).
- Step 11:** Click "SAVE" (arrow pointing to the SAVE button).

Step 12: Confirm the caregiver's information has been entered correctly.

The dialog box contains the following text:

You are about to edit caregiver Any Caregiver - DOB 1/1/1911. Check the information you supplied before continuing. This caregiver is associated with a patient. Any changes made to this patient will also be made to the patient record.

Buttons: GO BACK, CONFIRM

Red annotation: **Step 12:** Click "CONFIRM" (arrow pointing to the CONFIRM button).

Step 13: Ensure the confirmation message indicates the caregiver was successfully added.

The notification message reads: "New caregiver added successfully" (with a red arrow pointing to it).

Below the notification is the "Patient Information" section for patient P8RM2809, showing a blurred ID card with the number 192*192.

Important notes: If the caregiver is an existing patient, the caregiver profile and the caregiver's patient profile will be automatically linked. This means that when the caregiver logs into the Medical Marijuana Use Registry he/she will need to take the mandated Caregiver Quiz. The caregiver will have access to their patient profile/application, their caregiver profile/application, and the profile/application for whom they are a caregiver.

For additional information, visit
KnowTheFactsMMJ.com