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Understanding the Registry Correcting Delivery Device Dispensation

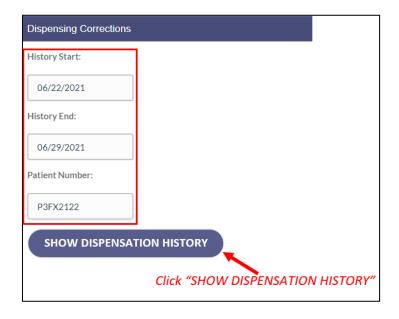
This guide instructs Executive MMTC Managers and MMTC Manager users how to correct delivery device dispensations. The process for correcting product dispensations will remain the same.

MAKING DELIVERY DEVICE DISPENSATION CORRECTIONS:

Step 1: If an incorrect amount of delivery devices were dispensed to a patient, an MMTC Manager or Executive MMTC Manager will need to correct the dispensation. Once logged into the MMUR, navigate to the "CORRECT DISPENSATIONS" page.



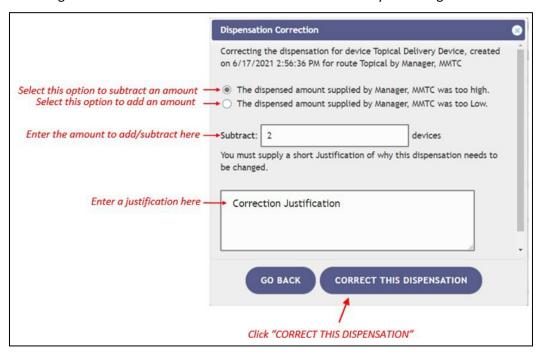
Step 2: Enter the patient number of the patient that needs correcting and a date range for when the dispensation occurred (No more than a week at a time). Click "SHOW DISPENSATION HISTORY."



Step 3: Click "Edit" next to the delivery device dispensation that needs to be corrected.



Step 4: A prompt will appear that will allow you to make your correction by adding or subtracting delivery devices to the previously dispensed order. Select if the original recorded amount is "too high" or "too low" and enter the amount that should be subtracted or added, respectively. Then supply a short justification on why this dispensation needs to be changed and click "CORRECT THIS DISPENSATION" to save your changes.



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