

Understanding the Registry

Dispensing Product and Delivery Devices

(Delivery Instructions)

This guide will inform MMTC staff how to create a dispensation with medical product and/or an associated delivery device when the MMTC makes a delivery to an MMUR patient.

DISPENSING PRODUCT AND DELIVERY DEVICES (INSTRUCTIONS FOR DELIVERY)

**Step 1:** To begin dispensing an order that will be delivered, navigate to the patient’s profile and scroll to their Orders Dashboard. *For instructions on dispensing product and delivery devices in person, [click here](#).*

Orders for: PATIENT, RANDOM

Show 10 entries

Search:

SEARCH

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	8/23/2021	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	

Showing 1 to 10 of 23 entries

Previous

1

2

3

Next

**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

Click “DISPENSE”

**Step 3:** After clicking “DISPENSE,” you are brought to the “Dispense Order” page. Select an Order Route from the “Select Route” dropdown.

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 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 from). Select the appropriate delivery device from the menu and enter the amount of delivery devices you wish to dispense.

Dispense Order

Order Route:

Low-THC Cannabis - Oral

Dispensed Amount: 

0

Select Delivery Device for Route

Select a Delivery Device

Number of Delivery Devices Dispensed: 

Enter the number of Devices you wish to dispense

**Please Note:** For each dispensation, the Medical Marijuana Use Registry will not allow more than 99 delivery devices to be dispensed.

**Step 5:** Once you have selected the delivery device and amount of delivery devices you wish to dispense, you will need to click “SAVE DISPENSATION.” A pop up will appear for you to confirm the dispensation. Click “SAVE DISPENSATION.”

Confirm Order

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.

GO BACK

SAVE DISPENSATION

Click “SAVE DISPENSATION”

**Step 6:** After clicking “SAVE DISPENSATION,” another pop up will appear for you to select the Method of Dispensation. Select “Will be delivered” and then click the “CONTINUE” button.

Method of Dispensation

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

☐ Given Directly to the Patient

☒ Will be delivered

GO BACK

CONTINUE

Click “CONTINUE”

**Step 7:** Once you have clicked “CONTINUE,” you will be given a prompt for you to assign a deliverer. Click the “Select who is assigned to this delivery” drop down menu for a list of deliverer options and assign the dispensation to the proper personnel. Once the personnel is chosen, click “Save Dispensation.”

Who is doing the Delivery

Select who is assigned to this delivery

GO BACK

SAVE DISPENSATION

Click "SAVE DISPENSATION"

**Step 8:** Once the dispensation order has been placed and a deliverer has been assigned, the assignee will need to indicate whether the dispensation was delivered, or they were unable to make the delivery. As the assigned deliverer, click on “MY DELIVERIES” in the Registry.

da  
TH

Medical Marijuana Use Registry

HOME

PERSON SEARCH

DELIVERIES

USERS

TRAINING

NEW APPLICANTS

CORRECT DISPENSATIONS

REPORTS

MY DELIVERIES

CHANGE PASSWORD

LOG OUT

Click "MY DELIVERIES"

**Step 9:** Once on the “MY DELIVERIES” page, enter the start date and end date of the dispensation you’re trying to confirm was created and/or the Patient Number to refine your search results. Then click “Search” to populate the dispensations you’re assigned that are pending delivery.

My Deliveries

Dispensation Create Date Start: 07/06/2020

Dispensation Create Date End: 07/06/2021

Patient Number:

Adjust the Date Range

Enter a Patient Number

Click "SEARCH"

SEARCH

Search Patient Last Name

Patient First Name

Search Date of Birth

Caregivers

Type

Route

Device

Amount

Mark

PATIENT	TEST	3/5/1990	Smoking Marijuana	Smoking	Smoking Delivery Device	10	MARK DELIVERED UNDELIVERABLE
PATIENT	TEST	3/5/1990	Low-THC Cannabis	Oral	Oral Delivery Device	25	MARK DELIVERED UNDELIVERABLE
PATIENT	TEST	3/5/1990	Low-THC Cannabis	Oral		1000	MARK DELIVERED UNDELIVERABLE
PATIENT	TEST	3/5/1990	Medical Marijuana	Edibles		1000	MARK DELIVERED UNDELIVERABLE

Delivery Device orders will list the device under the "Device" column

Product orders will not list anything under the "Device" column

**Please Note:** There will be a new column for Delivery Devices titled “Device” which will display what device was ordered.

**Step 10:** Locate the dispensation you wish to mark as delivered or undeliverable and click the appropriate button.

Search Patient Last Name		Search Date of Birth		Caregivers	Type	Route	Device	Amount	Mark
Enter Patient Last Name		Enter Date of Birth							
PATIENT	TEST	1/1/2007	CAREGIVER TEST	Medical Marijuana	Inhalation	Vape Pen	3		<div>MARK DELIVERED</div> <div>UNDELIVERABLE</div>
<div>Click "MARK DELIVERED" to mark order as delivered</div> <div>Click "UNDELIVERABLE" to mark order as undelivered</div>									
PATIENT	TEST	1/1/2007	CAREGIVER TEST	Medical Marijuana	Oral	Oral Delivery Device	2		<div>MARK DELIVERED</div> <div>UNDELIVERABLE</div>
Showing 1 to 2 of 2 entries									<div>Previous</div> <div>1</div> <div>Next</div>

**Step 11:** If you select “Mark Delivered,” a new prompt will appear to confirm the delivery. Once you verify the information, click “Record Delivery”. The entry you just marked will be confirmed delivered and be removed from your “My Deliveries” search results.

**Please Note:** Selecting “Undeliverable” will not provide a pop-up and will remove the delivery from your “My Deliveries” dashboard.

Confirm Delivery

You are about to record a delivery of 3 Vape Pen(s) for patient PATIENT, TEST - P3FX2122

GO BACK

RECORD DELIVERY

Click "RECORD DELIVERY"

For additional information, visit [KnowTheFactsMMJ.com](https://www.knowthefactsmmj.com)