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Understanding the Registry Dispensing Product and Delivery Devices

(In-Person Instructions)

This guide will inform MMTC staff how to create a dispensation with medical product and/or an associated delivery device for an in-person pick up.

DISPENSING PRODUCT AND/OR DELIVERY DEVICES (INSTRUCTIONS FOR IN-PERSON)

Step 1: To begin dispensing an order that is given directly to the patient, navigate to the patient's profile and scroll to their orders dashboard. *Patients may request to have their orders delivered instead of receiving it in-person. For instructions on dispensing product and delivery devices by delivery, <u>click here</u>.*



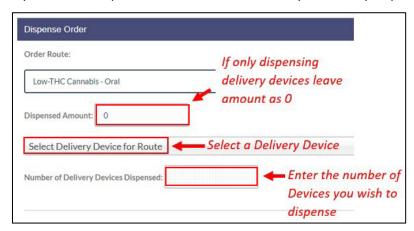
Step 2: After navigating to the Patient's Orders Dashboard, click "DISPENSE" next to the appropriate open order.



Step 3: After clicking "DISPENSE" you are brought to the "Dispense Order" page. Select an Order Route from the "Select Route" dropdown. If you are dispensing product to the patient enter an amount to dispense or, leave as 0 if you are only dispensing a delivery device.



Step 4: After selecting a route to dispense, a delivery device 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). Select the appropriate delivery device from the menu and enter an amount of delivery devices you wish to dispense or leave it un-selected if you are only dispensing product.



Please Note: The Medical Marijuana Use Registry will not allow for more than 99 delivery devices to be dispensed at one time.

Step 5: Once you have selected the type and amount of delivery devices you wish to dispense, click "SAVE DISPENSATION." A pop up will appear for you to confirm the dispensation. Review the information on the pop up and click "SAVE DISPENSATION" after verifying the information presented is correct.



Step 6: After clicking "SAVE DISPENSATION," the Method of Dispensation pop up will appear. Select "Given Directly to the Patient" and then click the "CONTINUE" button to complete the dispensation.



For additional information, visit KnowTheFactsMMJ.com