



Florida's Official Source for Medical Use.

# Understanding the Registry Creating/Adding a 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.

This guide will explain how to:

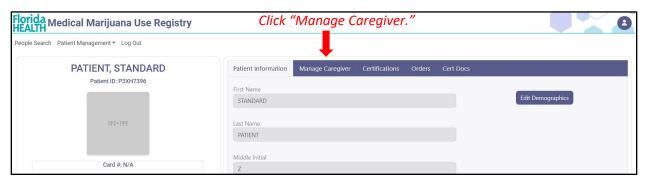
Add an existing caregiver to a patient's profile
Create a new caregiver using FLHSMV data
Create a new (seasonal) caregiver when FLHSMV data is not available

#### **ADD AN EXISTING CAREGIVER TO A PATIENT'S PROFILE:**

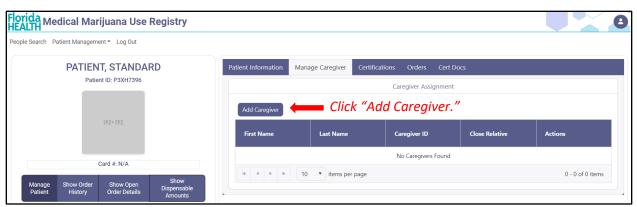
**Step 1:** Log into the Medical Marijuana Use Registry <a href="https://MMURegistry.FLHealth.gov/">https://MMURegistry.FLHealth.gov/</a>. If you do not remember your password, learn how to reset it by <a href="clicking here">clicking here</a>.

**Step 2**: Locate the patient you wish to activate under your care. For assistance searching for an existing patient or caregiver, <u>click here</u>.

Step 3: Once on the patient's profile, click the "Manage Caregiver" tab.



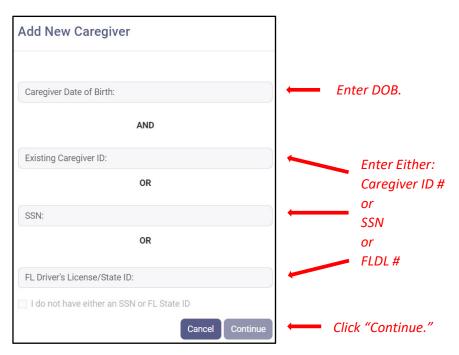
Step 4: Click "Add Caregiver."



**Step 5:** Indicate if the Qualified Caregiver is an ordering physician or employed by an MMTC by selecting "Yes" or "No." Then, click "Continue."



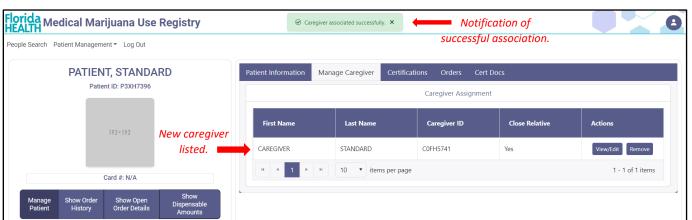
**Step 6:** Search for the Caregiver by entering their DOB <u>and</u> either their Caregiver ID, SSN, or FLDL #. Then, click "Continue."



**Step 7:** The Registry will return a result if a match is found to the information that was entered. If the result is the correct caregiver, click the button next to their information. Then, click "Continue."



**Step 8:** A notification will appear that the Caregiver was successfully added. The Caregiver will be shown in the "Caregiver Assignment" table.



## **CREATING A NEW CAREGIVER (WITH HSMV DATA):**

**Step 1:** Log into the Medical Marijuana Use Registry <a href="https://MMURegistry.FLHealth.gov/">https://MMURegistry.FLHealth.gov/</a>. If you do not remember your password, learn how to reset it by <a href="clicking here">clicking here</a>.

**Step 2**: Locate the patient you wish to activate under your care. For assistance searching for an existing patient or caregiver, <u>click here</u>.

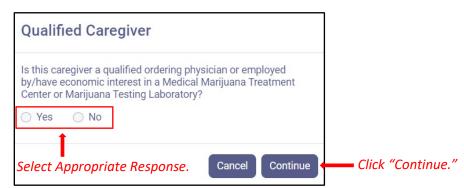
Step 3: Once on the patient's profile, click the "Manage Caregiver" tab.



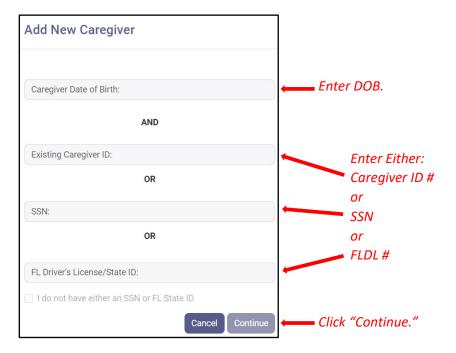
Step 4: Click "Add Caregiver."



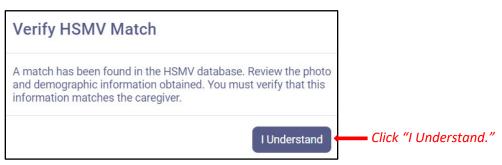
**Step 5:** Indicate if the Qualified Caregiver is an ordering physician or employed by an MMTC by selecting "Yes" or "No." Then, click "Continue."



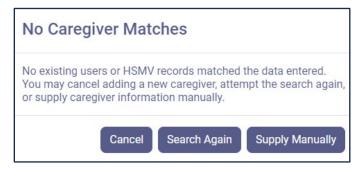
**Step 6:** Search for the Caregiver by entering their DOB <u>and</u> either their Caregiver ID, SSN, or FLDL #. Then, click "Continue."



**Step 7:** The Registry will return a result if a match is found in the HSMV database to the information that was entered. Click "I understand."



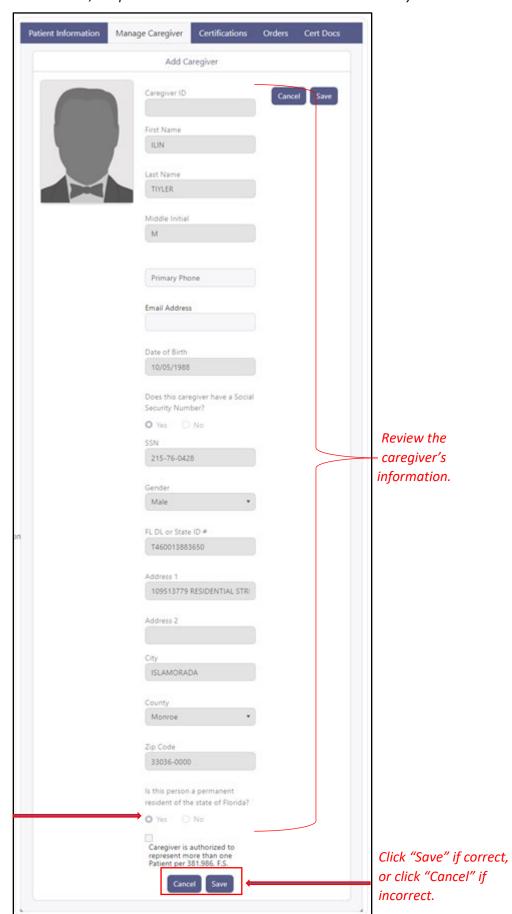
If a match is **not** found in the HSMV database, the Registry will return the following message. Skip to <u>page 6</u> of this document for instructions on how to enter a caregiver's information manually.



### **CONTINUE ON NEXT PAGE**

**Step 8:** Review the information from HSMV for the caregiver. Check the box if the Caregiver is authorized to represent more than one patient pursuant to section <u>381.986(6)(d)</u>, <u>Florida Statutes</u>. Click "Save" if the information is correct or click "Cancel" if the information is not correct.

Important note: Because HSMV was used, the permanent resident indicator is auto checked to yes.



Step 9: A message will pop-up to confirm the information. Click "Confirm" to save or "Cancel" to go back.

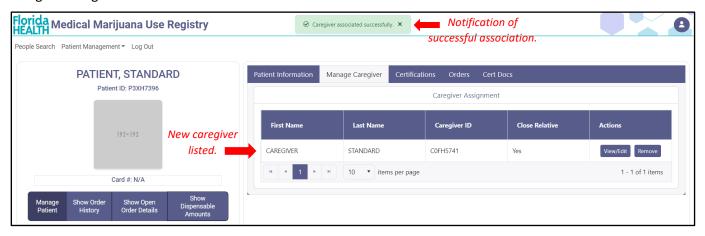


Because HSMV was

used, the permanent

resident indicator is auto clicked to yes.

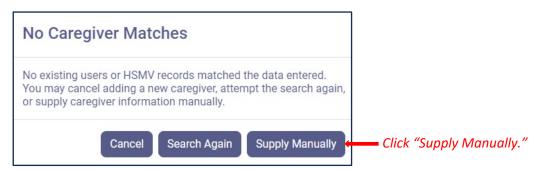
**Step 10:** A notification will appear that the Caregiver was successfully added. The caregiver will be shown in the "Caregiver Assignment" table.



## **CREATING A NEW CAREGIVER (MANUALLY/NO HSMV DATA):**

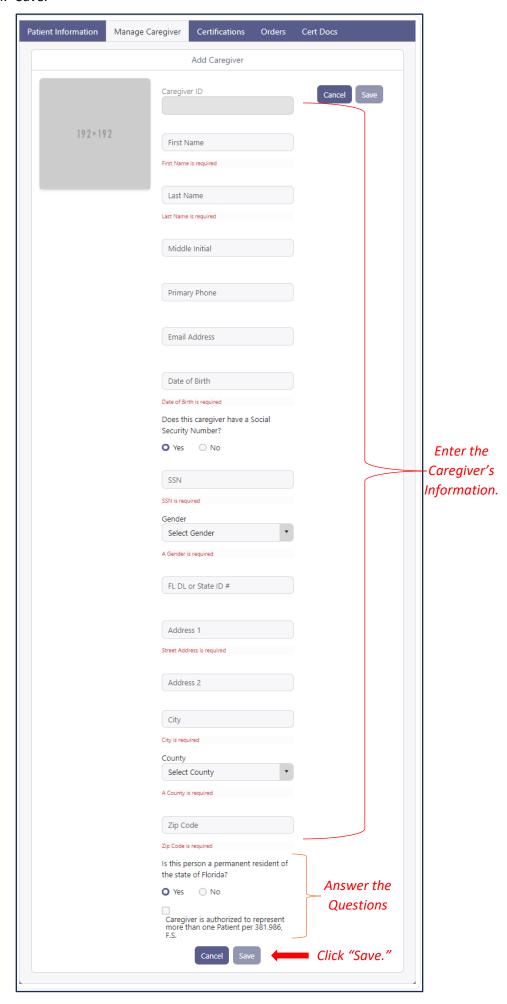
First, follow Steps 1-6 starting on page 3 of this document.

If a match is **not** found in the HSMV database, the Registry will return the following message. Click "Supply Manually" or click "Search Again" to try again. If the person you're creating is a seasonal Florida resident, you will need to enter their information manually.



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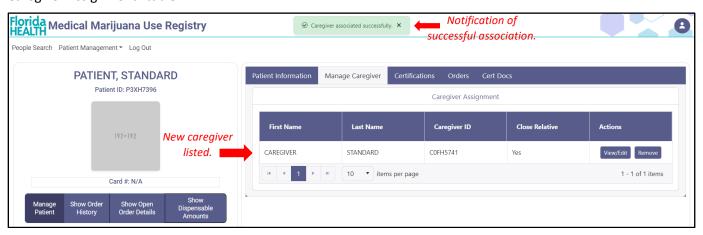
**Step 7:** Manually enter the Caregiver's information and answer the questions by selecting the appropriate response(s). Then, click "Save."



**Step 8:** A message will pop-up to confirm the information you entered. Click "Confirm" to save or click "Cancel" to go back.



**Step 9:** A notification will appear that the Caregiver was successfully added. The caregiver will be shown in the "Caregiver Assignment" table.



For additional information, visit **KnowTheFactsMMJ.com**