



## 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 <https://MMURegistry.FLHealth.gov/>.

If you do not remember your password, learn how to reset it by [clicking here](#).

**Step 2:** Locate the patient you wish to activate under your care.

For assistance searching for an existing patient or caregiver, [click here](#).

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

Florida HEALTH Medical Marijuana Use Registry

People Search Patient Management Log Out

**PATIENT, STANDARD**  
Patient ID: P3XH7396

192\*192

Card #: N/A

Click "Manage Caregiver."

Patient Information **Manage Caregiver** Certifications Orders Cert Docs

First Name  
STANDARD

Last Name  
PATIENT

Middle Initial  
Z

Edit Demographics

**Step 4:** Click "Add Caregiver."

Florida HEALTH Medical Marijuana Use Registry

People Search Patient Management Log Out

**PATIENT, STANDARD**  
Patient ID: P3XH7396

192\*192

Card #: N/A

Manage Patient Show Order History Show Open Order Details Show Dispensable Amounts

Patient Information Manage Caregiver **Certifications** Orders Cert Docs

Caregiver Assignment

Add Caregiver

Click "Add Caregiver."

First Name	Last Name	Caregiver ID	Close Relative	Actions
No Caregivers Found				

10 items per page 0 - 0 of 0 items

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

Qualified Caregiver

Is this caregiver a qualified ordering physician or employed by/have economic interest in a Medical Marijuana Treatment Center or Marijuana Testing Laboratory?

☐ Yes

☐ No

Select Appropriate Response.

Cancel

Continue

Click “Continue.”

**Step 6:** Search for the Caregiver by entering their DOB and either their Caregiver ID, SSN, or FDL #. Then, click “Continue.”

Add New Caregiver

Caregiver Date of Birth:

AND

Existing Caregiver ID:

OR

SSN:

OR

FL Driver's License/State ID:

☐ I do not have either an SSN or FL State ID

Cancel

Continue

Enter DOB.

Enter Either:  
Caregiver ID #  
or  
SSN  
or  
FDL #

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.”

Existing Caregiver(s) Found

Existing caregiver(s) have been found based on the information entered. Select the desired caregiver and click the Continue button to add this caregiver to the patient.

☐ C0FH5741 - 01/01/1950 - CAREGIVER STANDARD

Click “Button.”

Cancel

Continue

Click “Continue.”

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

Florida Medical Marijuana Use Registry

Caregiver associated successfully.

Notification of successful association.

PATIENT, STANDARD

Patient ID: P3XH7396

192x192

Card #: N/A

Manage Patient

Show Order History

Show Open Order Details

Show Dispensable Amounts

Patient Information

Manage Caregiver

Certifications

Orders

Cert Docs

Caregiver Assignment

First Name	Last Name	Caregiver ID	Close Relative	Actions
CAREGIVER	STANDARD	C0FH5741	Yes	<div><div>View/Edit</div><div>Remove</div></div>

1

10

items per page

1 - 1 of 1 items

New caregiver listed.

CREATING A NEW CAREGIVER (WITH HSMV DATA):

Step 1: Log into the Medical Marijuana Use Registry <https://MMURegistry.FLHealth.gov/>.  
If you do not remember your password, learn how to reset it by [clicking here](#).

Step 2: Locate the patient you wish to activate under your care.  
For assistance searching for an existing patient or caregiver, [click here](#).

Step 3: Once on the patient’s profile, click the “Manage Caregiver” tab.

Florida Medical Marijuana Use Registry

People Search Patient Management Log Out

PATIENT, STANDARD  
Patient ID: P3XH7396

192×192

Card #: N/A

Patient Information Manage Caregiver Certifications Orders Cert Docs

First Name  
STANDARD

Last Name  
PATIENT

Middle Initial  
Z

Edit Demographics

Step 4: Click “Add Caregiver.”

Florida Medical Marijuana Use Registry

People Search Patient Management Log Out

PATIENT, STANDARD  
Patient ID: P3XH7396

192×192

Card #: N/A

Manage Patient Show Order History Show Open Order Details Show Dispensable Amounts

Patient Information Manage Caregiver Certifications Orders Cert Docs

Caregiver Assignment

Add Caregiver

First Name	Last Name	Caregiver ID	Close Relative	Actions
No Caregivers Found				

10 items per page 0 - 0 of 0 items

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

Qualified Caregiver

Is this caregiver a qualified ordering physician or employed by/have economic interest in a Medical Marijuana Treatment Center or Marijuana Testing Laboratory?

☐ Yes ☐ No

Select Appropriate Response.

Cancel Continue

Click “Continue.”

**Step 6:** Search for the Caregiver by entering their DOB and either their Caregiver ID, SSN, or FLDL #. Then, click “Continue.”

Add New Caregiver

Caregiver Date of Birth:

AND

Existing Caregiver ID:

OR

SSN:

OR

FL Driver's License/State ID:

☐ I do not have either an SSN or FL State ID

Cancel

Continue

Enter DOB.

Enter Either:  
Caregiver ID #  
or  
SSN  
or  
FLDL #

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.”

Verify HSMV Match

A match has been found in the HSMV database. Review the photo and demographic information obtained. You must verify that this information matches the caregiver.

I Understand

Click “I Understand.”

If a match is **not** found in the HSMV database, the Registry will return the following message. Skip to [page 6](#) of this document for instructions on how to enter a caregiver’s information manually.

No Caregiver Matches

No existing users or HSMV records matched the data entered. You may cancel adding a new caregiver, attempt the search again, or supply caregiver information manually.

Cancel

Search Again

Supply 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 [381.986\(6\)\(d\), Florida Statutes](#). 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.

Patient Information

Manage Caregiver

Certifications

Orders

Cert Docs

Add Caregiver

Caregiver ID

First Name

ILIN

Last Name

TIYLER

Middle Initial

M

Primary Phone

Email Address

Date of Birth

10/05/1988

Does this caregiver have a Social Security Number?

Yes

No

SSN

215-76-0428

Gender

Male

FL DL or State ID #

T460013883650

Address 1

109513779 RESIDENTIAL STRI

Address 2

City

ISLAMORADA

County

Monroe

Zip Code

33036-0000

Is this person a permanent resident of the state of Florida?

Yes

No

Caregiver is authorized to represent more than one Patient per 381.986, F.S.

Cancel

Save

Review the caregiver's information.

Because HSMV was used, the permanent resident indicator is auto clicked to yes.

Click "Save" if correct, or click "Cancel" if incorrect.

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

Confirm Save Caregiver

You are about to create Caregiver ILIN TIYLER - DOB 10/05/1988 for Patient STANDARD PATIENT.

Check the information you supplied before continuing.

Click "Cancel" to go back.

Click "Confirm."

Cancel

Confirm

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

FloridaHEALTH

Medical Marijuana Use Registry

Caregiver associated successfully. ✕

Notification of successful association.

People Search

Patient Management ▾

Log Out

PATIENT, STANDARD

Patient ID: P3XH7396

192-192

Card #: N/A

Manage Patient

Show Order History

Show Open Order Details

Show Dispensable Amounts

New caregiver listed.

Patient Information

Manage Caregiver

Certifications

Orders

Cert Docs

Caregiver Assignment

First Name	Last Name	Caregiver ID	Close Relative	Actions
CAREGIVER	STANDARD	C0FH5741	Yes	<div><div>View/Edit</div><div>Remove</div></div>

10

items per page

1 - 1 of 1 items

**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.

No Caregiver Matches

No existing users or HSMV records matched the data entered. You may cancel adding a new caregiver, attempt the search again, or supply caregiver information manually.

Cancel

Search Again

Supply Manually

Click “Supply Manually.”

CONTINUE ON NEXT PAGE

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

Patient InformationManage CaregiverCertificationsOrdersCert Docs

Add Caregiver

192×192

Caregiver ID

CancelSave

First Name

First Name is required

Last Name

Last Name is required

Middle Initial

Primary Phone

Email Address

Date of Birth

Date of Birth is required

Does this caregiver have a Social Security Number?

Yes

No

SSN

SSN is required

Gender

Select Gender

A Gender is required

FL DL or State ID #

Address 1

Street Address is required

Address 2

City

City is required

County

Select County

A County is required

Zip Code

Zip Code is required

Is this person a permanent resident of the state of Florida?

Yes

No

☐ Caregiver is authorized to represent more than one Patient per 381.986, F.S.

CancelSave

Enter the Caregiver's Information.

Answer the Questions

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.

Confirm Save Caregiver

You are about to create Caregiver ILIN TIYLER - DOB 10/05/1988 for Patient STANDARD PATIENT.

Check the information you supplied before continuing.

Click "Confirm."

Click "Cancel" to go Back.

CancelConfirm

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

FloridaHEALTH

Medical Marijuana Use Registry

Caregiver associated successfully. ✕

Notification of successful association.

People SearchPatient ManagementLog Out

PATIENT, STANDARD

Patient ID: P3XH7396

192=192

Card #: N/A

Manage Patient

Show Order History

Show Open Order Details

Show Dispensable Amounts

Caregiver Assignment

First Name	Last Name	Caregiver ID	Close Relative	Actions
CAREGIVER	STANDARD	C0FH5741	Yes	<div>View/EditRemove</div>

1

10

items per page

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For additional information, visit  
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