# Understanding the Registry

## Physician Certification Documentation Dashboard Instructions

The below instructional guide will help you navigate the certification documentation dashboard in the Medical Marijuana Use Registry (MMUR). The certification documentation dashboard will house all of the various documents associated to your patient's certification (same kind or class, appropriate route for smoking, etc.) and will allow you to save drafts of the required documents and submit them to your boards electronically.

Physicians have two versions of the certification dashboard they may access in the MMUR. There is a "Global" dashboard view and a patient-specific dashboard view.
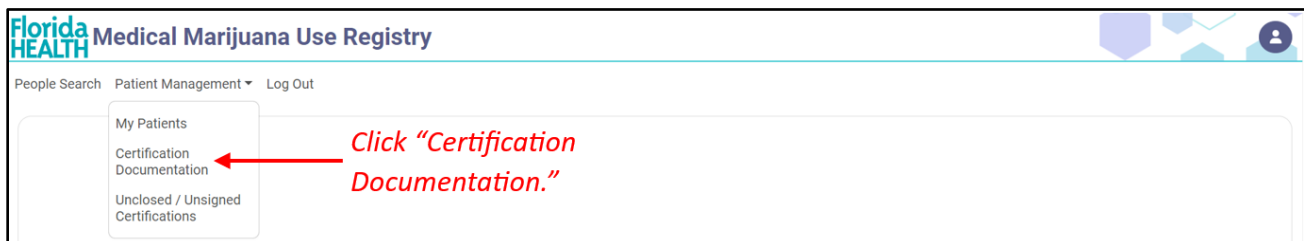
**"GLOBAL" DASHBOARD:**

**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:** Click the "Patient Management" tab to expand the drop-down menu.



*Click "Patient Management."*

**Step 3:** From the drop-down menu, click "Certification Documentation."



*Click "Certification Documentation."*

**Step 4:** You are brought to the "Global" Certification Documentation dashboard. Click the icon for "Document Type-State-Patient" search method.



**Step 5:** You must select a document type and a document state when searching the "Global" dashboard to help minimize the number of records that are returned.

**Step 6:** After selecting your search parameters, click "Search" to populate the dashboard.



**Step 7:** Your "Global" dashboard will populate. The dashboard contains the following columns that are all sortable:

- Patient First Name
- Patient Last Name
- Patient Number
- Certification Start Date
- Type
- State
- Last Date Submitted
- Actions

Additionally, the dashboard allows you to export the records in your current view as either a PDF file or XLSX file.

To view any of the documents on the dashboard, click "View."

## PATIENT-SPECIFIC DASHBOARD:

**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 view certification documentation for.
*For assistance searching for an existing patient or caregiver, click here.*

**Step 3:** Once you have landed on the patient's profile, click "Cert Docs."
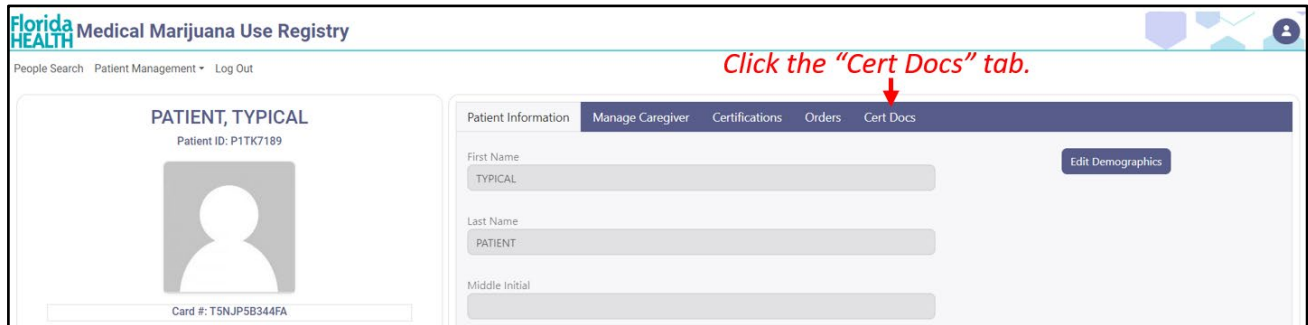


*Important note: This dashboard ONLY shows Certification Documents for Active or Scheduled certifications. To view historical certification documents, see above for the "Global Patient Dashboard" instructions.*

**Step 4:** This simplified dashboard will populate with all certification documents for the patient's Active or Scheduled certifications. This dashboard contains the following columns which are all sortable:

- Type
- Status
- Last Date Submitted
- Physician
- Actions
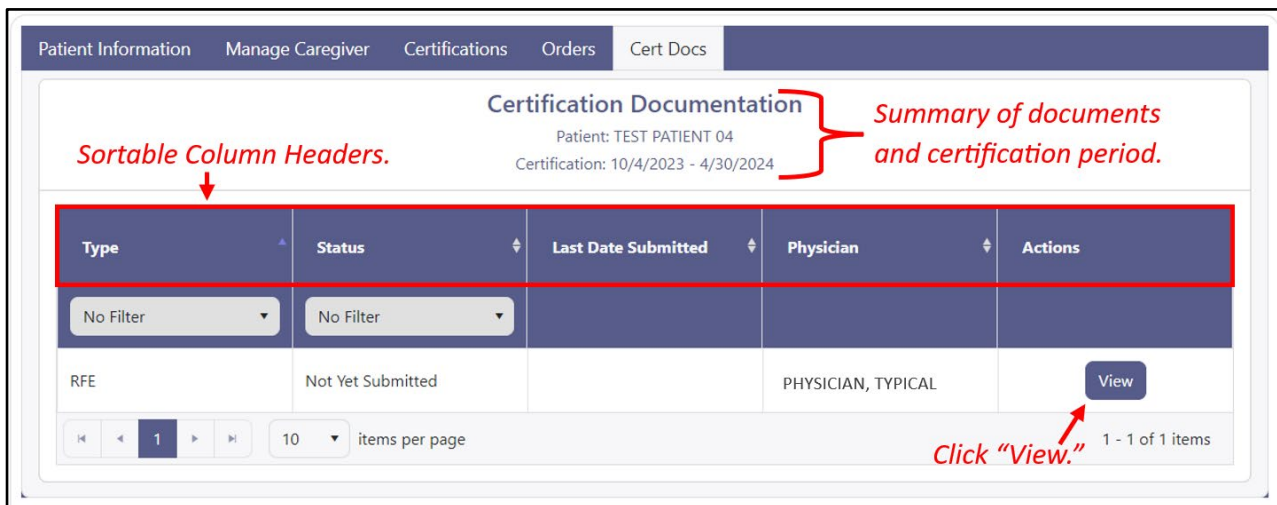
*Important note:* *From either dashboard, you can manage your patients' certification documents.*

*For assistance completing and submitting the Same Kind or Class Form,* click here*.*
*For assistance completing and submitting the Appropriate Routes Form,* click here*.*
*For assistance completing and submitting the Request for Exception Form,* click here*.*
*For assistance completing and submitting the Consent for Minor Patient Form,* click here*.*
*For assistance completing and submitting the Second Physician Concurrence Form,* click here*.*

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