



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:

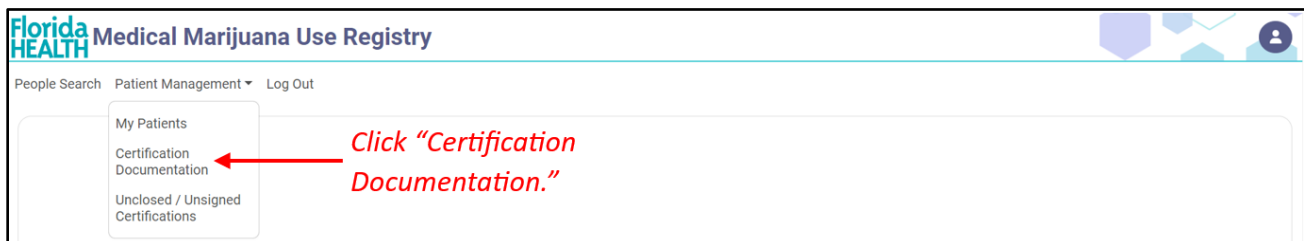
Step 1: Log into the Medical Marijuana Use Registry <https://MMURegistry.FLHealth.gov/>.

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.





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



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

Certification Documentation – Search


Patient


Doc. Type-
State-
Patient

Click the “Doc. Type-State-Patient” icon.

Choose how you wish to search.

Supply the information below to search for Certification Documentation record(s).

Patient ID + DOB

Patient ID

Patient DOB


☒ Active Certifications Only


☒ Created by Viewing Physician

Search

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.

Certification Documentation – Search


Patient


Doc. Type-
State-
Patient


Choose how you wish to search.


Supply the information below to search for Certification Documentation record(s).


Required:


Select at least one document Type & State


Type


2PC


ARF


CMP


RFE


SKC

Select a document type and state (required).

Document State

☐ Not Yet Submitted

☐ Submitted

☐ Withdrawn

☐ Approved

☐ Under Review

☐ Needs More Information

☐ Rejected

Optional:

Enter patient information.

Must enter both ID & DOB.

Patient ID + DOB

Patient ID

Patient DOB

Entering a Patient ID and DOB is OPTIONAL.

☒ Active Certifications Only

☒ Created by Viewing Physician

Search

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

Required:

Select at least one document Type & State

Type

2PC

ARF

CMP

RFE

SKC

Document State

☒ Not Yet Submitted
 ☒ Submitted
 ☐ Withdrawn
 ☐ Approved
 ☒ Under Review
 ☐ Needs More Information
 ☐ Rejected

Optional:

Enter patient information.

Must enter both ID & DOB.

Patient ID + DOB

Patient ID

Patient DOB

☐ Active Certifications Only
 ☐ Created by Viewing Physician

Search

← Click “Search.”

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.”

Sortable Column Headers.

Summary of search parameters.

Export Options.

Patient First Name	Patient Last Name	Patient Number	Certification Start Date	Type	State	Last Date Submitted	Actions
JONATHAN	DAVIS	P04K1640	5/1/2022	RFE	Not Yet Submitted		View
ELLEN	GRISWOLD	P48M9700	11/11/2024	RFE	Not Yet Submitted		View
ELLEN	GRISWOLD	P48M9700	4/15/2024	RFE	Not Yet Submitted		View
TEST	PATIENT	P98R2463	4/8/2024	RFE	Not Yet Submitted		View
BOBBY	HILL	P6XX7226	10/26/2023	RFE	Not Yet Submitted		View
TEST	PATIENT	P3BH7141	10/25/2023	RFE	Not Yet Submitted		View
JEFF	BOOMHAUER III	P21M7078	10/16/2023	RFE	Not Yet Submitted		View
TEST	PATIENT 04	P3KT2182	10/4/2023	RFE	Not Yet Submitted		View
TEST	RFE PATIENT	P98M1133	8/23/2022	RFE	Not Yet Submitted		View
DALE	GRIBBLE	P18K1476	5/23/2022	RFE	Not Yet Submitted		View

Click “View.”

PATIENT-SPECIFIC DASHBOARD:

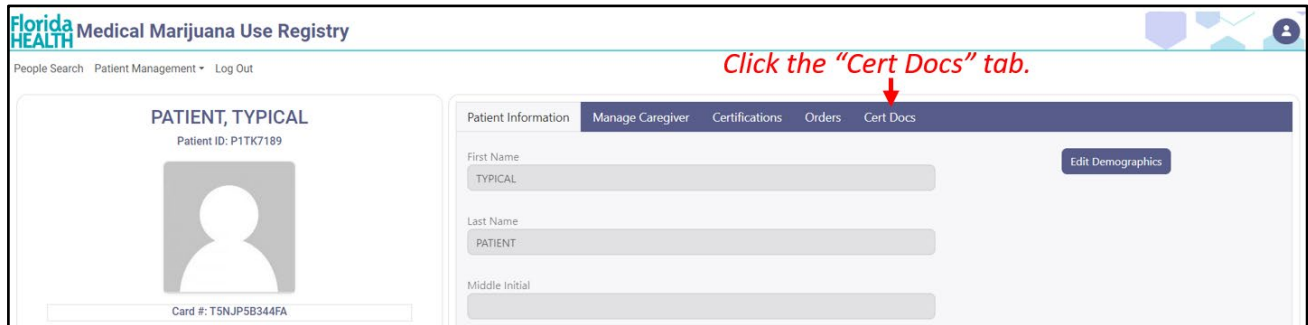
Step 1: Log into the Medical Marijuana Use Registry <https://MMURegistry.FLHealth.gov/>.

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](#).

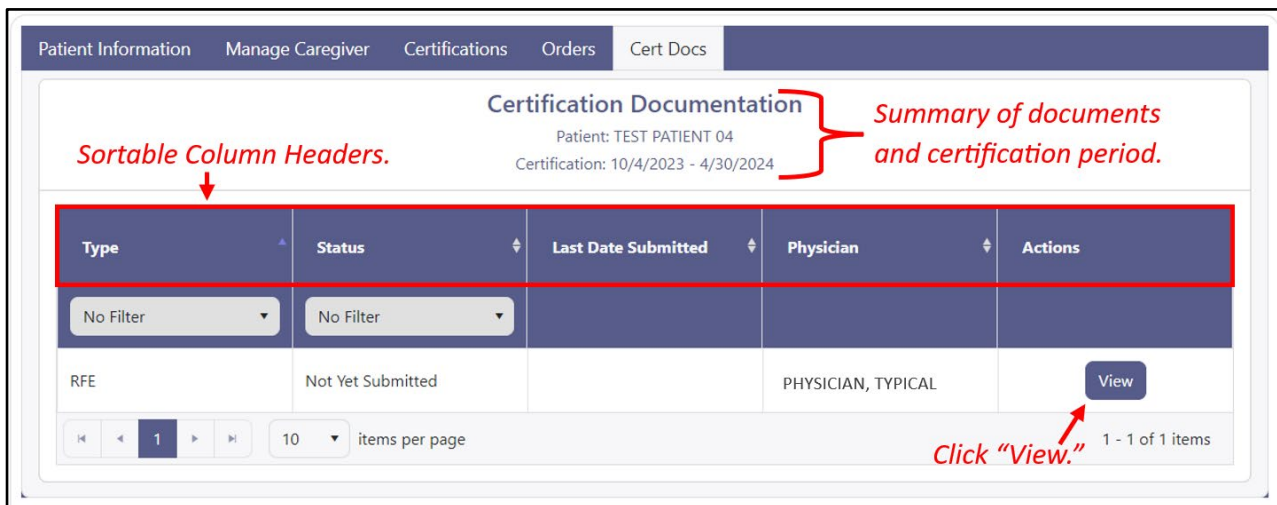
Step 3: Once you have landed on the patient's profile, click "Cert Docs."



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