



Florida's Official Source for Medical Use.

Understanding the Registry

Editing or Cancelling an Existing Order

Orders can be edited by a qualified physician if they are not expired or cancelled. A qualified physician can shorten the duration of an order, so long as the time is not less than the current date. A qualified physician cannot reduce an order's amount to less than what the patient has already obtained. A recommendation for smoking as a route of administration cannot be added to an existing order.

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.

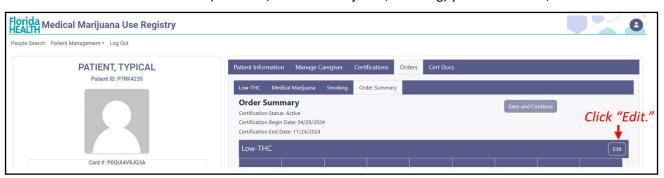
Step 2: Locate the patient for whom you wish to edit or cancel orders. For assistance searching for an existing patient or caregiver, <u>click here</u>.

Step 3: Click the "Orders" tab.

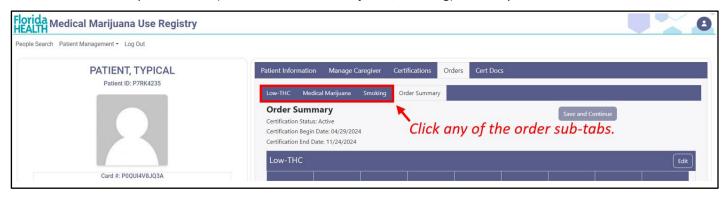


Step 4: You are brought to the default page, the "Order Summary" sub-tab which provides a view of the patient's order summary. You can either:

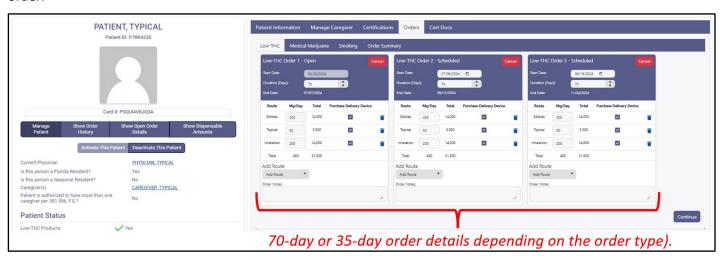
Click "Edit" on the order table (Low-THC, Medical Marijuana, Smoking) you wish to edit, or...



Click on the specific order (Low-THC, Medical Marijuana, Smoking) sub-tab you wish to edit.



Step 5: You are shown the patient's orders for each 70-day (Low-THC or Medical Marijuana) or 35-day (Smoking) order.

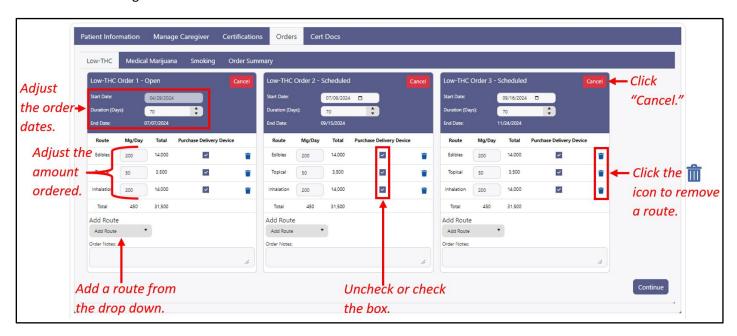


Important note: A recommendation for <u>smoking as a route of administration CANNOT be added to an existing order.</u> You must cancel the orders, close the certification, and then create a new certification to add this route of administration. For instructions on closing a certification, <u>click here</u>.

Step 6: Make your change(s) to the route(s)/order(s):

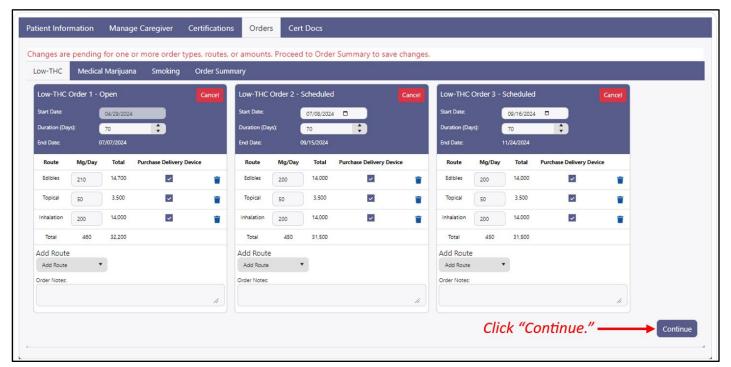
- To cancel a route within an order, click the iii icon located to the right of each route record.
- To cancel an entire order, click "Cancel" at the top right-hand corner of the order card. If you wish to cancel all orders in a certification, you must click "CANCEL ORDER" within each order.
- To adjust the start date of an order, click into the "Start Date" field. To adjust the duration of the order, click into the "Duration (Days):" drop-down menu.
- To add/remove authorization of delivery devices for existing routes, check or uncheck the box for the route record.

• You may adjust the quantity ordered for each route by clicking into the "Mg/Day" field or "Oz/35 Days" field and entering a new value.

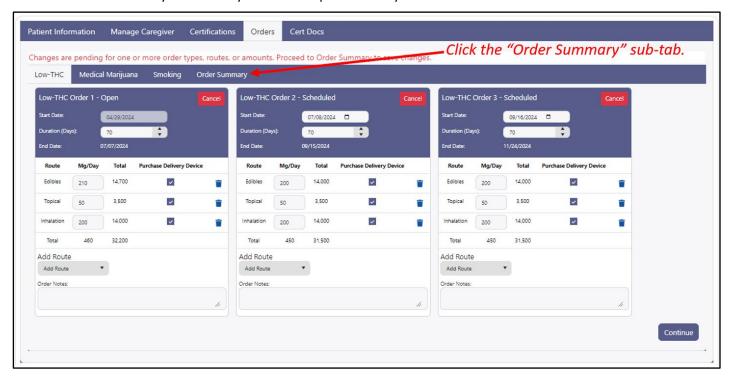


Important note: Quantities cannot be edited to less than the amount the patient has already obtained. Also, type and route can only be edited <u>before</u> product has been dispensed.

Step 7: Click "Continue" to proceed to the next order type to make any edits, or...



Click the "Order Summary" sub-tab if you have completed all of your edits to the orders.

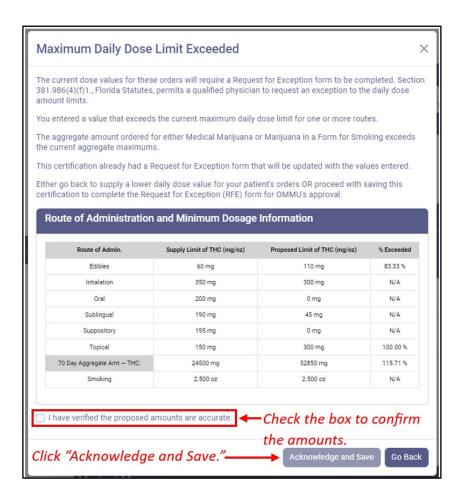


Step 8: Click "Save and Continue."

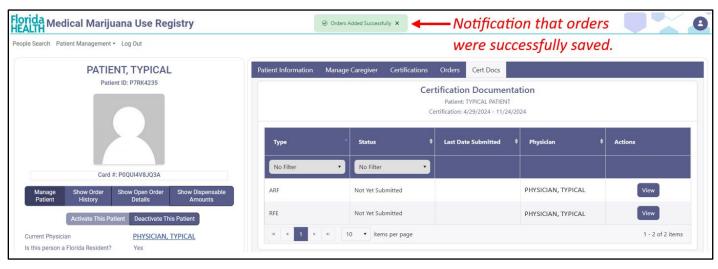


Step 9: If the daily dose value for one or more routes exceeds the current maximum daily dose limit, you will be informed that the current dose values for these orders will require a "Request for Exception" form to be completed per <u>section 381.986(4)(f)1., Florida Statutes</u>. <u>Click here</u> to view the guide for submitting a "Request for Exception" form.

Click "Go Back" to go back and lower the daily dose values for your patient's orders or check the checkbox and click "Acknowledge and Save" to proceed with saving this certification and complete the "Request for Exception" form for the OMMU's approval.



Step 10: Upon clicking "Acknowledge and Save," you are given notification that the orders were added successfully.

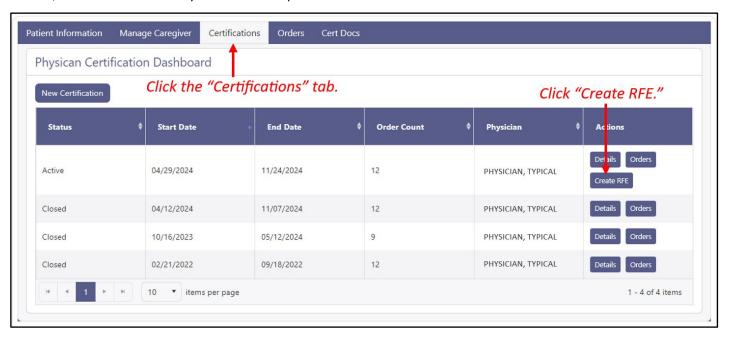


You are immediately navigated to the Certification Documentation dashboard for the specific patient. Here, you may proceed with completing any required certification documents that are required as a result of the order details you supplied.

For assistance understanding the certification documentation dashboard, <u>click here</u>.

If you wish to <u>ONLY</u> adjust the Aggregate Limit for the order, click the "CREATE RFE" button, or if you have manually withdrawn an earlier "Request for Exception" form, you may click "CREATE RFE." This action will create a "Not Yet Submitted" "Request for Exception" form for the qualified patient's certification and will automatically withdraw any other "Request for Exception" form that is in a "Submitted" or "Not Yet Submitted" state.

It is important to note the manual "CREATE RFE" button can only be used if you are increasing only the aggregate amount, not the individual daily dose amounts per route.



If you wish to raise the daily dose milligrams on the individual route level, you must follow steps 1-9 in this guide.

For additional information, visit KnowTheFactsMMJ.com