



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, [click here](#).

Step 3: Click the "Orders" tab.

Florida HEALTH Medical Marijuana Use Registry

People Search Patient Management Log Out

PATIENT, TYPICAL
Patient ID: P7RK4235

Card #: P0QUI4V8JQ3A

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

Activate This Patient Deactivate This Patient

Current Physician **PHYSICIAN, TYPICAL**

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

First Name TYPICAL Edit Demographics

Last Name PATIENT

Middle Initial

Primary Phone 123-456-7890

Email Address

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...

Florida HEALTH Medical Marijuana Use Registry

People Search Patient Management Log Out

PATIENT, TYPICAL
Patient ID: P7RK4235

Card #: P0QUI4V8JQ3A

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

Low-THC Medical Marijuana Smoking Order Summary

Order Summary

Certification Status: Active

Certification Begin Date: 04/29/2024

Certification End Date: 11/24/2024

Save and Continue

Low-THC

Click "Edit."

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

Florida HEALTH Medical Marijuana Use Registry

People Search Patient Management Log Out

PATIENT, TYPICAL
Patient ID: P7RK4235

Card #: P0QUI4V8JQ3A

Patient Information Manage Caregiver Certifications Orders Cert Docs

Low-THC Medical Marijuana Smoking Order Summary

Order Summary
Certification Status: Active
Certification Begin Date: 04/29/2024
Certification End Date: 11/24/2024

Save and Continue

Low-THC Edit

Click any of the order sub-tabs.

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

PATIENT, TYPICAL
Patient ID: P7RK4235

Card #: P0QUI4V8JQ3A

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

Activate This Patient Deactivate This Patient

Current Physician: PHYSICIAN, TYPICAL
Is this person a Florida Resident? Yes
Is this person a Seasonal Resident? No
Caregiver(s): CAREGIVER, TYPICAL
Patient is authorized to have more than one caregiver per 381.986, F.S.? No

Patient Status: Low-THC Products Yes

Patient Information Manage Caregiver Certifications Orders Cert Docs

Low-THC Medical Marijuana Smoking Order Summary

Low-THC Order 1 - Open Cancel

Start Date: 06/29/2024
Duration (Days): 70
End Date: 07/07/2024

Route	Mg/Day	Total	Purchase Delivery Device
Edibles	200	14,000	<input checked="" type="checkbox"/>
Topical	50	3,500	<input checked="" type="checkbox"/>
Inhalation	200	14,000	<input checked="" type="checkbox"/>
Total	450	31,500	

Add Route: Add Route

Order Notes:

Low-THC Order 2 - Scheduled Cancel

Start Date: 07/09/2024
Duration (Days): 70
End Date: 08/15/2024

Route	Mg/Day	Total	Purchase Delivery Device
Edibles	200	14,000	<input checked="" type="checkbox"/>
Topical	50	3,500	<input checked="" type="checkbox"/>
Inhalation	200	14,000	<input checked="" type="checkbox"/>
Total	450	31,500	

Add Route: Add Route

Order Notes:

Low-THC Order 3 - Scheduled Cancel

Start Date: 09/16/2024
Duration (Days): 70
End Date: 11/24/2024

Route	Mg/Day	Total	Purchase Delivery Device
Edibles	200	14,000	<input checked="" type="checkbox"/>
Topical	50	3,500	<input checked="" type="checkbox"/>
Inhalation	200	14,000	<input checked="" type="checkbox"/>
Total	450	31,500	

Add Route: Add Route


Order Notes:

70-day or 35-day order details depending on the order type).

Continue

Important note: A recommendation for smoking as a route of administration CANNOT be added to an existing order. 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, [click here](#).

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

- To cancel a route within an order, click the  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.

Adjust the order dates.

Adjust the amount ordered.

Click the icon to remove a route.

Uncheck or check the box.

Click “Cancel.”

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

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

Click “Continue.”

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

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

Changes are pending for one or more order types, routes, or amounts. Proceed to Order Summary to save changes. *Click the “Order Summary” sub-tab.*

Low-THC Medical Marijuana Smoking **Order Summary**

Low-THC Order 1 - Open Cancel
Start Date: 04/29/2024
Duration (Days): 70
End Date: 07/07/2024

Route	Mg/Day	Total	Purchase	Delivery Device
Edibles	210	14,700	<input checked="" type="checkbox"/>	
Topical	50	3,500	<input checked="" type="checkbox"/>	
Inhalation	200	14,000	<input checked="" type="checkbox"/>	
Total	460	32,200		

Add Route
Add Route

Order Notes:

Low-THC Order 2 - Scheduled Cancel
Start Date: 07/08/2024
Duration (Days): 70
End Date: 09/15/2024

Route	Mg/Day	Total	Purchase	Delivery Device
Edibles	200	14,000	<input checked="" type="checkbox"/>	
Topical	50	3,500	<input checked="" type="checkbox"/>	
Inhalation	200	14,000	<input checked="" type="checkbox"/>	
Total	450	31,500		

Add Route
Add Route

Order Notes:

Low-THC Order 3 - Scheduled Cancel
Start Date: 09/16/2024
Duration (Days): 70
End Date: 11/24/2024Add Route
Add Route Order Notes:

Step 8: Click “Save and Continue.”

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

Changes are pending for one or more order types, routes, or amounts. Click the Save and Continue button to commit pending changes.

Low-THC Medical Marijuana Smoking **Order Summary**

Order Summary *Click “Save and Continue.”* Save and Continue

Certification Status: Active
Certification Begin Date: 04/29/2024
Certification End Date: 11/24/2024

Low-THC Edit

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 [section 381.986\(4\)\(f\)1., Florida Statutes](#). [Click here](#) 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.

Maximum Daily Dose Limit Exceeded

The current dose values for these orders will require a Request for Exception form to be completed. Section 381.986(4)(f)1., Florida Statutes, permits a qualified physician to request an exception to the daily dose amount limits.

You entered a value that exceeds the current maximum daily dose limit for one or more routes.

The aggregate amount ordered for either Medical Marijuana or Marijuana in a Form for Smoking exceeds the current aggregate maximums.

This certification already had a Request for Exception form that will be updated with the values entered.

Either go back to supply a lower daily dose value for your patient's orders OR proceed with saving this certification to complete the Request for Exception (RFE) form for OMMU's approval.

Route of Administration and Minimum Dosage Information

Route of Admin.	Supply Limit of THC (mg/oz)	Proposed Limit of THC (mg/oz)	% Exceeded
Edibles	60 mg	110 mg	83.33 %
Inhalation	350 mg	300 mg	N/A
Oral	200 mg	0 mg	N/A
Sublingual	190 mg	45 mg	N/A
Suppository	195 mg	0 mg	N/A
Topical	150 mg	300 mg	100.00 %
70 Day Aggregate Amt – THC:	24500 mg	52850 mg	115.71 %
Smoking	2.500 oz	2.500 oz	N/A

☐ I have verified the proposed amounts are accurate.

Click "Acknowledge and Save."

Acknowledge and Save

Go Back

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

Florida HEALTH

Medical Marijuana Use Registry

Orders Added Successfully

Notification that orders were successfully saved.

People Search

Patient Management

Log Out

PATIENT, TYPICAL

Patient ID: P7RK4235

Card #: P0QUI4V8JQ3A

Manage Patient

Show Order History

Show Open Order Details

Show Dispensable Amounts

Activate This Patient

Deactivate This Patient

Current Physician

PHYSICIAN, TYPICAL

Is this person a Florida Resident?

Yes

Patient Information

Manage Caregiver

Certifications

Orders

Cert Docs

Certification Documentation

Patient: TYPICAL PATIENT

Certification: 4/29/2024 - 11/24/2024

Type	Status	Last Date Submitted	Physician	Actions
ARF	Not Yet Submitted		PHYSICIAN, TYPICAL	View
RFE	Not Yet Submitted		PHYSICIAN, TYPICAL	View

1

10

items per page

1 - 2 of 2 items

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, [click here](#).

QP 05/2024

If you wish to ONLY 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.

The screenshot shows the 'Physician Certification Dashboard' with a navigation bar at the top containing 'Patient Information', 'Manage Caregiver', 'Certifications', 'Orders', and 'Cert Docs'. The 'Certifications' tab is selected, indicated by a red arrow and the text 'Click the “Certifications” tab.' Below the navigation bar, there is a 'New Certification' button and a table of certifications. The table has columns for Status, Start Date, End Date, Order Count, Physician, and Actions. The first row is 'Active' with a 'Create RFE' button, highlighted by a red arrow and the text 'Click “Create RFE.”'. The other rows are 'Closed'. At the bottom, there is a pagination control showing '1' of 4 items and '10 items per page'.

Status	Start Date	End Date	Order Count	Physician	Actions
Active	04/29/2024	11/24/2024	12	PHYSICIAN, TYPICAL	Details Orders Create RFE
Closed	04/12/2024	11/07/2024	12	PHYSICIAN, TYPICAL	Details Orders
Closed	10/16/2023	05/12/2024	9	PHYSICIAN, TYPICAL	Details Orders
Closed	02/21/2022	09/18/2022	12	PHYSICIAN, TYPICAL	Details Orders

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