Patient Guide for the Office of Medical Marijuana Use

HEALTH Compassionate Use Registry

User's Guide for Patients

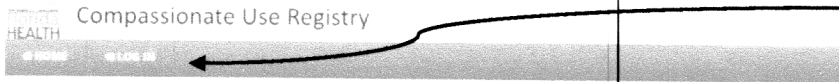### Table of Contents

This User's Guide is meant to be used while you have the system open, so you can follow along.

Logging in

Compassionate Use Registry

To Log In, click the menu item titled "log in"

Welcome to the Registry UAT Environment!

Login   Register

Supply your username, (**this will always be your email address)** and your password,

and click Log In.

Remember Me

LOG IN

If you find you've forgotten your password, the Forgot Password link will change your existing password into a system-created one, and send an email to the email address on your account containing the new credentials.

Changing Your Password

- You password has expired, it must be changed

Current Password

New Password

Confirm Password

Change Password

Any temporary password will expire after you use it once, and you'll have to change it to continue.

In order to change your password after you've logged in, you must supply your existing password.

Below this field, you must supply your new desired password, twice.

Because this system contains Protected Health Information, you must supply a 'strong' password that is no shorter than 10 characters, and contain a combination of lower and uppercase letters, one number, and at least one special character, such as an exclamation point.

HEALTH Compassionate Use Registry

Your Profile

There are two main areas for Patient users – your Profile and your Application.

At the top, your Profile will contain that your current information is. Physicians and Dispensers will see this information as well.

At the top will be information on the status of your Card Application – since you can't obtain products without a completed Card, we show this to you to here to help you stay aware.

Your ID Photo, if you've provided one, is also present.

It's important to make sure that your information is correct.

If you need to have your name, DOB, weight, or gender changed contact your physician – only he or she can change this.

You may change your phone number and email address any time you like. **Remember: your email address is your login name, if something happens and you need your email address changed but can't do it on your own, your physician can change it for you.**

If you wish to change your Address, **you must do so by applying for a new Card.** We'll show you how to do that later in this document.

Click Manage Your Details to update your information.

After clicking Manage Your Details, you'll be taken to a page where you can change what you would like to update.

Last Name:	HODGSON
First Name:	JOEL
Middle Initial:	
Primary Phone:	1234567890
Email Address:	derek.browse@fivedtg.c
Date Of Birth:	01 01 1911
Patient Number:	P00 040
Patient Weight:	120 lbs
Gender:	Male
Address 1:	1234 ANYWHERE STRE
Address 2:	
City:	
County:	Alachua
Zip code:	
Legal Representative 1:	
Legal Representative 2:	

Id Card #: PVBC-G12C-WAu

[Go Back to Profile] [Save Your Changes]

Click Save your Changes to save what you updated, or Go Back to Your Profile if you changed your mind.

As a Patient, you are associated to your physician in the Registry – this is how they are able to view you in the system as a patient, and place Orders. Only one Physician can be this way for you.

If you longer wish to work with your current Doctor, you may click "Leave Your Current Physician". *You cannot undo this, so be sure this is what you want.*

Your Orders

Show 10 entries   Search

Order Status	Start Date	Placed By	Route 1	Mg Per Dose	Doses Per Day	Route 2	Mg Per Dose	Doses Per Day	Days	End Date
Expired	01 10 2017		Sublingua	13	13	Sublingua	50	2	6	01 16 2017

Notes for Sublingual

Notes for Sublingual

Order is for   Low THC Cannabis

Purchase Device

Dispensed On	At	Via	Amount Dispensed	Status	Route
01 10 2017 12 46 PM	Valid Dispensary	one dispense	10 mg	Given to Patient	Sublingua

Amount Remaining 1004

Amount Remaining Sublingual 996

At your Profile, below your information you'll find your Orders.

When a physician places an order, they must specify if the order is for Low-THC Cannabis (contains very little THC), or Medical Cannabis (contains THC). In the Registry, Low-THC Orders are a grey color. Medical Cannabis Order will be green.

They'll also record the Form – such as oral, vaporizers, and so on. They can save up to two forms in each of your Orders.

For each form, they'll record an amount per dose and number of doses per day they want you to take.

Each order has a few different types of Statuses:

Scheduled: This order 'turns on' in the future – you cannot get products for it until the Start Date listed.

Open: This order is 'live' and your Dispensing Org can dispense for it.

Complete: you've obtained all the products allowed for the order, and it's done now.

Expired: the End Date of the order happened, and you can no longer use it to obtain products.

Cancelled: your physician 'turned off' the order.

Show 10 entries   Search

Order Status	Start Date	Placed By	Route 1	Mg Per Dose	Doses Per Day	Route 2	Mg Per Dose	Doses Per Day	Days	End Date
Expired	01 10 2017		Sublingual	13	13	Oral	100	10	6	01 10 2017
Expired	12 26 2016		Oral	10	5				3	12 29 2016

If you need information about the Physician that placed this order, click their name, and you'll be taken to a page that displays their address and other helpful information.

Dispensed On	At	Via	Amount Dispensed	Status	Route
01 10 2017 12 46 PM	Valid Dispensary	one dispenser	10 mg	Given to Patient	Sublingual

Amount Remaining 1004

Amount Remaining for Sublingual 900

If you click on any Order, it will expand to show you the history of all the times you obtained Products from a Dispensing Organization. You'll be told when, where, who recorded it, and how much. If a dispensation is out for delivery, you'll see which staffer currently has the products.

You'll also see how much products you had left after each dispensation

Your Card Application

When you are first given a Registry Account, you'll need to apply for a Card in order to obtain products for any Orders your physician has placed. The Card will expire 1 year after the date of your first order, so this message will help you know when to renew it, too.

To take care of this, you can click Your Card in the Menu,

Or click Manage Your Card at your Profile.

Remember: If you're changing your address on your card application, it won't show up over on your Profile page until your card is Approved by the Office Of Compassionate Use.

Your Card Application/Renewal looks like there's a lot to do, but it's really just four things:

You need to upload a passport photo.

You might also want to verify the spelling of your name, your birthday, and your address; this information will get printed on your card, so it has to be right.

You need to upload documentation that meets the requirements for Proof of Residence in Florida.

There's a fee for processing the card. You'll need to send that to the Office of Compassionate Use. They'll complete this part of the application when they receive payment.

Lastly, you need to electronically sign for your application.
Once all of these requirements are met, the Office of Compassionate Use will review your application.

If they find an issue, they'll mark your Application online, and you'll get a notification of what to change/fix.

If they approve it, they'll be sending your card to you and

you can start obtaining cannabis Products.

If you need to change your photo, click "Remove Existing Photo".

Be sure that your photo meets the requirements for ID cards!

For your Proof of Representation, you may upload as many files as needed by the OCU. Each file cannot be larger than 4mb.

Once you have a photo and proof of residence uploaded, you may sign to submit your application.

Warning: changing your application will restart the application process, possibly including the need for another processing fee. You should only update your application when it's about to expire, or when the Office of Compassionate Use marked some part of your application as incomplete.

When your application is submitted, you'll see this blue icon. Be sure the read over the information here, as it contains some helpful details.

Be aware: at this stage, your application is Under Review, and has not yet been accepted by the OCU.

When the application has been accepted, and your card prepared, you'll see an update at your Profile letting you know.

When you see this, you're able to obtain products from a Dispensation.

Don't forget – you'll need to renew your card yearly. It's advisable to start renewing 45 days before your current card expires!