

Managing Your Medical Cannabis Registry Account

A GUIDE FOR HEALTH CARE PRACTITIONERS

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Managing Your Medical Cannabis Registry Account

Minnesota Department of Health
Office of Medical Cannabis
PO Box 64882
St. Paul, MN 55164-0882
651-201-5598
health.cannabis@state.mn.us
www.health.state.mn.us/medicalcannabis

To obtain this information in a different format, call: 651-201-5598.

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Introduction

We created this reference guide to help health care practitioners complete common tasks in the Medical Cannabis Registry.

Step 1: Log in to your Registry page

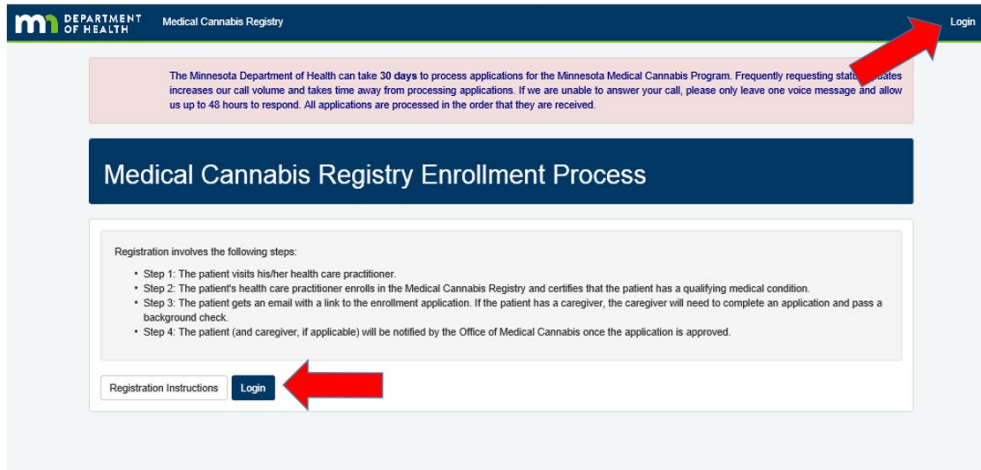
1. Select “Registry Login/Create Account” from the [Office of Medical Cannabis \(https://www.health.state.mn.us/people/cannabis/\)](https://www.health.state.mn.us/people/cannabis/) web page.

The screenshot shows the 'Medical Cannabis' website. On the left is a navigation menu with links: Medical Cannabis Home, For Patients, For Caregivers, For Health Care Practitioners, For Public Safety, Laws and Rules, Print Materials and Forms, Registry Login/Create Account, Frequently Asked Questions, Petitions Process, News, Data and Reports, and About the Medical Cannabis Program. Below the menu is contact information for the Office of Medical Cannabis. The main content area features a header image of a woman smiling, followed by a grid of six boxes: 'For Patients', 'Registry Login/Create Account', 'For Parents/Legal Guardians, Spouses and Caregivers', 'Frequently Asked Questions', 'For Health Care Practitioners', and 'Petitions Process'. A red arrow points to the 'Registry Login/Create Account' box.

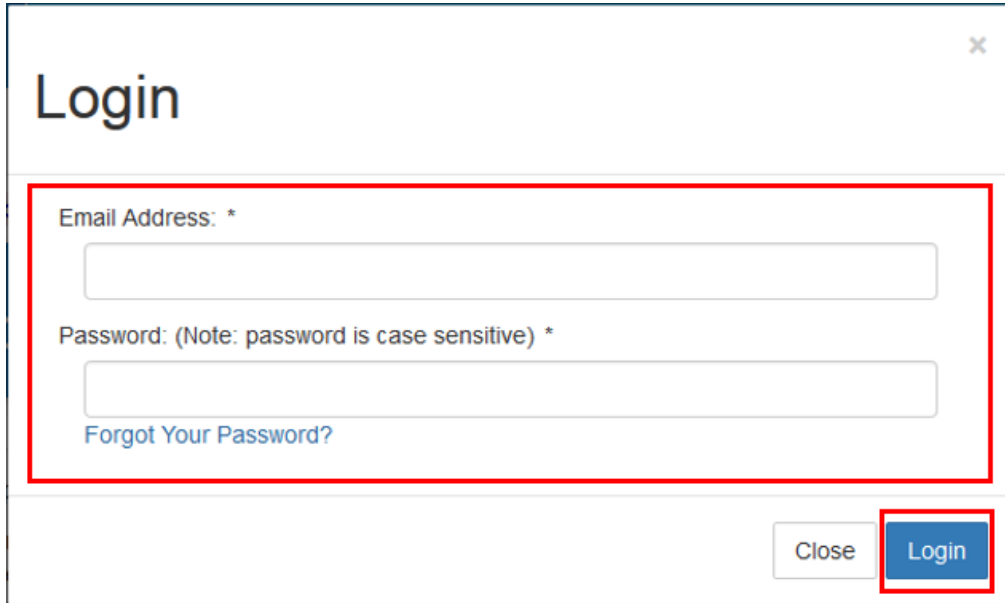
2. Select “Medical Cannabis Registry Login” link, as shown.

The screenshot shows the 'Medical Cannabis Registry' page. On the left is the same navigation menu as in the previous screenshot. The main content area features a 'NOTE FOR NEW PATIENTS' box, followed by the 'Medical Cannabis Registry Login' link. Below this link is a paragraph explaining that the link is for patients and health care practitioners who already have an account. Further down is the 'Health Care Practitioner Registration (Create Your Account)' link, followed by a paragraph explaining that this link is for health care practitioners who want to certify patients. Below this is a bulleted list of requirements for registration: General information (name, address, email, and phone), Your medical license(s), Your DEA license, and General information about the clinic(s) where you practice. At the bottom right is a 'Tags cannabis' logo. At the bottom left is the text 'Last Updated: 10/04/2022'. A red arrow points to the 'Medical Cannabis Registry Login' link.

3. Select “Login” to continue.



4. On the Login screen, type in your username/email and password, and click “Login.”



Step 2: Certify/Recertify a new patient to you

1. To certify a new patient or re-certify a patient new to you, click on “Certify Patient.”



2. Complete the Patient Information form and select “Submit” as shown below.

Patient Information
* indicates a required field.

Please use exact email to ensure the patient receives enrollment link and instructions.

Is this a new patient? : Yes No

Email Address :

First Name :

Middle Initial :

Last Name :

Date of Birth (mm/dd/yyyy) :

Phone Number (###) ###-#### :

Patient Clinic Site :

Does the patient have a disability that requires a caregiver to assist in obtaining or administering medical cannabis? : Yes No

Patient Notes :

Patient Medical Diagnosis

Medical Conditions (check all that apply) :

- Intractable Pain
- Post-Traumatic Stress Disorder (PTSD) - Meeting DSM-5 Criteria
- Cancer - Severe or chronic pain
- Cancer - Nausea or severe vomiting
- Cancer - Cachexia or severe wasting
- Terminal Illness - Severe or chronic pain
- Terminal Illness - Nausea or severe vomiting
- Terminal Illness - Cachexia or severe wasting
- Glaucoma
- Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS)
- Tourette Syndrome
- Amyotrophic Lateral Sclerosis (ALS)
- Seizures, including those characteristic of Epilepsy
- Severe and persistent muscle spasms, including those characteristic of Multiple Sclerosis (MS)
- Inflammatory Bowel Disease, including Crohn's Disease
- Autism Spectrum Disorder (meeting DSM-5 diagnostic criteria)
- Obstructive Sleep Apnea (meeting published diagnostic criteria including interpretation of a formal sleep study)
- Alzheimer's Disease

Please check this box to review and accept the legal acknowledgement, consent, and disclosure statements.

Cancel **Submit**

3. A validation message appears at the top of screen.

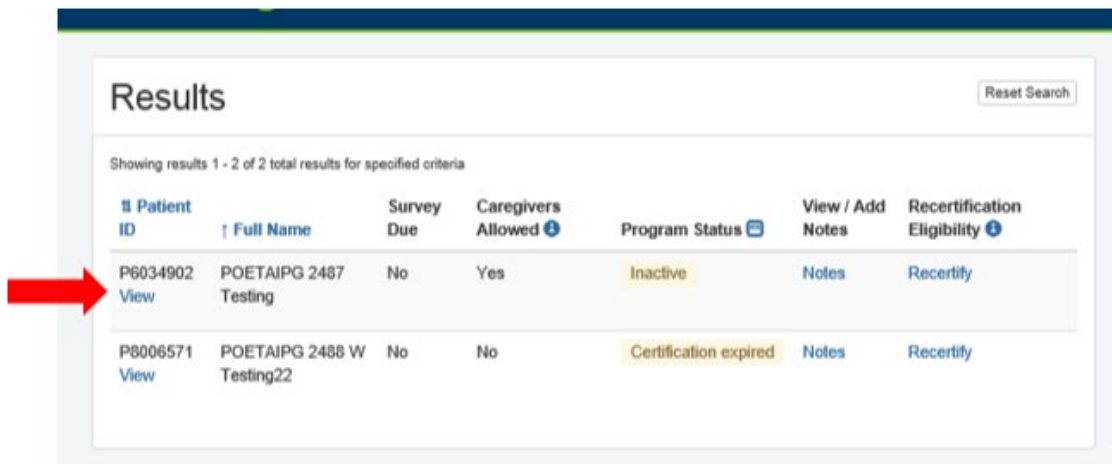


Step 3: View your patient information

1. To view a patient’s account including transactions, click on “My Patients” on your homepage and then do a search for the patient. Locate the patient on the right side of screen and click “View” to pull up the account.

To view patient notes entered by Health Care Practitioner(s) or Cannabis Patient Center (CPC) staff, or to add notes to the patient account, select “Notes.”

To re-certify your patient, select “Recertify.”



After pulling up the patient account, you can view the patient, parent/legal guardian/spouse and caregiver information, medical conditions, self-evaluations and dispensing transactions. To view a transaction, scroll down to the dispensing section and select “View.”

Medicine Dispensing Transactions

Patient does not have any medicine dispensing transactions

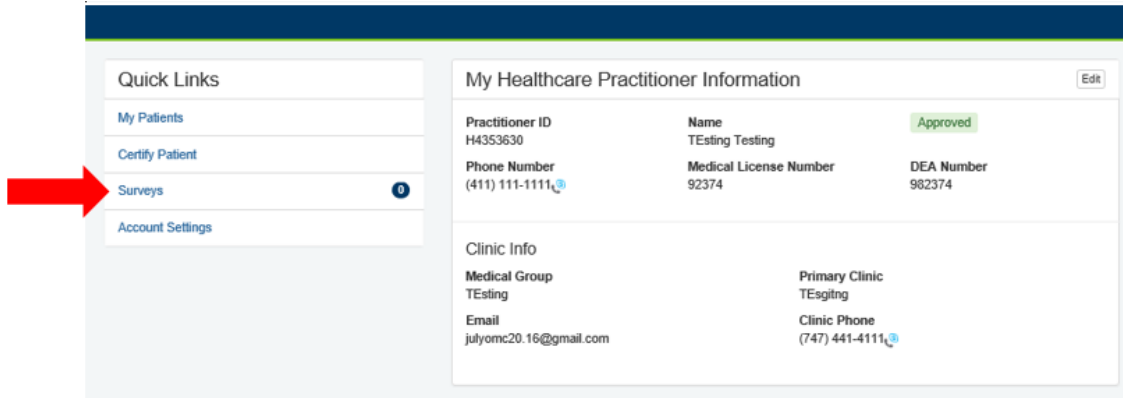
Prior Patient Self-Evaluation Reports

Patient Name	Status	Approval Date	Approved By	Action
Test Patient Testing	Approved	May 21, 2020 4:54:34 PM	Stefan S Assing	View

Step 4: Complete patient experience survey

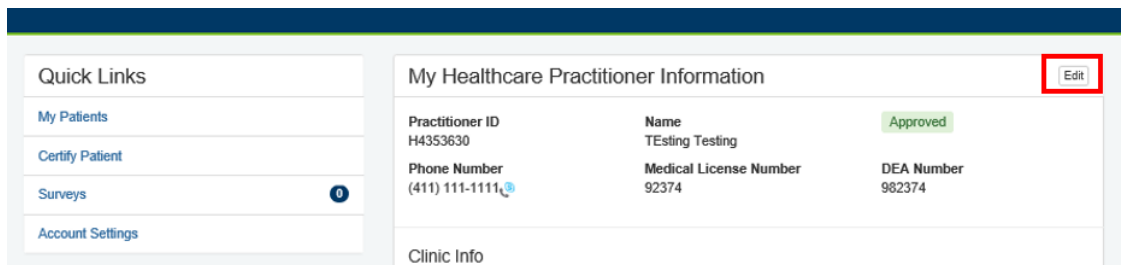
1. Click on “Surveys” on your homepage to submit your patient experience surveys. Continue to Step 5 if you do not wish to take this action.

Then select the patient survey you would like to complete on the HCP Patient Experience Surveys page.



Step 5: Update account information

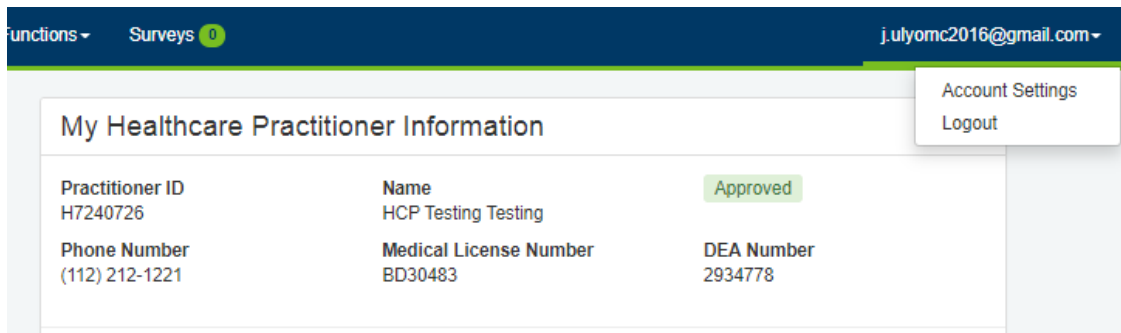
1. From your homepage, click “Edit” to update your personal information including your name and phone number. Continue to Step 6 if you choose not to edit your information.



Step 6: Edit account settings

1. On your Practitioner homepage, click on your username/email address on the right hand corner. Then select “Account Settings” to change your password and username/email address.

Go to Step 7 if you do not want to change your account settings at this time.



2. Click “Change Username/Email” to edit your email address/username. Click “Change Password” to change your password.

Account Settings

[Change Username/Email](#)

[Change Password](#)

Step 7: Log out of your account

1. Select your username/email address on the right hand corner, and click on “Logout” to successfully logout of your account.

The screenshot shows a user interface with a dark blue header. On the left, there are links for 'Functions' and 'Surveys' with a notification badge '0'. On the right, the user's email 'j.ulyomc2016@gmail.com' is displayed with a dropdown arrow. Below the header, the main content area is titled 'My Healthcare Practitioner Information'. It contains a table of user details and a dropdown menu for account management.

Practitioner ID	Name	Approval Status
H7240726	HCP Testing Testing	Approved
Phone Number	Medical License Number	DEA Number
(112) 212-1221	BD30483	2934778

Account Settings
Logout