

# **Managing Your Medical Cannabis Registry Account**

**A GUIDE FOR HEALTH CARE PRACTITIONERS**

07/31/2020

## **Managing Your Medical Cannabis Registry Account**

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

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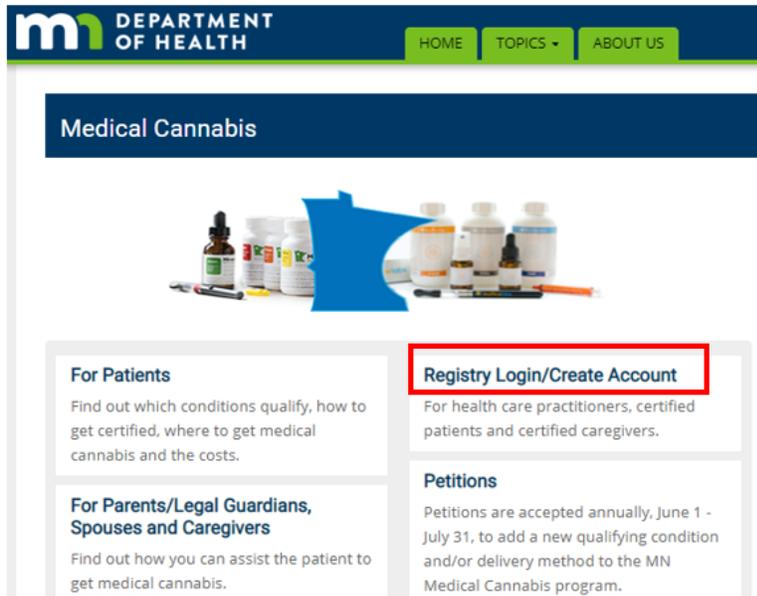
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## Introduction

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

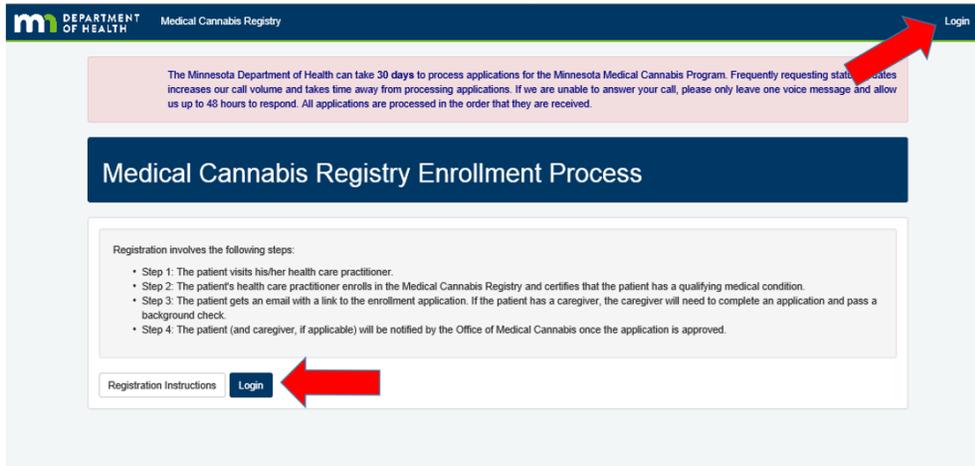
1. Select “Registry Login/Create Account” from the [Office of Medical Cannabis \(https://www.health.state.mn.us/people/cannabis/\)](https://www.health.state.mn.us/people/cannabis/) web page.



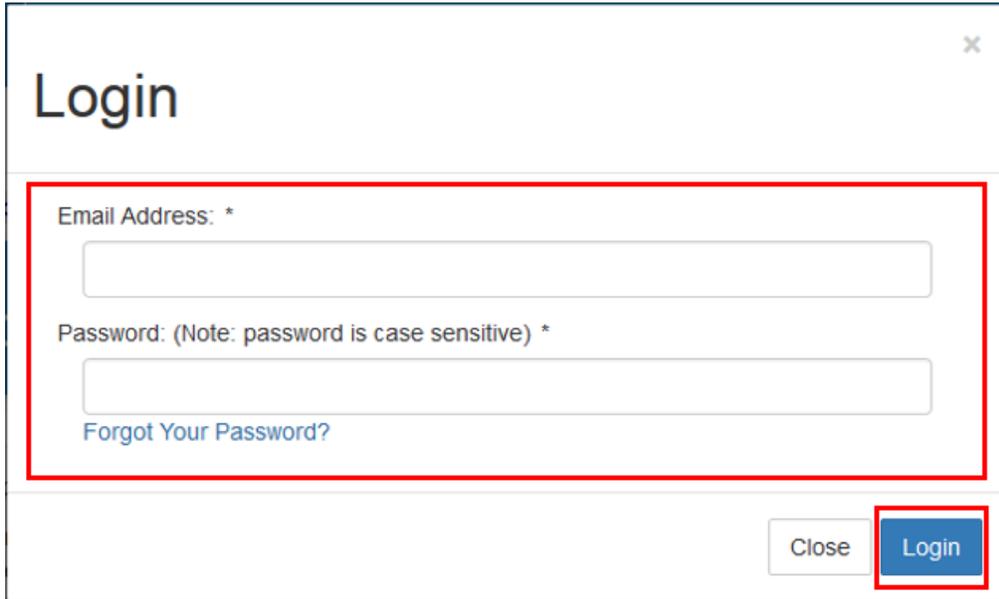
2. Select “Log in to the Minnesota Medical Cannabis Registry” link at the bottom of the screen, as shown.



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.

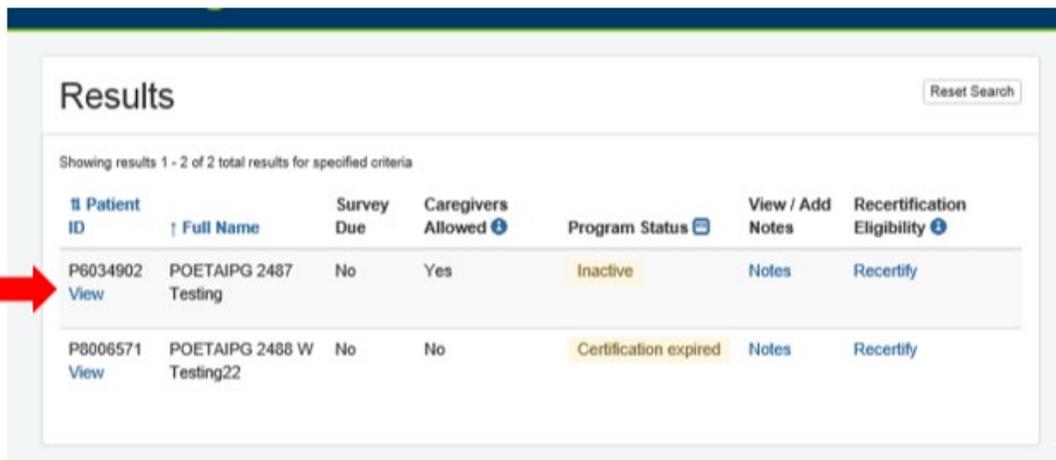


## Step 3: View your patient information

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

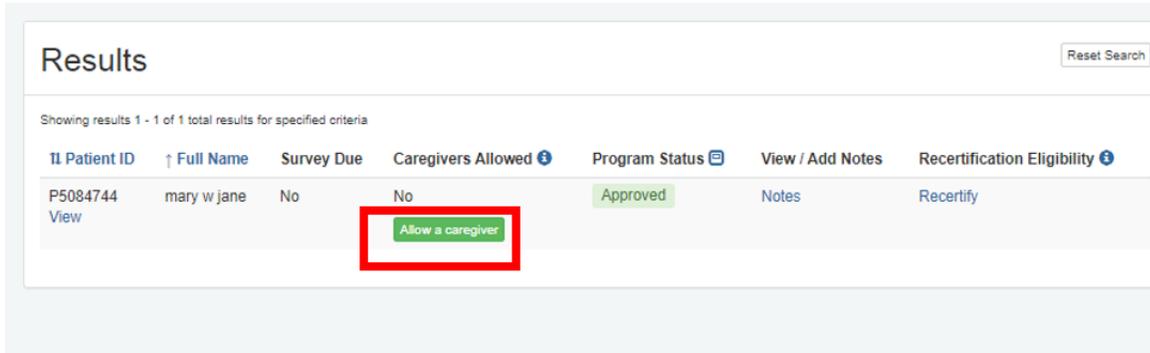
Patient does not have any medicine dispensing transactions

### 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: Allow for caregiver

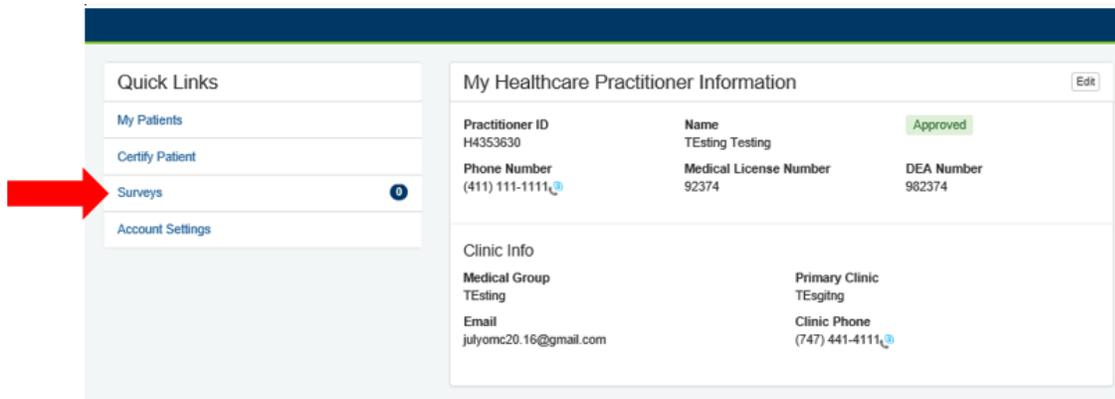
1. You can allow a patient to have a caregiver after certification by clicking on the “Allow a Caregiver” button by the patient’s name, as shown. Proceed to Step 5 if you do not wish to allow a caregiver for your patient at this time.



## Step 5: Complete patient experience survey

1. Click on “Surveys” on your homepage to submit your patient experience surveys. Continue to Step 6 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 6: Update account information

1. From your homepage, click “Edit” to update your personal information including your name and phone number. Continue to Step 7 if you choose not to edit your information.



## Step 7: 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 8 if you do not want to change your account settings at this time.

The screenshot shows the top navigation bar with 'Functions' and 'Surveys 0' on the left, and the user's email 'j.ulyomc2016@gmail.com' on the right. A dropdown menu is open under the email, showing 'Account Settings' and 'Logout'. Below the navigation bar is a section titled 'My Healthcare Practitioner Information' containing a table of user details.

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

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

The screenshot shows the 'Account Settings' page with two main options: 'Change Username/Email' and 'Change Password'.

## Step 8: 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.

This screenshot is identical to the one in Step 7, but the dropdown menu under the email address now has 'Logout' selected instead of 'Account Settings'.