Reference Guide
Patient Registry: HCP Account Management

STEP 1: LOCATE REGISTRY LOGIN

1. Go onto the Office of Medical Cannabis’ Webpage: www.mn.gov/medicalcannabis

2. Select “Registry Login/Create Account” as shown in the red box below.
3. Select “Log in to the Minnesota Medical Cannabis Registry” link in the bottom of the screen, as displayed in the red box below.

4. Select “Login,” at the top right corner of the page, to continue.
STEP 2: LOGIN TO YOUR ACCOUNT

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

![Login Screen]

STEP 3: CERTIFY NEW PATIENT

1. On your Practitioner Home page, click on “Certify Patient” on the top left corner of screen. You may click on “Home” anytime to access your Practitioner Home page. Continue onto Step 4 if you do not wish to certify a new patient.
2. On this Certify Patient page, enter your patient’s information. Then check the acknowledgement and consent box on the bottom, and click “Submit” to continue.
3. Return to your Practitioner Home page and refresh your screen. The patient you have just certified should now appear under “My Patients” section.

STEP 4: ALLOW FOR CAREGIVER

1. On your Practitioner Home screen, you may allow a patient to have a caregiver after certification by clicking “Certify need for a Caregiver” by the patient’s name, as displayed in the picture below. You may proceed onto 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 the top left corner of your Practitioner Home page. Continue onto Step 6 if you do not choose to complete your patient experience survey.

   ![Practitioner Home](Image)

2. Select the patient survey you would like to complete on this HCP Patient Experience Surveys page.

   ![HCP Patient Experience Surveys](Image)

STEP 6: EDIT ACCOUNT SETTINGS (CHANGE PASSWORD, EMAIL/USERNAME & SECURITY QUESTIONS/ANSWERS)

If you do not wish to change your account settings at this time, move onto Step 7.
1. On your Practitioner screen, click on your username/email address on the right corner. Then select “Account Settings” to change password, security questions and/or answers, and username/email address.

2. Click “Change Password,” “Change Security Questions,” or “Change Username/Email” to make changes to your account settings.

STEP 7: PATIENT RE-CERTIFICATION

1. If you do not wish to re-certify a patient at this time, continue onto Step 8.

If a patient is due for re-enrollment, patient must be re-certified using one of the two following methods below where appropriate.

A. If patient is NOT on your My Patients list, click on “Re-Certification Search” on the top of your Practitioner Home screen, as shown in the following picture.
On the next screen, enter either your patient’s email address or ID number AND patient’s birthdate into the fields. Select “Search” to continue onto Certify Patient page.

B. If patient is already on your My Patients list from a previous certification, locate the patient name on the list, and select “Re-Certify Patient PXXXXXX” on the far right column, as displayed in the red box below, to proceed onto Certify Patient page.

2. On this Certify Patient page, enter your patient’s information. Then check the acknowledgement and consent box on the bottom, and click “Submit” to continue.
Return to your Practitioner Home page and refresh your screen. The patient you have just re-certified should now appear under “My Patients” section.

**STEP 8: LOGOUT OF YOUR ACCOUNT**

1. Select your username/email on the right of your Practitioner Home screen, and click on “Logout” to successfully logout of your account.