

# Managing Your Medical Cannabis Registry Account

A GUIDE FOR MEDICAL CANNABIS CAREGIVERS

11/21/2022

### 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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### Introduction

We created this reference guide to help medical cannabis caregivers complete common tasks in the Medical Cannabis Registry.

### Step 1: Log in to your Registry account

 Select "Registry Login/Create Account" from the <u>Office of Medical Cannabis</u> (<u>https://www.health.state.mn.us/people/cannabis/index.html</u>) web page.



651-201-5598 844-879-3381 (toll-free)

health.cannabis@state.mn.us

Medical Cannabis



### 2. Select "Medical Cannabis Registry Login" link, as shown.



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#### CONTACT INFO

Office of Medical Cannabis 651-201-5598 844-879-3381 (toll-free) <u>health.cannabis@state.mn.us</u>

### Medical Cannabis Registry

NOTE FOR NEW PATIENTS: You will enroll in the Medical Cannabis Program through an email link sent from the Office of Medical Cannabis once your health care practitioner certifies you. Your enrollment application must be approved before you can access your Medical Cannabis Registry account at the link below.

#### Medical Cannabis Registry Login

This link is for patients (and, if appropriate, their caregivers, parents/legal guardians, or spouses) and health care practitioners who already have an account in the Medical Cannabis Registry. Current patients use this link to access their Self-evaluation Form.

#### Health Care Practitioner Registration (Create Your Account)

This link is for a health care practitioner (a Minnesota-licensed physician, physician assistant, or advanced practice registered nurse) who wants to certify patients for Minnesota's Medical Cannabis Program. To register, you will need:

- General information: name, address, email, and phone
- Your medical license(s)
- Your DEA license.
- General information about the clinic(s) where you practice.



Last Updated: 10/04/2022

3. Select "Login" to continue.

DEPARTMENT OF HEALTH	Medical Cannabis Registry	Log
	The Minnesota Department of Health can take 30 days to process applications for the Minnesota Medical Cannabis Program. Frequently requesting state states increases our call volume and takes time away from processing applications. If we are unable to answer your call, please only leave one voice message and allow us up to 48 hours to respond. All applications are processed in the order that they are received.	
Мес	dical Cannabis Registry Enrollment Process	
Registr • 5 • 5 • 5	ation involves the following steps: Step 1: The patient visits his/her health care practitioner. Step 2: The patient's health care practitioner enrolls in the Medical Cannabis Registry and certifies that the patient has a qualifying medical condition. Step 3: The patient gets an email with a link to the enrollment application. If the patient has a caregiver, the caregiver will need to complete an application and pass a sackground check. Step 4: The patient (and caregiver, if applicable) will be notified by the Office of Medical Cannabis once the application is approved.	
Registra	fion Instructions Login	

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

Login	×
Email Address: * Password: (Note: password is case sensitive	2) *
Forgot Your Password?	Close
	Close

### **Step 2: View patient account information**

 Click on "View Patient" to view your patient's information, including dispensing transactions, caregivers, parent/legal guardian/spouse, and submitting self-evaluations. Select "Notes" to access the patient's notes from a health care practitioner and Medical Cannabis Dispensary staff.

Continue to Step 3 if you do not want to view patient information.

Caregiver Hor	me		
The Minnesota Department of He call volume and takes time away All applications are processed in	ealth can take 30 days to process application from processing applications. If we are una the order that they are received.	ons for the Minnesota Medical Cannal ble to answer your call, please only le	bis Program. Frequently requesting status updates increases our eave one voice message and allow us up to 48 hours to respond.
My Information		E	Background Check
Caregiver ID C5432765 Phone (744) 111-5514	Name Caregiver Testing Testing Email	Status Approved	Valid until 09/20/3019. Last submission 09/20/2019.
Patients	ju.; yunzz rogginu		
Patient ID	Patient Full Name	Status	Patient Notes
View Patient P1493988	Patient Testing Testing	Approved	Notes for Patient Testing Testing

## **Step 3: Edit account information**

1. On the Caregiver homepage, click "Edit" to update your personal information. Continue to Step 4 if you choose not to edit your information.

The Minnesota Department of H call volume and takes time away All applications are processed in	ealth can take 30 days to process applicati from processing applications. If we are una the order that they are received.	ions for the Minn able to answer y	esota Medical Canr our call, please only	abis Prog leave on	gram. Frequently requesting status updates increases ou le voice message and allow us up to 48 hours to respond
My Information				Edit	Background Check
Caregiver ID C5432765 Phone (744) 111-5514	Name Caregiver Testing Testing Email jul.yomc2016@gmail.com	Status Approved			Valid until 09/20/3019. Last submission 09/20/2019.
Patients					
Patient ID	Patient Full Name		Status	Pa	atient Notes
View Patient P1493988	Patient Testing Testing		Approved	N	otes for Patient Testing Testing

### **Step 4: Access your Registry verification document**

1. From your homepage, click on your username/email address at the top right hand corner of the screen, and select "Registry Verification Card," as shown in the picture below. Skip to Step 5 if you do not want to access your verification document.

EPARTMENT Medical Car F HEALTH	nnabis Registry				jul.yomc2016@gmail.com+
Caregiver H	lome			-	Account Settings Registry Verification Card Logout
The Minnesota Department call volume and takes time All applications are process	of Health can take 30 days to process applications away from processing applications. If we are used in the order that they are received.	ations for the Minnesota Me inable to answer your call, p	dical Cannabis Progr lease only leave one	ram. Frequently requesting status update voice message and allow us up to 48 h	es increases our ours to respond.
My Information			Edit	Background Check	
Caregiver ID C5432765 Phone (744) 111-5514	Name Caregiver Testing Testing Email jul.yomc2016@gmail.com	Status Approved		Valid until 09/20/3019. Last submission 09/20/2019.	

2. Select "Open" to view and print the verification document, and continue onto the next page to print. Make sure to save a copy if you would like to do so at this point.

Minnesota	Medical Cannabis Patient Re	gistry Verification Card - Patient/Par	ent Legal Guardian
Patient ID: P8216000	Patient Name: Testing Testing	Patient DOB: 1959-05-08	Enrollment Exp. Date: 2021-08-01
Parent/Legal Guardian Id:	G5548121 Parent/Le	egal Guardian Name: PLGS Testing Testing	DEPARTMENT OF HEALTH
			mn.gov/medicalcannabis
This card is for information specific approved patient	n purposes only and satisfies MN Statute t will have their name printed on the med participation in the	e 152.27 Subd. 6e. All authorized individuals that ical cannabis container label. The office of Med registry without a valid search warrant.	at can possess medical cannabis for a ical Cannabis will not confirm or deny
	41040001-	a414-4da4-af29-d4f1eaae8070	

## **Step 5: Edit account settings**

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

If you do not want to change your account settings at this time, skip to Step 6.

DEPARTMENT Medical C OF HEALTH	annabis Registry			jul.yomc2016@gmail.com+
Caregiver I	Home		_	Account Settings Registry Verification Card Logout
The Minnesota Department call volume and takes time All applications are process	nt of Health can take 30 days to process applic e away from processing applications. If we are used in the order that they are received.	ations for the Minnesota Medical Cannabis P unable to answer your call, please only leave	rogram. Frequently requesting status updates one voice message and allow us up to 48 hou	increases our rs to respond.
My Information		Edit	Background Check	
Caregiver ID C5432765	Name Caregiver Testing Testing	Status Approved	Valid until 09/20/3019. Last submission 09/20/2019.	
Phone (744) 111-5514	Email jul.yomc2016@gmail.com			

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

Account Settings		
Change Username/Email		
Change Password		

## Step 6: 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.

ARTMENT Medical Ca HEALTH	nnabis Registry			jul.yomc2016@gmail.com
Caregiver ⊦	lome			Account Settings Registry Verification Car Logout
The Minnesota Department call volume and takes time All applications are process	of Health can take 30 days to process applic away from processing applications. If we are used in the order that they are received.	ations for the Minnesota Medical Inable to answer your call, pleas	Cannabis Program. Frequently reque e only leave one voice message and	esting status updates increases our allow us up to 48 hours to respond.
My Information			Edit Backgroun	d Check
Caregiver ID	Name	Status	Valid until 09/20/	3019.
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