

# Understanding the Registry

## Edit/Cancel an Order

Orders can be edited if they are not expired or cancelled. You can shorten the duration of an order, so long as the time is not less than the current date. You cannot reduce an order's amount to less than what the patient has already obtained. A recommendation for smoking as a route of administration cannot be added to an existing order.

**Step 1:** Find the patient whose order you want to edit or cancel.

**Step 2:** Scroll to the bottom of the page where the certifications and orders are listed.

**Step 3:** Click "View Orders."



Physician Certifications

NEW CERTIFICATION

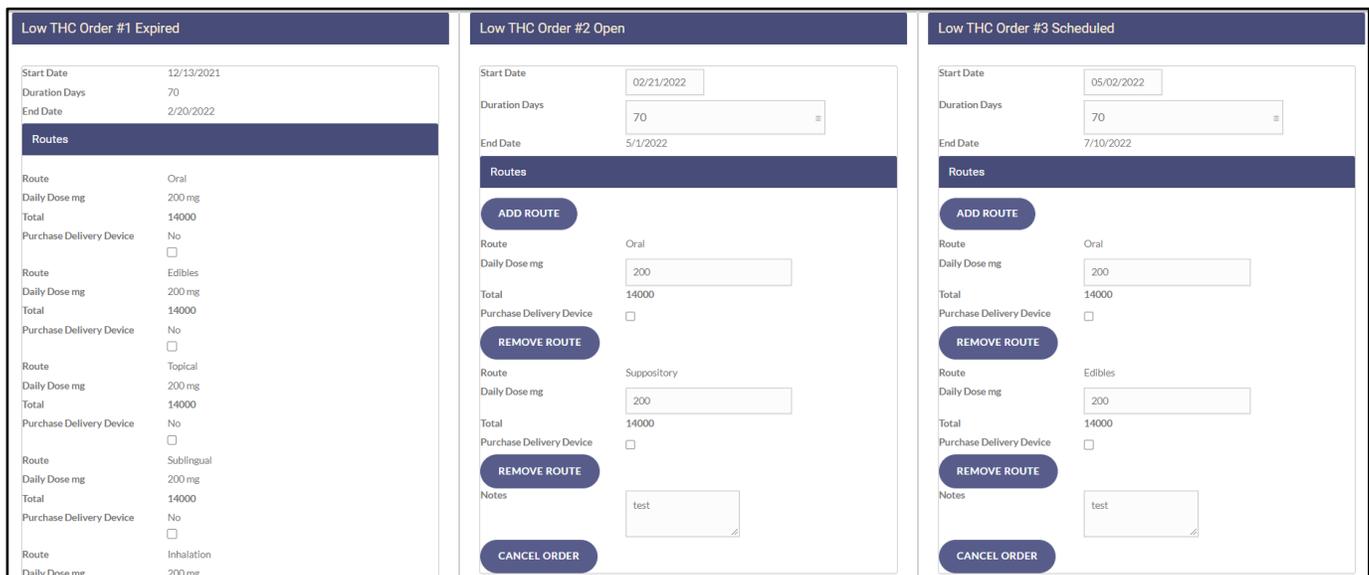
Show 10 entries

Search: [ ] SEARCH

Expand	Certification Status	Start Date	End Date	Order Count	Physician	Actions
EXPAND	Active	11/29/2021	3/13/2022	5	BEASLEY, MICHELLE	VIEW DETAILS VIEW ORDERS CREATE RFE

Click "VIEW ORDERS"

**Step 4:** Locate the order/route you want to edit.



**Low THC Order #1 Expired**

Start Date: 12/13/2021  
Duration Days: 70  
End Date: 2/20/2022

**Routes**

- Route: Oral  
Daily Dose mg: 200 mg  
Total: 14000  
Purchase Delivery Device: No
- Route: Edibles  
Daily Dose mg: 200 mg  
Total: 14000  
Purchase Delivery Device: No
- Route: Topical  
Daily Dose mg: 200 mg  
Total: 14000  
Purchase Delivery Device: No
- Route: Sublingual  
Daily Dose mg: 200 mg  
Total: 14000  
Purchase Delivery Device: No
- Route: Inhalation  
Daily Dose mg: 200 mg

**Low THC Order #2 Open**

Start Date: 02/21/2022  
Duration Days: 70  
End Date: 5/1/2022

**Routes**

- ADD ROUTE
- Route: Oral  
Daily Dose mg: 200  
Total: 14000  
Purchase Delivery Device: No
- REMOVE ROUTE
- Route: Suppository  
Daily Dose mg: 200  
Total: 14000  
Purchase Delivery Device: No
- REMOVE ROUTE
- Notes: test
- CANCEL ORDER

**Low THC Order #3 Scheduled**

Start Date: 05/02/2022  
Duration Days: 70  
End Date: 7/10/2022

**Routes**

- ADD ROUTE
- Route: Oral  
Daily Dose mg: 200  
Total: 14000  
Purchase Delivery Device: No
- REMOVE ROUTE
- Route: Edibles  
Daily Dose mg: 200  
Total: 14000  
Purchase Delivery Device: No
- REMOVE ROUTE
- Notes: test
- CANCEL ORDER

**IMPORTANT: Please Note - You can change the start date and the duration of an order, so long as the duration is not less than the time that has already passed.**

**Step 5:** Make your changes to the route(s)/order(s).

**IMPORTANT: Please Note - Quantities cannot be less than the patient has already obtained, and type and route can only be edited before product has been dispensed.**

To cancel a route within an order, click “Remove Route.” To cancel an entire order, click “Cancel Order.” If you wish to cancel all orders in a certification, you must click “Cancel Order” within each order.

Low THC Order #1 Open

Start Date: 11/14/2019  
Duration Days: 70  
End Date: 1/22/2020  
Purchase Delivery Device:

**Routes**

**ADD ROUTE** ← Click to add a new route

Route: Oral  
Daily Dose mg: 1  
Total: 60

Route: Topical  
Daily Dose mg: 1  
Total: 70

**REMOVE ROUTE**

**CANCEL ORDER** ← Click to cancel the order

Notes: Physician notes for NON-SMOKING

Medical Marijuana Order

**ADD ORDER** ← Click to add a new order type

Low THC Order #2 Cancelled

Start Date: 1/23/2020  
Duration Days: 70  
End Date: 4/1/2020  
Purchase Delivery Device: Yes

**Routes**

Route: Oral  
Daily Dose mg: 10 mg  
Total: 700

**REMOVE ROUTE** ← Click to remove a route\*

Route: Topical  
Daily Dose mg: 10 mg  
Total: 700

**REMOVE ROUTE**

Notes: Physician notes for NON-SMOKING routes are here.

**REINSTATE ORDER** ← Click to reinstate an order

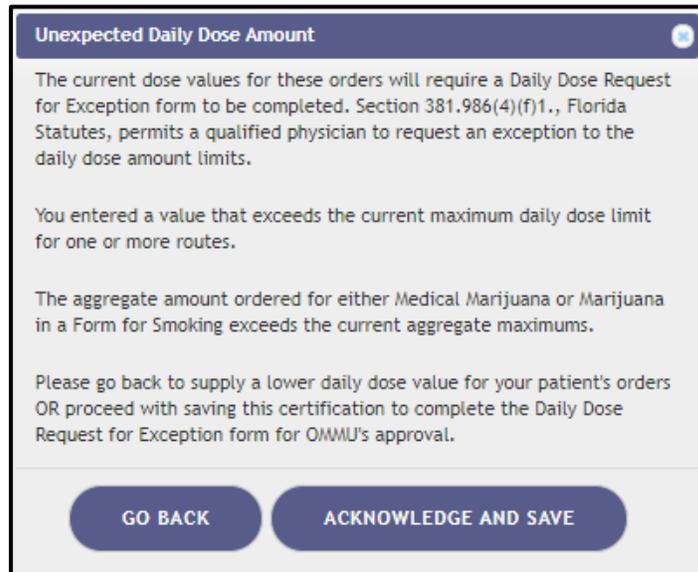
**IMPORTANT: Please Note - A recommendation for smoking as a route of administration CANNOT be added to an existing order. You must cancel the orders, close the certification, and then create a new certification to add this route of administration. For instructions on closing a certification, [click here](#).**

**Step 6:** Click “Save Orders.”

You have unsaved changes.

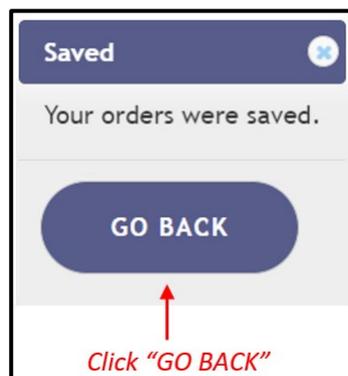
**GO BACK** **VIEW** **SAVE ORDERS** ← Click “SAVE ORDERS”

**Step 7:** If the daily dose value for one or more routes exceeds the current maximum daily dose limit you will be informed that the current dose values for these orders will require a “Daily Dose Request for Exception” form to be completed per section [381.986\(4\)\(f\)1., Florida Statutes](#). [Click here](#) to view the guide for submitting a Request for Exception form.



**Step 8:** Click “GO BACK” to go back and lower the daily dose values for your patient’s orders or click “ACKNOWLEDGE AND SAVE” to proceed with saving this certification to complete the Daily Dose Request for Exception form for OMMU’s approval.

**Step 9:** Click “GO BACK” to return to the patient’s profile.



**IMPORTANT: PLEASE NOTE** - A Request for Exception form can be submitted to raise either just the Aggregate Limit for the entire order, the Daily Dose mgs for each individual route, or both.

If you wish to **ONLY** adjust the Aggregate Limit for the order, click the “CREATE RFE” button. This action will create a “Not Yet Submitted” Request for Exception (RFE) form for the patient’s certification. It is important to note the manual “CREATE RFE” button can only be used if you are raising just the aggregate amount, not the individual daily dose amounts per route.

The Request for Exception form that is created by clicking “CREATE RFE” will be available on the Certification Documentation Dashboard. [Click here](#) to view the guide for submitting a Request for Exception form.

Physician Certifications

NEW CERTIFICATION

Show  entries

Search:  SEARCH

Click "CREATE RFE"

Expand	Certification Status	Start Date	End Date	Order Count	Physician	Actions
EXPAND	Active	11/29/2021	3/13/2022	5	BEASLEY, MICHELLE	VIEW DETAILS VIEW ORDERS CREATE RFE

**IMPORTANT: Please Note – If you wish to raise the daily dose mgs on the individual route level, you must follow steps 1-9 in this guide.**

For additional information, visit  
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