

Utah Department of Health and Human Services Center for Medical Cannabis

EVS Guide for Pharmacy Employee

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Confidentiality statement

The Electronic Verification System (EVS) is a database of medical cannabis applications. The information contained in the EVS is required to be kept confidential. A pharmacy employee can only access a patient's information if it pertains to the individual they are actively assisting.

Roles as a pharmacy employee

There are now 3 roles that a pharmacy employee may be assigned to:

- Pharmacy Medical Provider (PMP)
- Pharmacy Agent Plus
- Pharmacy Agent

Each role has different levels of access in EVS. Please refer to the below graph to see the rights of each role:

	PMP	Pharmacy Agent Plus	Pharmacy Agent
View patient application including patient information, certification, recommendation, notes, and patient purchase history. Add a note.	Yes	Yes	Yes
Add LMP certification/recommendation.	Yes	Yes	No
Amend LMP certification/recommendation.	Yes	Yes	No
Amend QMP recommendation.	Yes	No	No

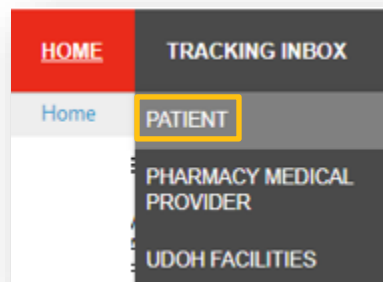
The pharmacist in charge (PIC) is expected to ensure that an active list of all employees and their roles are maintained (please see Staff List section of this document). The PIC will contact the DHHS when an employee is hired, if their role needs to be changed, and when an employee is terminated.

* Please note that Pharmacy Agent Plus will apply as a Pharmacy Agent. After the agent's application is active the PIC will need to send a request to DHHS to have the role changed to Pharmacy Agent Plus.

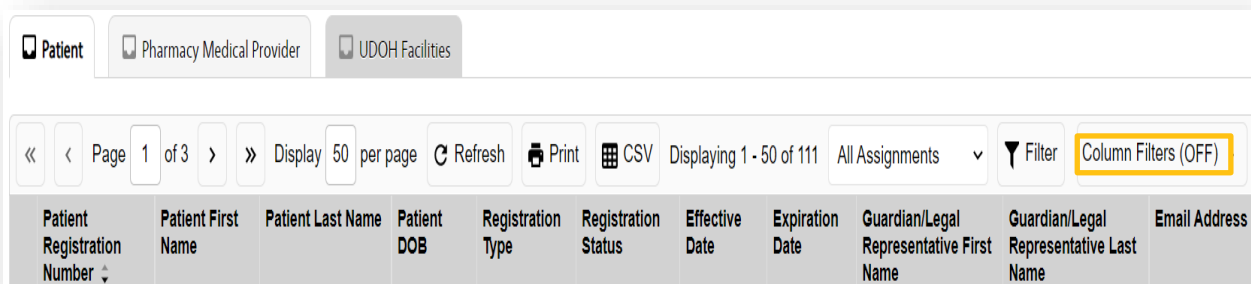
Viewing patient applications

A pharmacy employee can view patient applications including certifications, recommendations, notes, and patient purchase history.

From the home screen hover over "Tracking Inbox" and click "Patient"

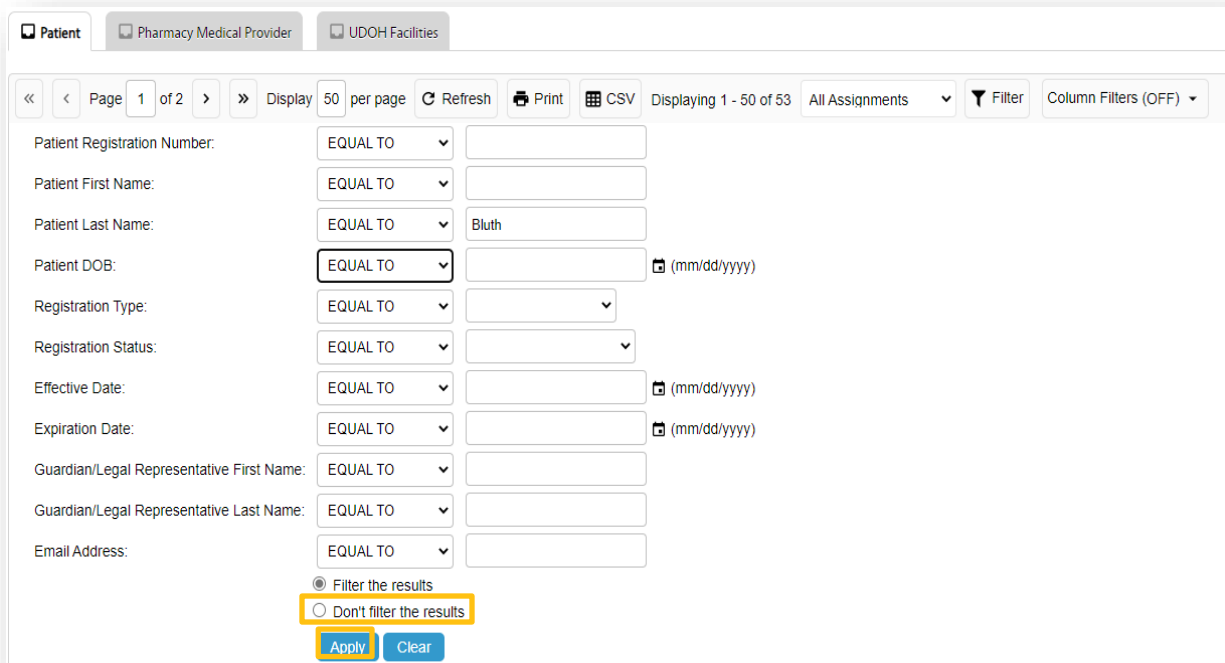


Click on "Column Filters"



Search for the patient using your preferred search method. Click “Apply”.

* Please note that the filter will stay “On” until you turn it off. To turn off the filter you will select the “Don’t filter the results” button.



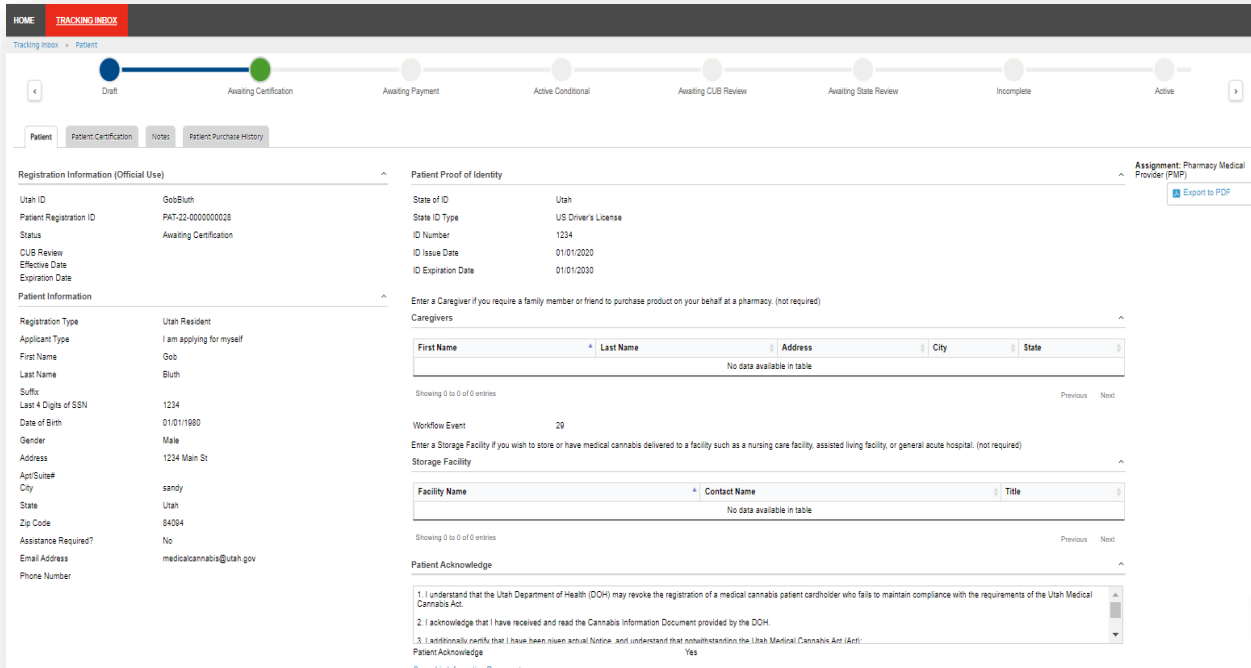
A list will display. You can sort this list by clicking on any column header you would like.

Click on the patient’s name.

Patient Registration Number	Patient First Name	Patient Last Name	Patient DOB	Registration Type	Registration Status	Effective Date	Expiration Date
PAT-22-000000027	Buster	Bluth	01/01/1982	Utah Resident	Awaiting Payment		
PAT-22-000000028	Gob	Bluth	01/01/1980	Utah Resident	Active Conditional	06/15/2022	06/27/2023
PAT-22-000000029	Michael	Bluth	01/01/1981	Utah Resident	Awaiting Certification	06/09/2022	07/09/2022

Their application will appear. The application will be in a read-only view.

* Please note that a caregiver shown on this application does not confirm that the caregiver has completed their application. This only indicates that the patient has given the caregiver permission to apply on their behalf.



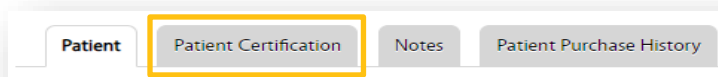
The screenshot shows a patient application tracking interface. At the top, there is a progress bar with stages: Draft, Awaiting Certification (current), Awaiting Payment, Active Conditional, Awaiting CUB Review, Awaiting State Review, Incomplete, and Active. Below the progress bar are tabs for Patient, Patient Certification, Notes, and Patient Purchase History. The main content area is divided into several sections:

- Registration Information (Official Use):**
 - Utah ID: GooBluth
 - Patient Registration ID: PAT-22-000000028
 - Status: Awaiting Certification
 - CUB Review Effective Date
 - Expiration Date
- Patient Information:**
 - Registration Type: Utah Resident
 - Applicant Type: I am applying for myself
 - First Name: Goo
 - Last Name: Bluth
 - Suffix:
 - Last 4 Digits of SSN: 1234
 - Date of Birth: 01/01/1980
 - Gender: Male
 - Address: 1234 Main St
 - Appt Suffix: sandy
 - City: Utah
 - State: Utah
 - Zip Code: 84094
 - Assistance Required?: No
 - Email Address: medicalcannabis@utah.gov
 - Phone Number:
- Patient Proof of Identity:**
 - State of ID: Utah
 - State ID Type: US Driver's License
 - ID Number: 1234
 - ID Issue Date: 01/01/2020
 - ID Expiration Date: 01/01/2030
- Caregivers:**
 - Enter a Caregiver if you require a family member or friend to purchase product on your behalf at a pharmacy. (not required)
 - Table with columns: First Name, Last Name, Address, City, State. No data available in table.
- Storage Facility:**
 - Enter a Storage Facility if you wish to store or have medical cannabis delivered to a facility such as a nursing care facility, assisted living facility, or general acute hospital. (not required)
 - Table with columns: Facility Name, Contact Name, Title. No data available in table.
- Patient Acknowledge:**
 - 1. I understand that the Utah Department of Health (DOH) may revoke the registration of a medical cannabis patient cardholder who fails to maintain compliance with the requirements of the Utah Medical Cannabis Act.
 - 2. I acknowledge that I have received and read the Cannabis Information Document provided by the DOH.
 - 3. I additionally certify that I have been given actual Notice, and understand that non-compliance with the Utah Medical Cannabis Act (Act).
 - Patient Acknowledge: Yes

Click on the gray tabs to view other parts of the application.

Review a certification/recommendation

From the patient application click on the Patient Certification tab.



This will display all previous certifications that have been entered for this patient. Clicking on the LMPC number will show more information and the recommendation.

Certification Number	Date of Certification	Qualifying Condition	Non-Qualifying Condition	QMP First Name	QMP Last Name	Certification Status
LMPC-2022-000000003	06/15/2022	Cancer		Doctor	Who	Active

This will display the full certificate and information about the recommendation.

Patient Certification
Recommendation

LMP Certification Number: LMPC-2022-0000000032

Date of Certification: 06/15/2022 (mm/dd/yyyy) *

Qualifying Condition: Cancer *

Terminal illness is for patients with life expectancy of less than six months.
Terminal illness: Yes No *

LMP First Name: Doctor *

LMP Last Name: Who *

LMP Address: 13 Main St *

LMP City: Sandy *

LMP State: Utah *

LMP Zip Code: 84111 *

LMP Phone: 801 - 111 - 1111 *

LMP Email: doctor@gmial.com *

LMP Provider Type: MD *

Utah Professional License Number: 12345 *

LMP Controlled Substance License Number: 12345-1234 *

LMP DEA Number: wh1234567 *

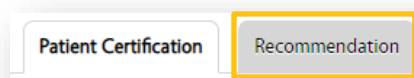
LMP NPI Number: 1234567890 *

Certification Status: Active

Recommendations

Recommendation Date	Dosage Form	Total Flower Dosage Quantity	Total Composite Dosage Quantity
06/15/2022	Aerosol		10



From this screen you can click on the recommendation tab to see more information about the recommendation.



This will display a list of all the recommendations associated with this certification. Clicking on the recommendation will display more information.

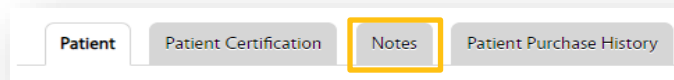
Dosage Form	Recommendation Date	Active
Aerosol	06/15/2022	Yes

This will display the complete recommendation.

QMP Recommendation Number	RECM-2022-0000000140
QMP First Name	Sara
QMP Last Name	Doctor
QMP Credentials	MD
Recommendation Date	06/15/2022  (mm/dd/yyyy)
Dosage Form	<input type="checkbox"/> Aerosol <input type="checkbox"/> Capsule <input type="checkbox"/> Concentrated Oil <input type="checkbox"/> Sublingual Preparation <input type="checkbox"/> Gelatinous Cube or Lozenge <input type="checkbox"/> Liquid Suspension <input type="checkbox"/> Resin <input checked="" type="checkbox"/> Tablet <input type="checkbox"/> Topical Preparation <input type="checkbox"/> Transdermal Preparation <input checked="" type="checkbox"/> Unprocessed Cannabis Flower 
Total Monthly Flower Dosage Quantity (up to 113 grams)	56
Total Monthly Composite THC Dosage Quantity (up to 20 grams)	10
Other Dosing Guidelines and Directions of Use	
Medication and Treatment History	
Active	<input checked="" type="radio"/> Yes <input type="radio"/> No *
I authorize a PMP to make any therapeutic substitution to these plant based medications dosing guidelines and directions of use. Failure to click this box means that a PMP can only change these dosing guidelines and directions of use with my pre-approval of the change	<input checked="" type="radio"/> Yes <input type="radio"/> No *

Review/add note

From the patient application click on the Notes tab.

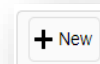


This will display all previous notes that have been entered for this patient.

Note Type	Note Name	Correspondence Date	Comment
Update Patient Information	Update patient information	06/17/2022	Spoke with QMP. Cert can be updated to include flower up to state limit

Clicking on the note name will display the complete note.

To add a new note click the “+new” button from the main notes page.



Enter information in all required fields (marked with *). The only optional field is to upload a file. Upload a file by clicking on “Browse” and then selecting the file from your computer. After all fields are entered click “Save”.

* Please note that the Private Note field is required. If “yes” is selected the note will not display for the patient.

Note Type	<input type="text"/>	*
Note Name	<input type="text"/>	*
Date	07/06/2022	
Correspondence Date	<input type="text"/> (mm/dd/yyyy)	*
Comment	<input type="text"/>	*
Upload File	<input type="text"/>	
	[Browse]	
Private Note	<input type="radio"/> Yes <input type="radio"/> No	*
<input type="button" value="Save"/>		

Review patient purchase history

From the patient application click on the Patient Purchase History tab.



This will display all purchase history for this patient.

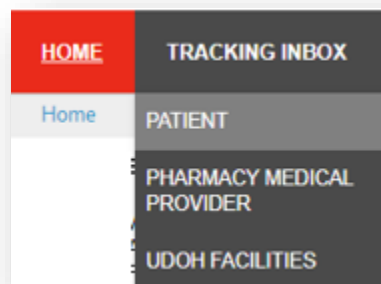
* Please note that the “remaining dosage” shows the amount of remaining dosage for the type of product purchased: unprocessed flower or THC product. The remaining dosage shown is from the date of purchase. Monthly limits reset every 28 days.

Order Number	Patient Card Number	Place of Purchase	Date of Purchase	Item Purchased	Dosage Type	Sales Limit Category	Remaining Dosage
47497577			06/14/2222	Pineapple Coconut Hygge Chews	Gummies	Composite THC Products	19.6
47497577			06/14/2222	\$3 State Fee (required)	State Fee	No Sales Limits	
44327200			04/02/2222	State Fee 3	Services	No Sales Limits	
44327200			04/02/2222	Tryke - 0.5g Clementine Cart	Alcohol	Composite THC Products	19.022
44327200			04/02/2222	Tryke - 0.5g Black Lime Cart	Alcohol	Composite THC Products	19.022
44327200			04/02/2222	Tryke - 3.5g Tart Pop	Finished Flower	Unprocessed Flower	102.5

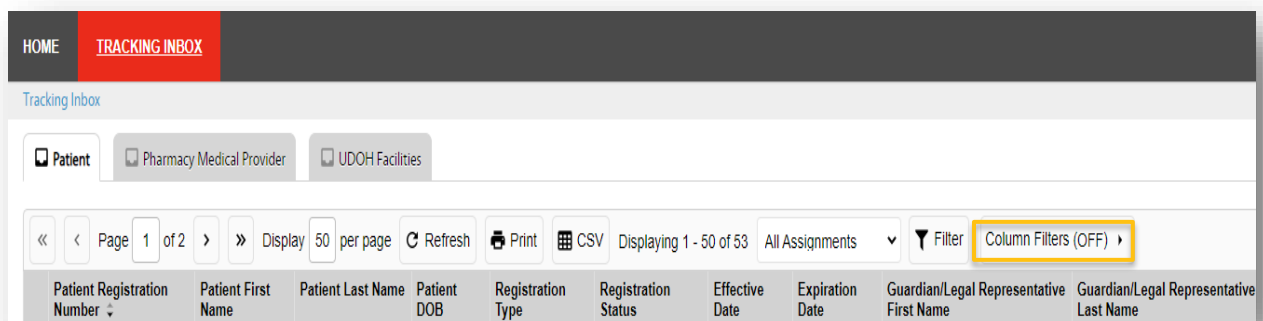
Entering an LMP certificate

A Pharmacy Medical Provider or a Pharmacy Agent Plus can enter a LMP certification/recommendation using the below steps:

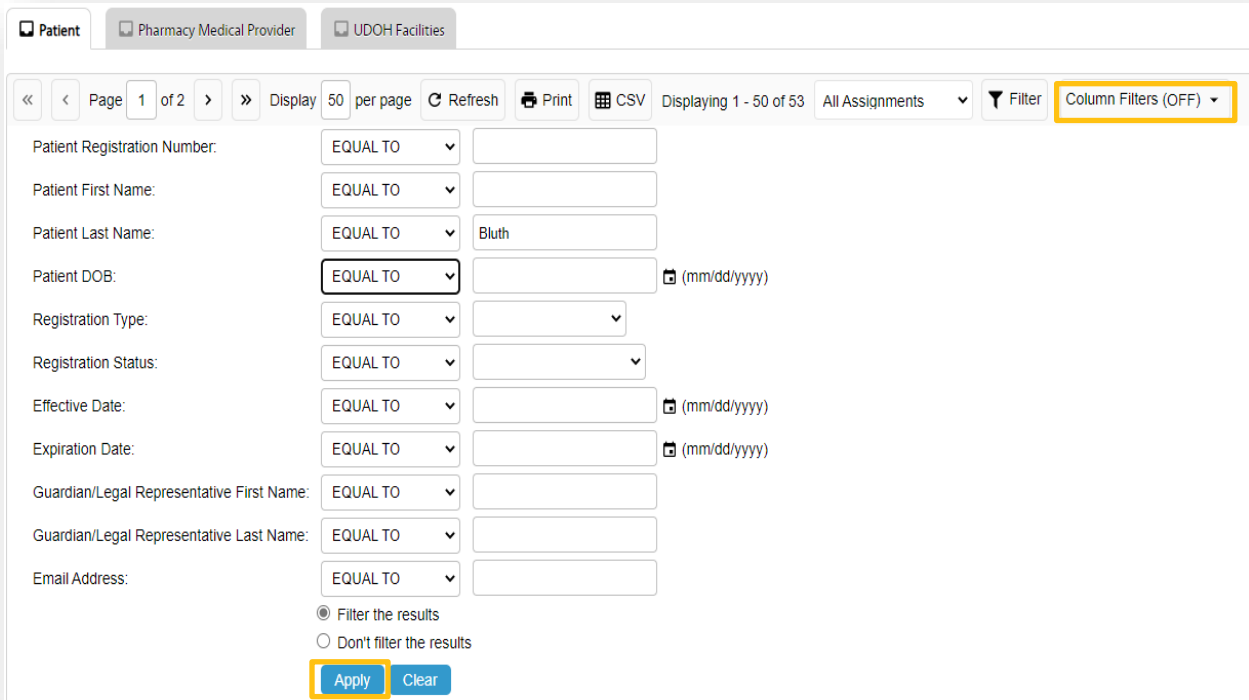
From the home screen hover over “Tracking Inbox” and click “Patient”



Click on “Column Filters”



Search for the patient using your preferred search options, click “Apply”.



Patient
 Pharmacy Medical Provider
 UDOH Facilities

<< < Page 1 of 2 > >>
 Display 50 per page
 Refresh
 Print
 CSV
 Displaying 1 - 50 of 53
 All Assignments
 Filter
 Column Filters (OFF)

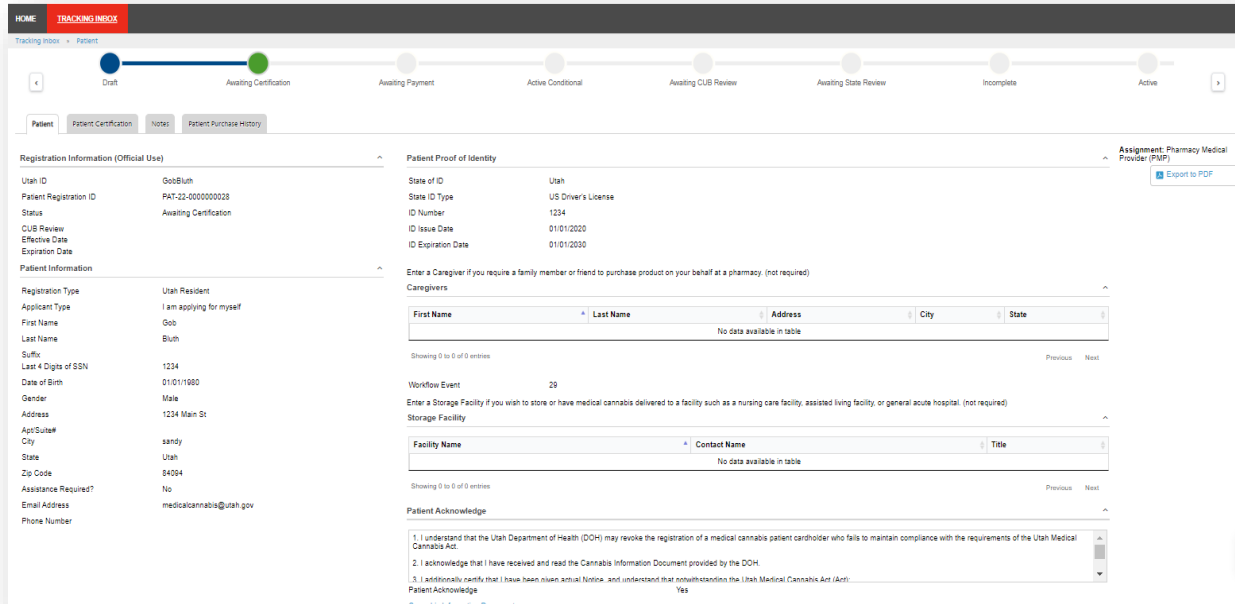
Patient Registration Number: EQUAL TO
 Patient First Name: EQUAL TO
 Patient Last Name: EQUAL TO
 Patient DOB: EQUAL TO (mm/dd/yyyy)
 Registration Type: EQUAL TO
 Registration Status: EQUAL TO
 Effective Date: EQUAL TO (mm/dd/yyyy)
 Expiration Date: EQUAL TO (mm/dd/yyyy)
 Guardian/Legal Representative First Name: EQUAL TO
 Guardian/Legal Representative Last Name: EQUAL TO
 Email Address: EQUAL TO

Filter the results
 Don't filter the results

Verify patient information and that they are in “Awaiting Certification” status. Click on the patient’s name.

Patient Registration Number	Patient First Name	Patient Last Name	Patient DOB	Registration Type	Registration Status	Effective Date	Expiration Date	Guardian/Legal Representative First Name	Guardian/Legal Representative Last Name	Email Address
▶ PAT-22-0000000028	Gob	Bluth	01/01/1980	Utah Resident	Awaiting Certification					medicalcannabis@utah.gov
▶ PAT-22-0000000029	Michael	Bluth	01/01/1981	Utah Resident	Awaiting Certification	06/09/2022	07/09/2022			medicalcannabis@utah.gov

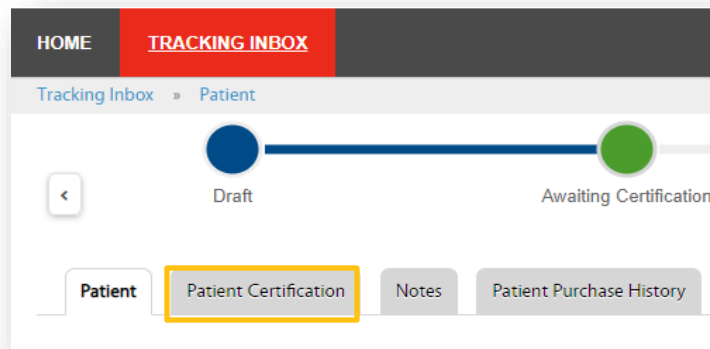
Their application will appear. The application will be in a read only view.



The screenshot shows a patient application tracking interface. At the top, there is a progress bar with stages: Draft, Awaiting Certification, Awaiting Payment, Active Conditional, Awaiting CUS Review, Awaiting State Review, Incomplete, and Active. The 'Awaiting Certification' stage is currently active. Below the progress bar, there are tabs for Patient, Patient Certification, Notes, and Patient Purchase History. The main content area is divided into several sections:

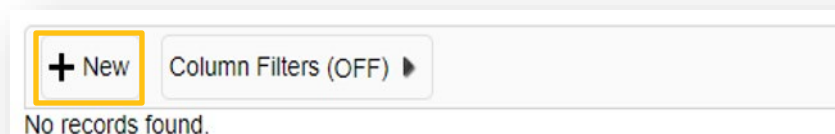
- Registration Information (Official Use):** Includes fields for Utah ID (GoBluh), Patient Registration ID (PAT-22-000000028), Status (Awaiting Certification), CUS Review, Effective Date, and Expiration Date.
- Patient Information:** Includes Registration Type (Utah Resident), Applicant Type (I am applying for myself), First Name (Gob), Last Name (Bluh), Suffix, Last 4 Digits of SSN (1234), Date of Birth (01/01/1980), Gender (Male), Address (1234 Main St), Apt/Unit#, City (sandy), State (Utah), Zip Code (84064), Assistance Required? (No), Email Address (medicalcannabis@utah.gov), and Phone Number.
- Patient Proof of Identity:** Includes State ID (Utah), State ID Type (US Driver's License), ID Number (1234), ID Issue Date (01/01/2020), and ID Expiration Date (01/01/2030).
- Caregivers:** A section with a table for listing caregivers, currently showing 'No data available in table'.
- Storage Facility:** A section with a table for listing storage facilities, currently showing 'No data available in table'.
- Patient Acknowledge:** A section with a list of acknowledgment items, including understanding of the Utah Department of Health (DOH) policy and reading of the Cannabis Information Document.

Click on the "Patient Certification" tab.



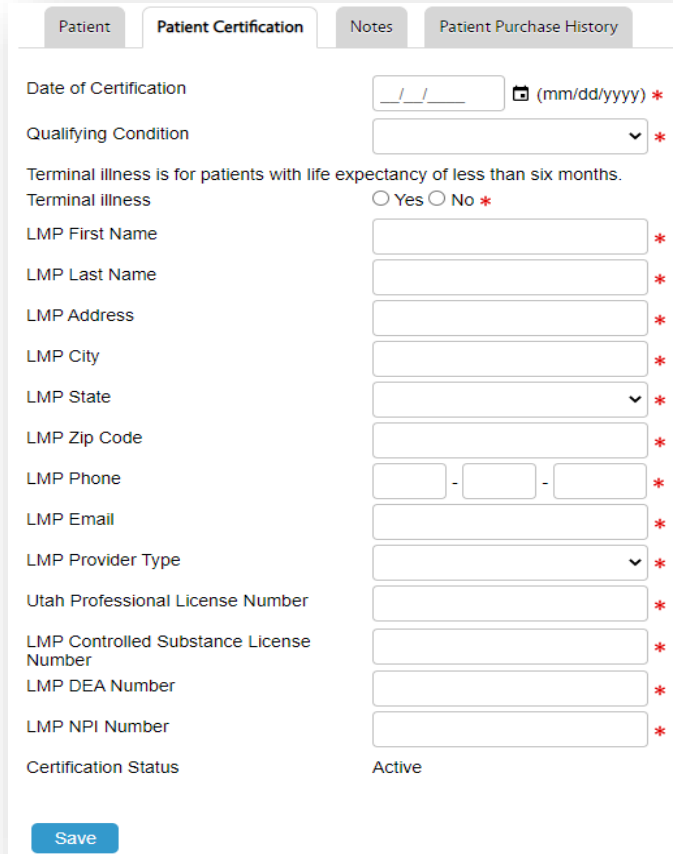
This screenshot shows the 'Patient Certification' tab selected. The progress bar at the top shows 'Draft' and 'Awaiting Certification' stages. Below the progress bar, there are tabs for Patient, Patient Certification, Notes, and Patient Purchase History. The 'Patient Certification' tab is highlighted with a yellow border.

You will see a list of previous certificates if applicable. Or the words "no records found" if this is a new patient. Click on "+New" to add a new certificate.



This screenshot shows a button labeled '+ New' with a yellow border, next to a 'Column Filters (OFF)' dropdown menu. Below these elements, the text 'No records found.' is displayed.

Enter all information from the LMP Recommendation Form and click “Save”.

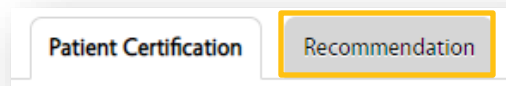


The screenshot shows a web form with four tabs: Patient, Patient Certification (selected), Notes, and Patient Purchase History. The form contains the following fields and options:

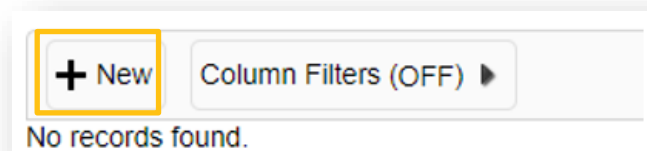
- Date of Certification: A date picker field with a calendar icon and the format (mm/dd/yyyy) *.
- Qualifying Condition: A dropdown menu *.
- Terminal illness is for patients with life expectancy of less than six months.
- Terminal illness: Radio buttons for Yes and No *.
- LMP First Name: Text input field *.
- LMP Last Name: Text input field *.
- LMP Address: Text input field *.
- LMP City: Text input field *.
- LMP State: Dropdown menu *.
- LMP Zip Code: Text input field *.
- LMP Phone: Text input field with hyphens *.
- LMP Email: Text input field *.
- LMP Provider Type: Dropdown menu *.
- Utah Professional License Number: Text input field *.
- LMP Controlled Substance License Number: Text input field *.
- LMP DEA Number: Text input field *.
- LMP NPI Number: Text input field *.
- Certification Status: A dropdown menu currently set to "Active".

A blue "Save" button is located at the bottom left of the form.

Once the certification is saved a “Recommendation” tab will appear, click that tab.




Click on “+New” to add a new recommendation.



Enter information for the LMP recommendation and click “Save”.

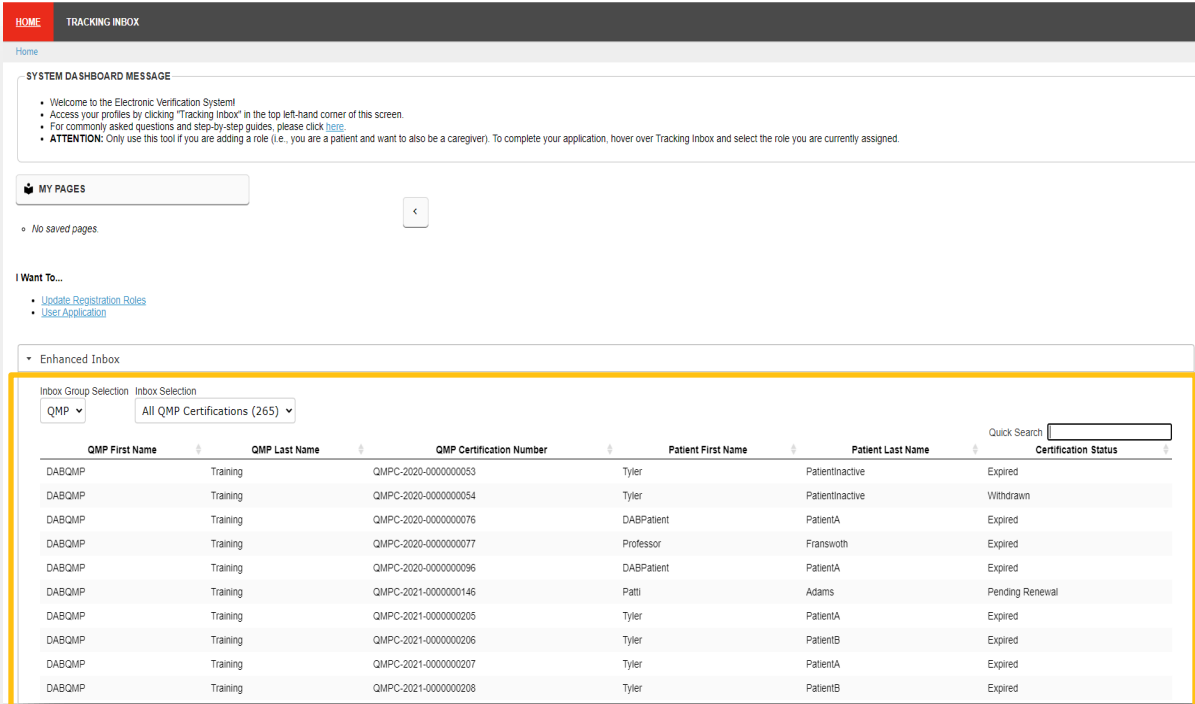
If a mistake was made when entering a LMP certificate (LMPC) it can be amended by clicking on the certificate and/or recommendation, amending the incorrect fields, and then clicking “Save”.

QMP Recommendation Number	RECM-2022-0000000140
QMP First Name	Sara
QMP Last Name	Doctor
QMP Credentials	MD
Recommendation Date	<input type="text" value="06/15/2022"/>  (mm/dd/yyyy)
Dosage Form	<input type="checkbox"/> Aerosol * <input type="checkbox"/> Capsule <input type="checkbox"/> Concentrated Oil <input type="checkbox"/> Sublingual Preparation <input type="checkbox"/> Gelatinous Cube or Lozenge <input type="checkbox"/> Liquid Suspension <input type="checkbox"/> Resin <input checked="" type="checkbox"/> Tablet <input type="checkbox"/> Topical Preparation <input type="checkbox"/> Transdermal Preparation <input checked="" type="checkbox"/> Unprocessed Cannabis Flower
Total Monthly Flower Dosage Quantity (up to 113 grams)	<input type="text" value="56"/>
Total Monthly Composite THC Dosage Quantity (up to 20 grams)	<input type="text" value="10"/>
Other Dosing Guidelines and Directions of Use	<input type="text"/>
Medication and Treatment History	<input type="text"/>
Active	<input checked="" type="radio"/> Yes <input type="radio"/> No *
I authorize a PMP to make any therapeutic substitution to these plant based medications dosing guidelines and directions of use. Failure to click this box means that a PMP can only change these dosing guidelines and directions of use with my pre-approval of the change	<input checked="" type="radio"/> Yes <input type="radio"/> No *
<input type="button" value="Save"/>	

Add a note and attach the LMP certificate to the note. Instructions on how to add a note can be found in the [“Review/add a note”](#) section of this document.

Amending a QMP recommendation

From the PMP home page, scroll down to the enhanced inbox.

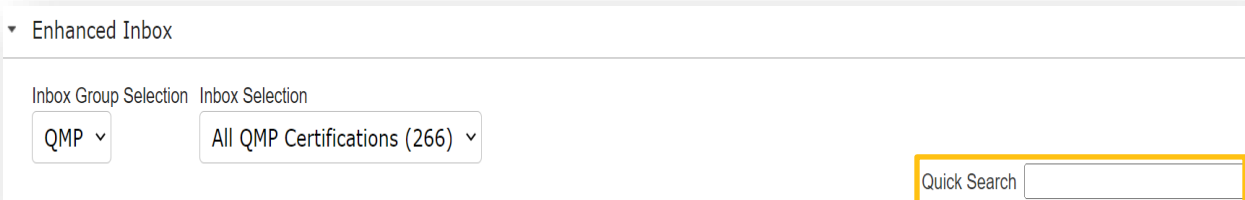


The screenshot shows the 'TRACKING INBOX' page. At the top, there is a 'HOME' button and a 'TRACKING INBOX' header. Below this is a 'SYSTEM DASHBOARD MESSAGE' section with instructions. A 'MY PAGES' section shows 'No saved pages'. Under 'I Want To...', there are links for 'Update Registration Roles' and 'User Application'. The 'Enhanced Inbox' section is highlighted with a yellow border and contains the following elements:

- Inbox Group Selection: QMP
- Inbox Selection: All QMP Certifications (265)
- Quick Search:
- Table with columns: QMP First Name, QMP Last Name, QMP Certification Number, Patient First Name, Patient Last Name, Certification Status.

QMP First Name	QMP Last Name	QMP Certification Number	Patient First Name	Patient Last Name	Certification Status
DABQMP	Training	QMPC-2020-0000000053	Tyler	PatientInactive	Expired
DABQMP	Training	QMPC-2020-0000000054	Tyler	PatientInactive	Withdrawn
DABQMP	Training	QMPC-2020-0000000076	DABPatient	PatientA	Expired
DABQMP	Training	QMPC-2020-0000000077	Professor	Franswoth	Expired
DABQMP	Training	QMPC-2020-0000000096	DABPatient	PatientA	Expired
DABQMP	Training	QMPC-2021-0000000146	Patti	Adams	Pending Renewal
DABQMP	Training	QMPC-2021-0000000205	Tyler	PatientA	Expired
DABQMP	Training	QMPC-2021-0000000206	Tyler	PatientB	Expired
DABQMP	Training	QMPC-2021-0000000207	Tyler	PatientA	Expired
DABQMP	Training	QMPC-2021-0000000208	Tyler	PatientB	Expired

Search for the patient using the "Quick Search". Please note that we recommend searching by the QMPC to ensure you are amending the correct patient and correct recommendation. (You can find the QMPC number by searching for the patient using the steps in the "Viewing Applications" section of this document.)



This close-up shows the search filters and the 'Quick Search' field. The 'Inbox Group Selection' is set to 'QMP' and the 'Inbox Selection' is set to 'All QMP Certifications (266)'. The 'Quick Search' field is empty and highlighted with a yellow border.

Click on the QMPC number to open the certificate.

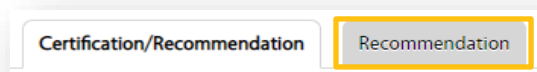
Enhanced Inbox

Inbox Group Selection: QMP ▾ Inbox Selection: All QMP Certifications (266) ▾

Quick Search: QMPC-2022-000000285 ✕

QMP First Name	QMP Last Name	QMP Certification Number	Patient First Name	Patient Last Name	Certification Status
Sara	Doctor	QMPC-2022-000000285	michael	bluth	Active

Click on the recommendation tab.



This will display all recommendations attached to this certificate. Click on the recommendation that is currently active.

+ New Print CSV Column Filters (OFF) ▾

Qmp Recommendation Number	Dosage Form	Total Flower Dosage Quantity	Total Composite Dosage Quantity	Recommendation Date	Active
				06/09/2022	No
RECM-2022-0000000140	• Tablet			06/15/2022	Yes

Change active status to “No” click “Save”. Add a note that describes the reason for the change (include your name).

Recommendation

Dosing Guidelines
 I have dosing guidelines or restrictions to recommend to this patient.
 I have no dosing guidelines or restrictions to recommend to this patient *

Recommend Specific Dosing Guidelines: Selection of this option means I have specific dosing guidelines and directions for use to recommend to this patient. I understand that my specific dosing guidelines and directions of use will limit what medical cannabis products my patient may purchase and that the medical cannabis pharmacy used by my patient may or may not have a product matching these specifications in stock. I understand that unless I specify otherwise, the pharmacy medical provider (PMP) must obtain my approval before changing the specific dosing guidelines and directions for use that I recommend. I have the option to share medical information about my patient with the PMP in the "Notes" tab.

QMP Recommendation Number: RECM-2022-000000140
 QMP First Name: Sara
 QMP Last Name: Doctor
 QMP Credentials: MD
 Recommendation Date: 06/15/2022 (mm/dd/yyyy)

Dosage Form
 Aerosol
 Capsule
 Concentrated Oil
 Sublingual Preparation
 Gelatinous Cube or Lozenge
 Liquid Suspension
 Resin
 Tablet
 Topical Preparation
 Transdermal Preparation
 Unprocessed Cannabis Flower

Total Monthly Flower Dosage Quantity (up to 113 grams): 56
 Total Monthly Composite THC Dosage Quantity (up to 20 grams): 10
 Other Dosing Guidelines and Directions of Use:
 Medication and Treatment History:

Active
 Yes No *

I authorize a PMP to make any therapeutic substitution to these plant based medications dosing guidelines and directions of use. Failure to click this box means that a PMP can only change these dosing guidelines and directions of use with my pre-approval of the change

Yes No *

Enter a new recommendation by clicking the “+New” button.

Column Filters (OFF) ▾

Qmp Recommendation Number	Dosage Form	Total Flower Dosage Quantity	Total Composite Dosage Quantity	Recommendation Date	Active
▶				06/09/2022	No
▶ RECM-2022-000000140	• Tablet			06/15/2022	Yes

Enter new recommendation per QMP instructions and click “Save”

Recommendation

Dosing Guidelines I have dosing guidelines or restrictions to recommend to this patient.
 I have no dosing guidelines or restrictions to recommend to this patient *

Recommend Specific Dosing Guidelines: Selection of this option means I have specific dosing guidelines and directions for use to recommend to this patient. I understand that my specific dosing guidelines and directions of use will limit what medical cannabis products my patient may purchase and that the medical cannabis pharmacy used by my patient may or may not have a product matching these specifications in stock. I understand that unless I specify otherwise, the pharmacy medical provider (PMP) must obtain my approval before changing the specific dosing guidelines and directions for use that I recommend. I have the option to share medical information about my patient with the PMP in the "Notes" tab.

QMP Recommendation Number: RECM-2022-0000000140

QMP First Name: Sara

QMP Last Name: Doctor

QMP Credentials: MD

Recommendation Date: (mm/dd/yyyy)

Dosage Form: Aerosol *
 Capsule
 Concentrated Oil
 Sublingual Preparation
 Gelatinous Cube or Lozenge
 Liquid Suspension
 Resin
 Tablet
 Topical Preparation
 Transdermal Preparation
 Unprocessed Cannabis Flower

Total Monthly Flower Dosage Quantity (up to 113 grams):

Total Monthly Composite THC Dosage Quantity (up to 20 grams):

Other Dosing Guidelines and Directions of Use:

Medication and Treatment History:

Active: Yes No *

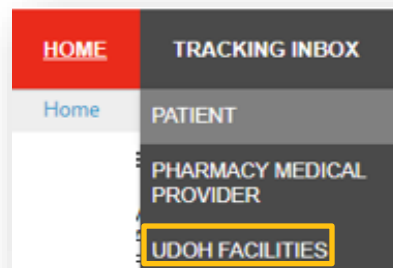
I authorize a PMP to make any therapeutic substitution to these plant based medications dosing guidelines and directions of use. Failure to click this box means that a PMP can only change these dosing guidelines and directions of use with my pre-approval of the change

Yes No *

Staff list

A PIC is the only pharmacy employee that can maintain the pharmacy staff list.

From the PMP home screen hover over “Tracking Inbox” and click “UDOH Facilities”.



This will display a list of all facilities that the PMP is listed as the PIC.

Name of Facility	Mailing City	Mailing State	Mailing County	Mailing Zip Code	Physical Address	Physical City	Physical State
Camille's Cannabis	Salt Lake City	Utah	Salt Lake	84103	123 Main Street	123 Main Street	Utah

Click on the facility name to display more information.

UDOH Facilities
Staff

Active Yes

Effective Date 02/01/2020

Expiration Date 02/01/2028

Facility Information

Name of Facility Camille's Cannabis

Email Address of Facility cwerner@utah.gov

Phone Number 435-868-8589

Mailing Address 123 Main Street

Mailing Apt/Suite#

Mailing City Salt Lake City

Mailing State Utah

Mailing Zip Code 84103

Physical Address 123 Main Street

Physical Apt/Suite#

Physical City 123 Main Street

Physical State Utah

Physical Zip Code 84103

Owner's Information

Owners/Operators Name Camille Facility

License Number 1234-12345

Compliance Status Compliant

Email Address cwerner@utah.gov

Phone Number 435-868-8589

Address 123 Main Street

Apt/Suite#

City Salt Lake City

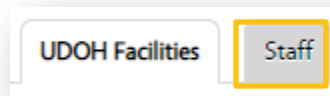
State Utah

Zip Code 84103

Background Check

Background Check Complete Yes

Click on the "Staff" tab to see the listed staff assigned to this facility.



The staff list will display. This report shows all employees that have listed the selected facility on their individual application. This list will include new hires that have not completed their application as well as current hires. The effective date and expiration date coincide with the employee’s application.

* Please note that you can use the “Column Filters” button if needed to search the staff list.

To access an employee, click on their name.

Print CSV **Column Filters (OFF)**

First Name	Last Name	Agent Registration ID	Pharmacist In Charge	Effective Date	Expiration Date	End Date
Amanda	Hovermale	UT-21-0000000006	No			
Andrethe	Giant	UDOH-00014-2022	No			
Bret	Hart	UDOH-00012-2022	No			
Camille	PMP	UT-20-0000000003	No	02/05/2020	02/05/2022	
Camille	PMPa	UT-20-0000000005	No	06/16/2022	06/16/2024	
Camille	PMPb	UT-20-0000000006	No	06/08/2022	06/08/2024	
Camille	PAz	UDOH-00010-2020	No			
Camille	PAb	UDOH-00009-2020	No	02/14/2020	02/14/2022	
Hayseed	Hovermale	UT-22-0000000002	Yes			

From this screen you can enter an “End Date” and click “Save” when the employee is terminated.

Staff

First Name: Hulk

Last Name: Hogan

Agent Registration ID: UDOH-00008-2022

Effective Date: 06/09/2022

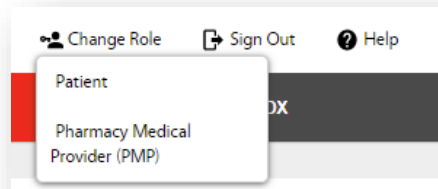
Expiration Date: 06/09/2024

Pharmacist-in-Charge (PIC): Yes No

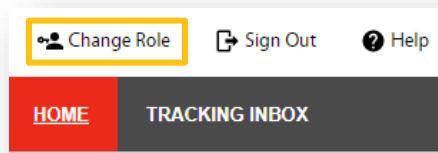
End Date: (mm/dd/yyyy)

Changing a user role

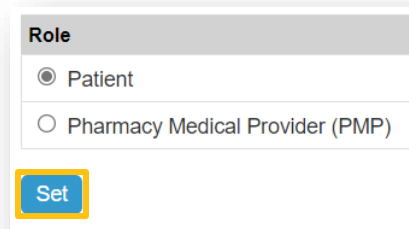
If an employee has multiple roles (patient, cultivator, etc) the role can be switched by hovering over the “Change Role” button and selecting the correct role.



This can also be done by clicking on the “Change Role” button.



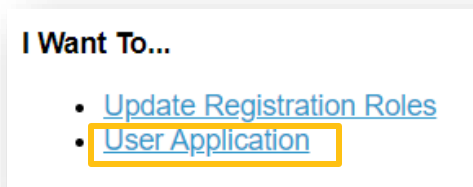
Click on the correct role and click “Set”.



Viewing employee's own application

There is an easy way to access a user's employee application:

From the Home screen click on the quick link titled "User Application". Click this link to go directly to the user's application.



* Please note this will take you to the application for the role you are logged in as.

Patient statuses

There are four statuses to a patient application:

- Registration State
- Application Status
- Card Status
- Certificate Status

The Registration State indicates if the application is an initial application or a renewal application.

The application status is the status of the current application. (This can be different from the card status.) This indicates the step for their current application (awaiting certification, awaiting payment, awaiting state review, active, incomplete, etc.)

The above two statuses can be seen on the patient application screen.

Patient Registration ID	PAT-20-0000000102
Registration State	In Renewal
Status	Active

The card status is indicated by if they have a current card with an effective and expiration date. This can be seen on the patient application or on the patient card found by clicking "Print Card".

[Print Card](#)

Registration Information (Official Use)

Utah ID	GobBluth
Patient Registration ID	PAT-22-0000000028
Status	Active Conditional
CUB Review	No
Effective Date	06/15/2022
Expiration Date	06/15/2023

Certificate status is the status of the LMP certification or QMP certification. This is shown on the Patient Certification tab.

* Please note that if a patient is in renewal they could have an "Active" certificate for their current card and a "Pending Renewal" certificate for their renewal application. Once the current card expires and the new card is activated the "Active" certificate will change to "Expired" and the "Pending Renewal" certificate will change to "Active".

Certification Number	Date of Certification	Qualifying Condition	Non-Qualifying Condition	QMP First Name	QMP Last Name	Certification Status
LMPC-2022-0000000025	06/14/2022	Debilitating Seizures		Roland	Gecko	Pending Renewal
QMPC-2021-0000000149	02/01/2021	Hospice Care		sarah	ponce	Active