# Utah Department of Health and Human Services
# Center for Medical Cannabis

## EVS Guide for Pharmacy Employee

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Utah Department of
Health & Human Services
Center for Medical Cannabis

# 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 |

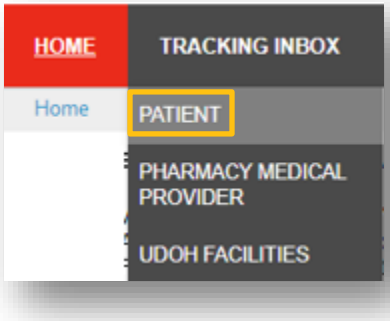
The pharmacist in charge (PIC) is expected to ensure that an active list of all employees and their roles are maintained (please see Staff List section of this document). The PIC will contact the DHHS when an employee is hired, if their role needs to be changed, and when an employee is terminated.

* 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.

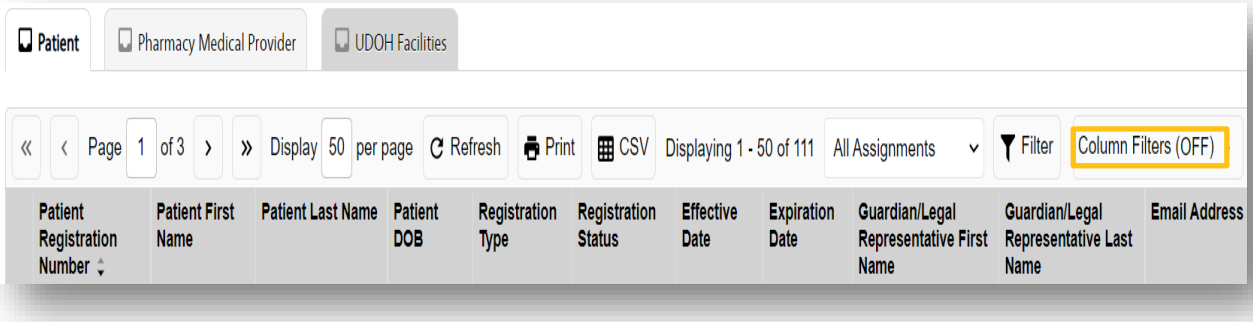
# Viewing patient applications

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"

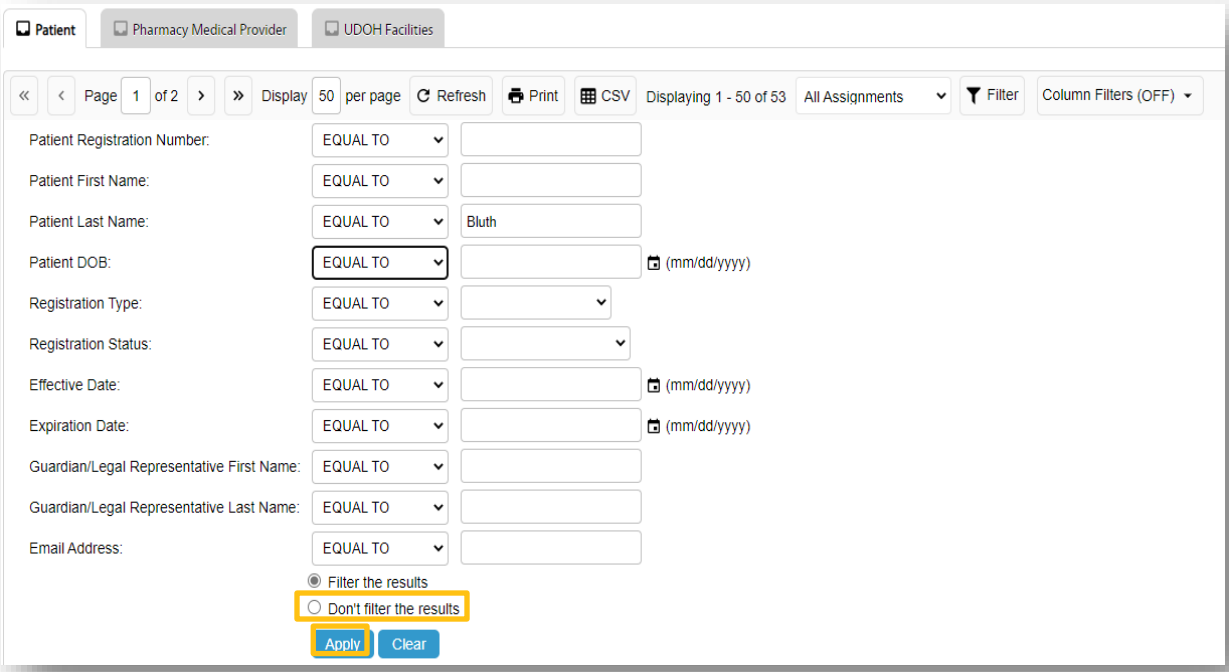



Click on "Column Filters"



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.



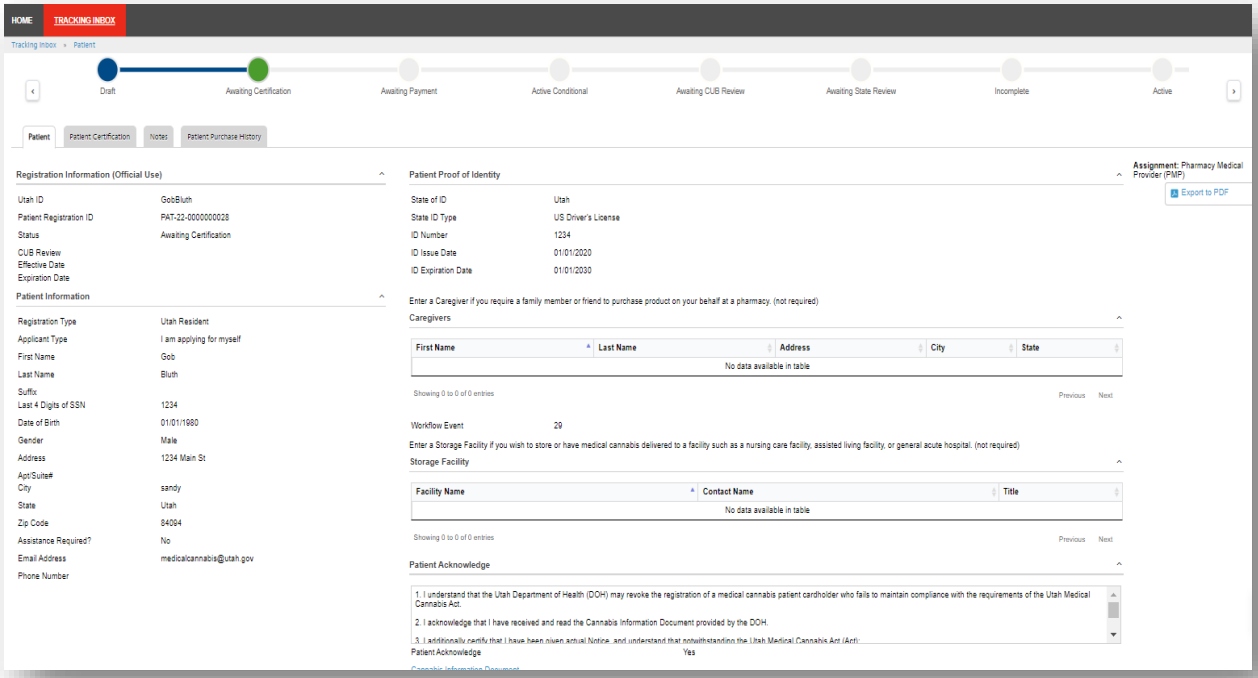

A list will display. You can sort this list by clicking on any column header you would like.

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-22-0000000027 | Buster | Bluth | 01/01/1982 | Utah Resident | Awaiting Payment | | |
| PAT-22-0000000028 | Gob | Bluth | 01/01/1980 | Utah Resident | Active Conditional | 06/15/2022 | 06/27/2023 |
| PAT-22-0000000029 | 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.

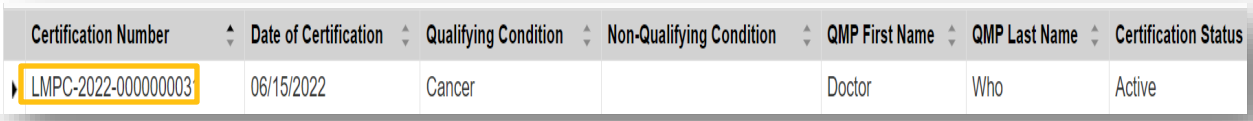



Click on the gray tabs to view other parts of the application.

# Review a certification/recommendation

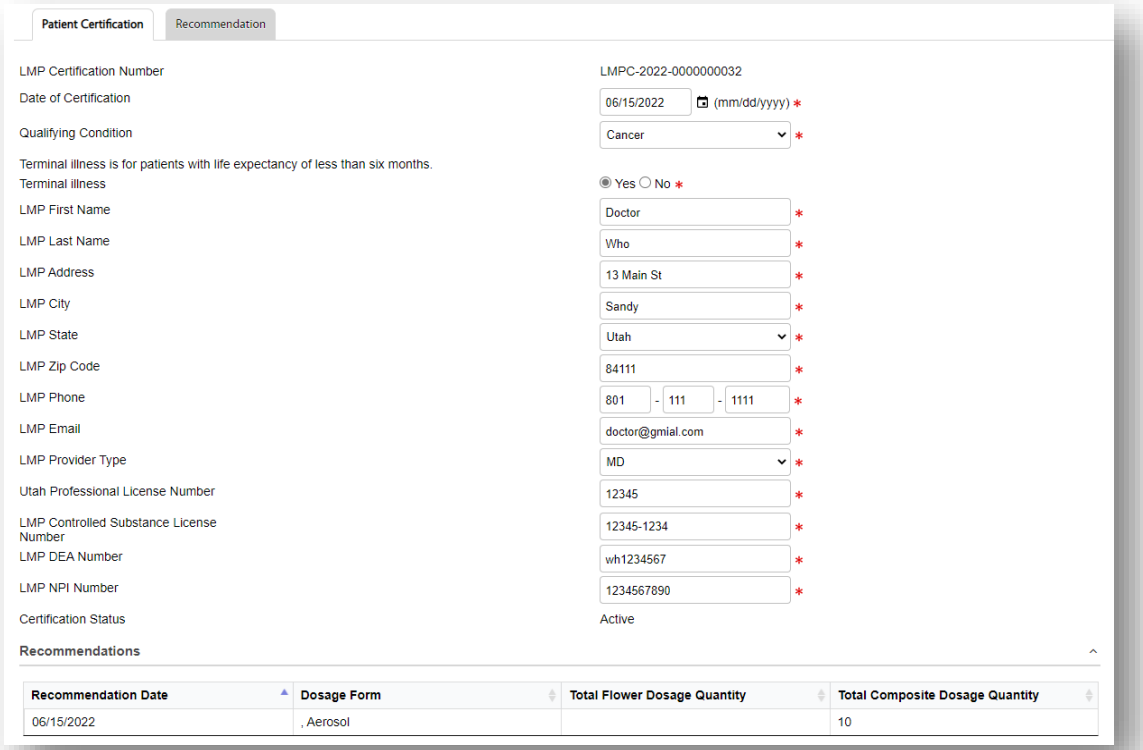
From the patient application click on the Patient Certification tab.

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.



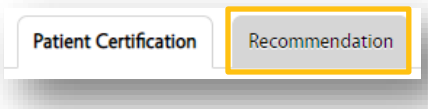
Patient Certification | Recommendation

| | |
|---|---|
| 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 |

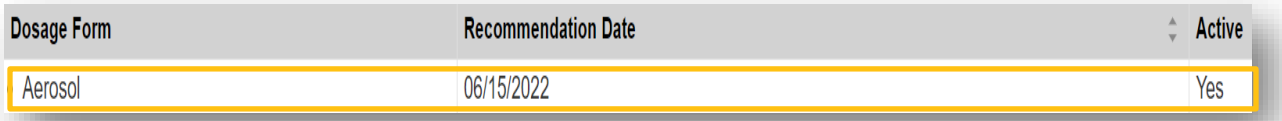
Recommendations

| 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.

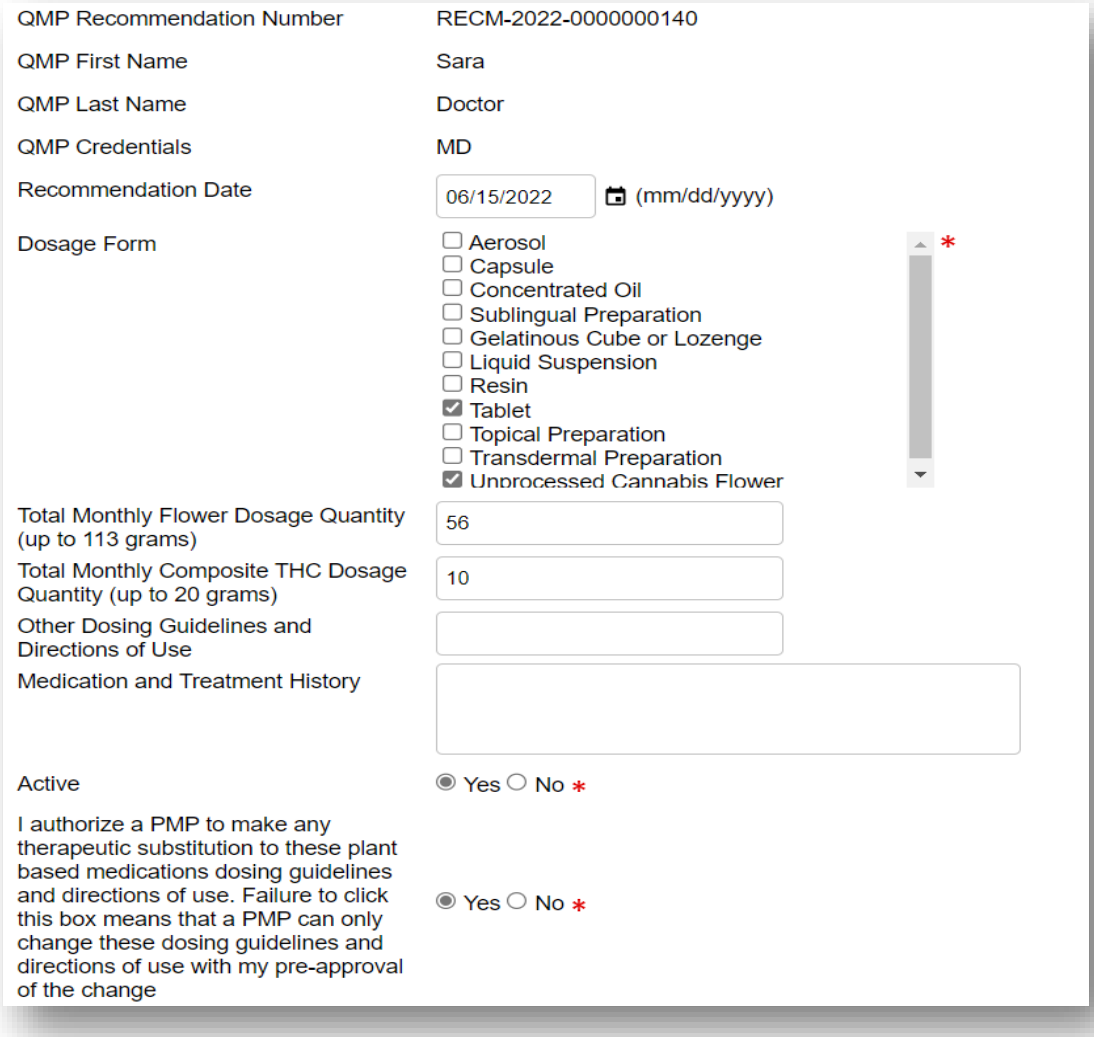


This will display a list of all the recommendations associated with this certification. Clicking on the recommendation will display more information.



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

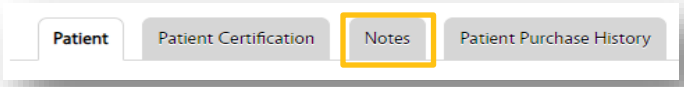
This will display the complete recommendation.



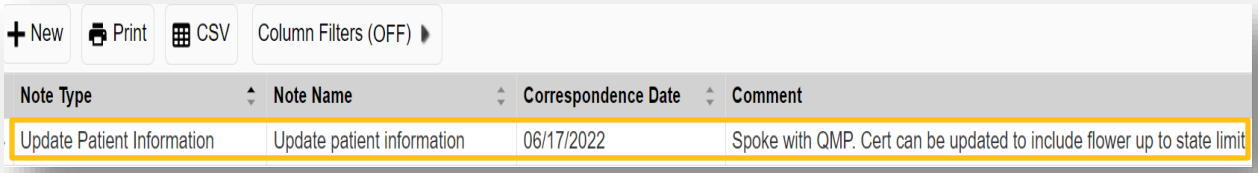
| | |
|---|---|
| QMP Recommendation Number | RECM-2022-0000000140 |
| QMP First Name | Sara |
| QMP Last Name | Doctor |
| QMP Credentials | MD |
| Recommendation Date | 06/15/2022 (mm/dd/yyyy) |
| Dosage Form | ☐ Aerosol<br>☐ Capsule<br>☐ Concentrated Oil<br>☐ Sublingual Preparation<br>☐ Gelatinous Cube or Lozenge<br>☐ Liquid Suspension<br>☐ Resin<br>☑ Tablet<br>☐ Topical Preparation<br>☐ Transdermal Preparation<br>☑ 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 * |

# Review/add note

From the patient application click on the Notes tab.

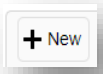



This will display all previous notes that have been entered for this patient.



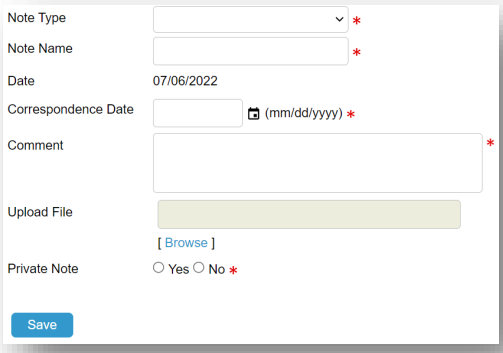

Clicking on the note name will display the complete note.

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.



# Review patient purchase history

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

This will display all purchase history for this patient.

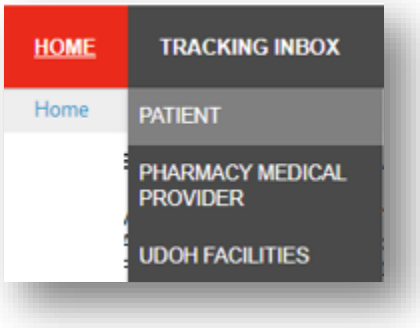
* Please note that the “remaining dosage” shows the amount of remaining dosage for the type of product purchased: unprocessed flower or THC product. The remaining dosage shown is from the date of purchase. Monthly limits reset every 28 days.

| 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 |

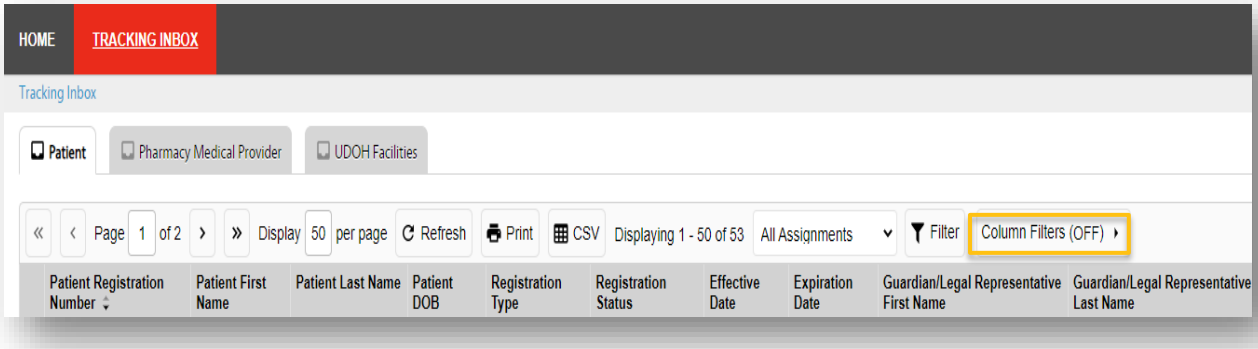
# Entering an LMP certificate

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

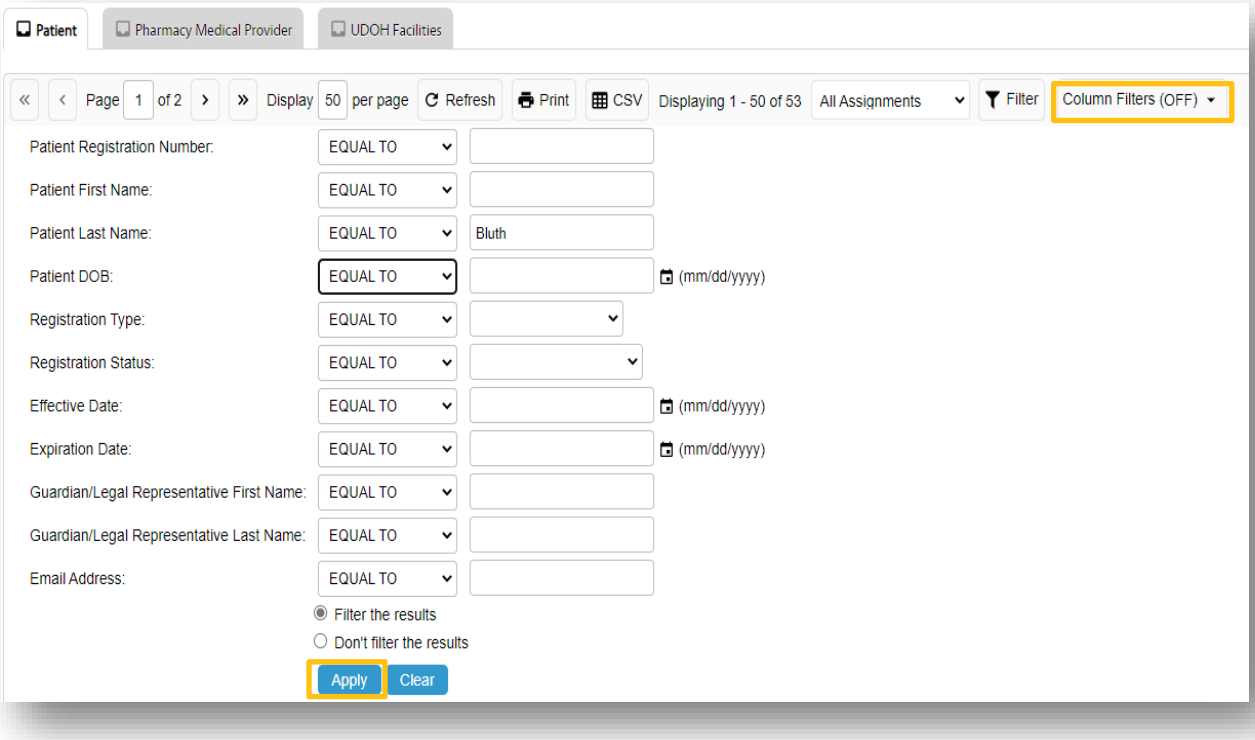
From the home screen hover over “Tracking Inbox” and click “Patient”




Click on “Column Filters”



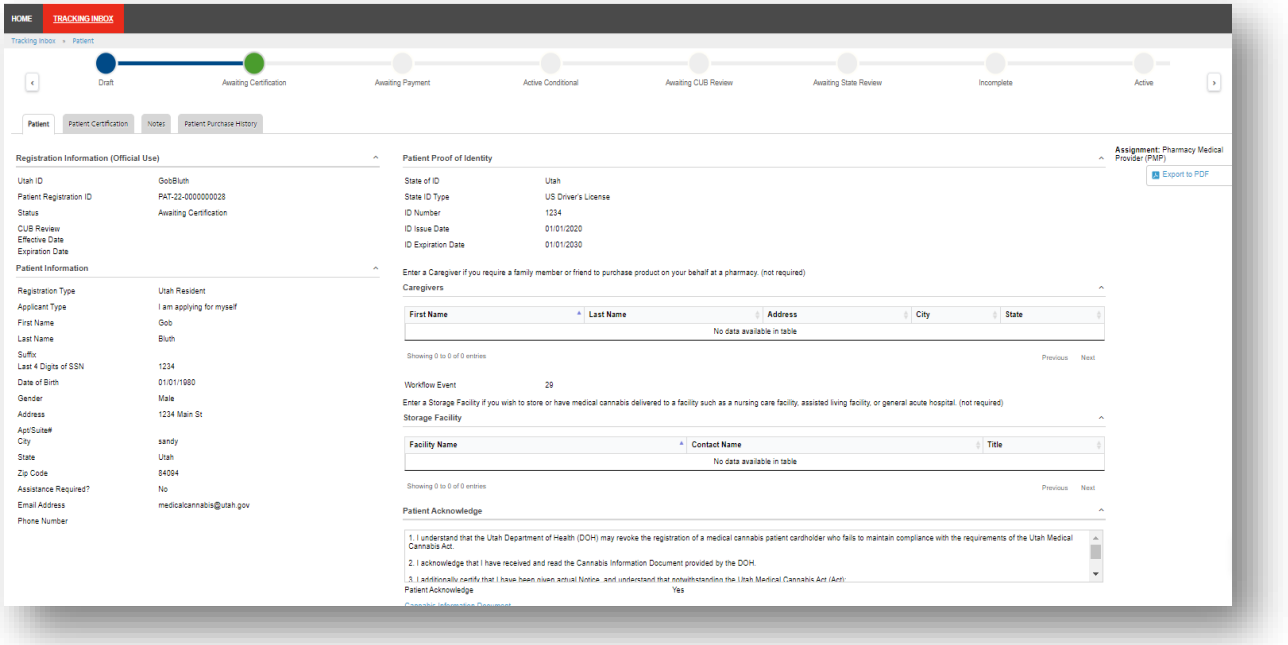
Search for the patient using your preferred search options, click “Apply”.



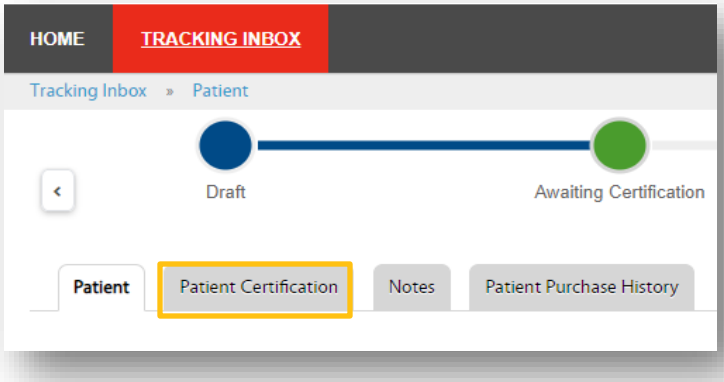

Verify patient information and that they are in “Awaiting Certification” status. Click on the patient’s name.

| 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 |

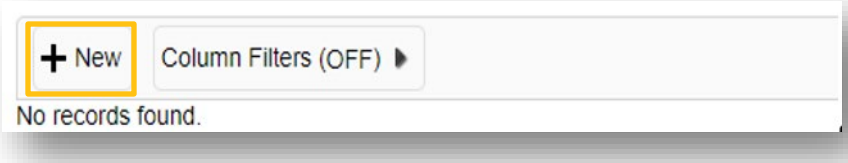
Their application will appear. The application will be in a read only view.



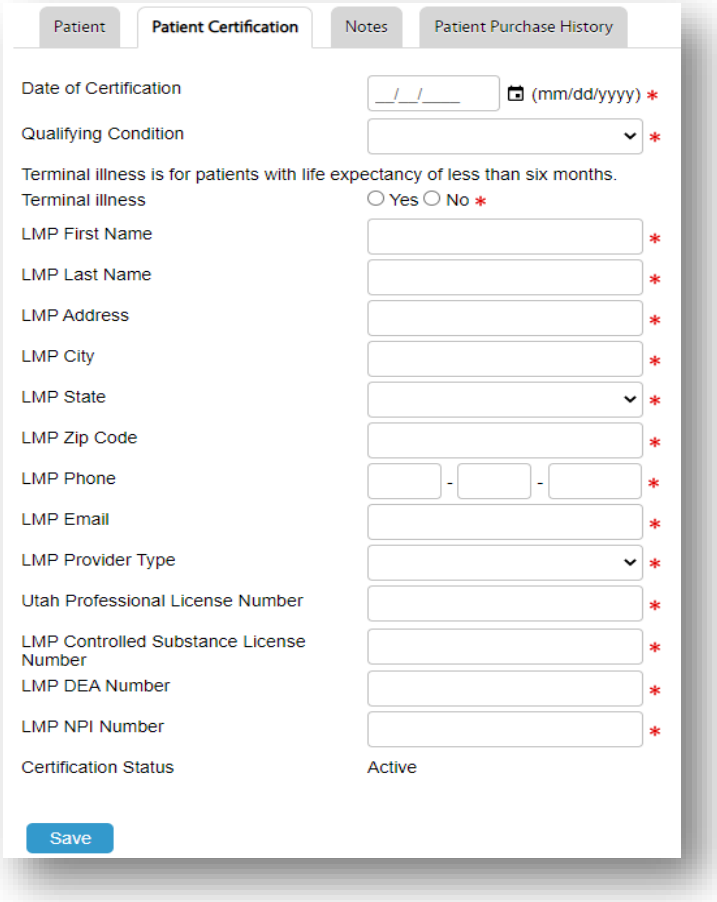

Click on the "Patient Certification" tab.



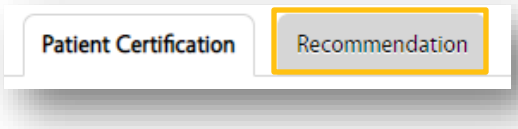

You will see a list of previous certificates if applicable. Or the words "no records found" if this is a new patient. Click on "+New" to add a new certificate.



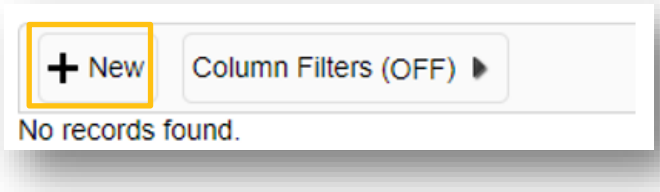
Enter all information from the LMP Recommendation Form and click “Save”.




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

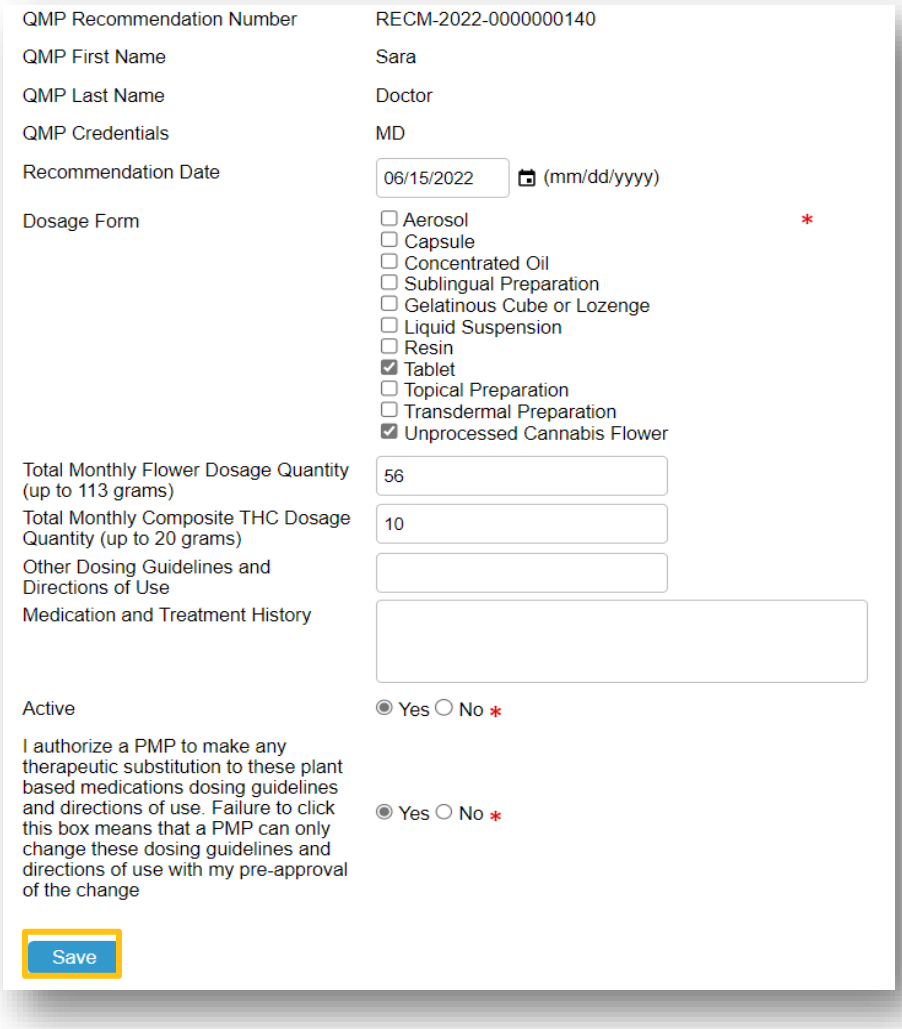



Click on “+New” to add a new recommendation.



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

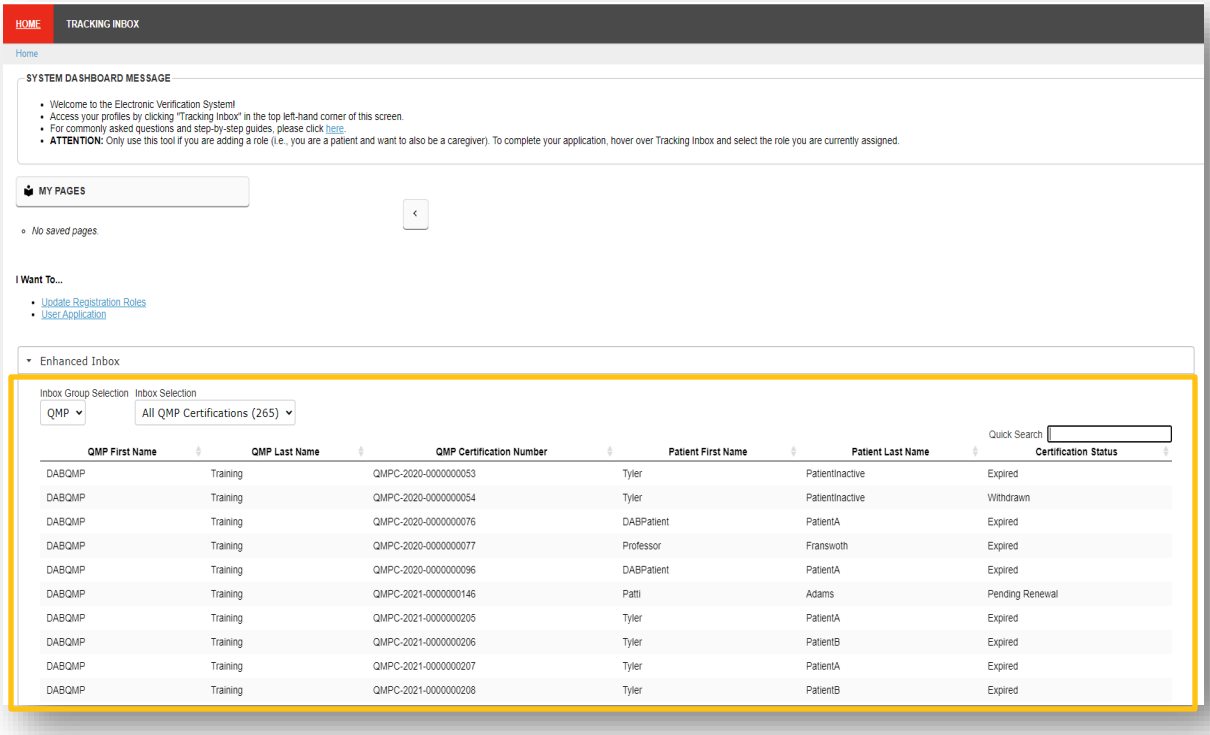
If a mistake was made when entering a LMP certificate (LMPC) it can be amended by clicking on the certificate and/or recommendation, amending the incorrect fields, and then clicking “Save”.



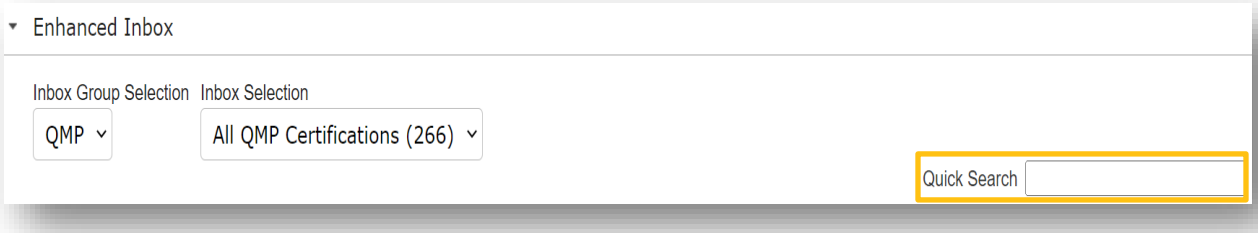

Add a note and attach the LMP certificate to the note. Instructions on how to add a note can be found in the “Review/add a note” section of this document.

# Amending a QMP recommendation

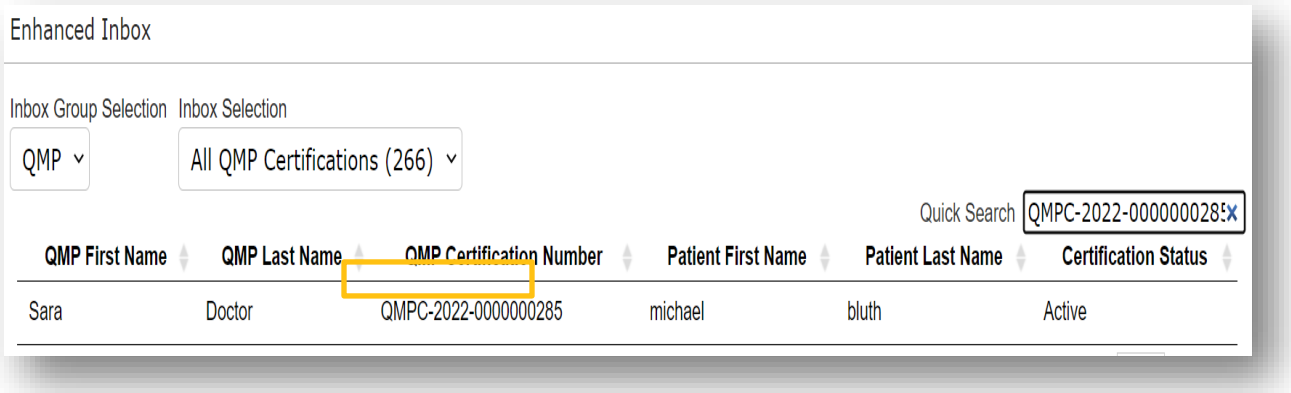
From the PMP home page, scroll down to the enhanced inbox.



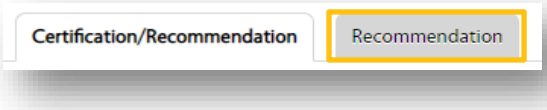

Search for the patient using the “Quick Search”. Please note that we recommend searching by the QMPC to ensure you are amending the correct patient and correct recommendation. (You can find the QMPC number by searching for the patient using the steps in the “Viewing Applications” section of this document.)



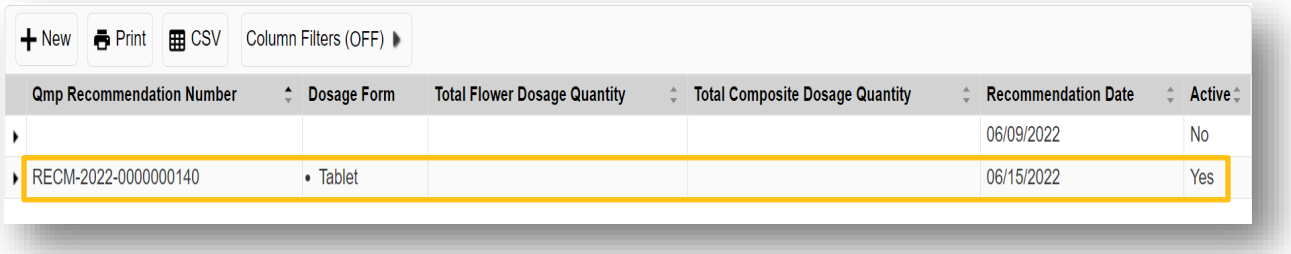
Click on the QMPC number to open the certificate.



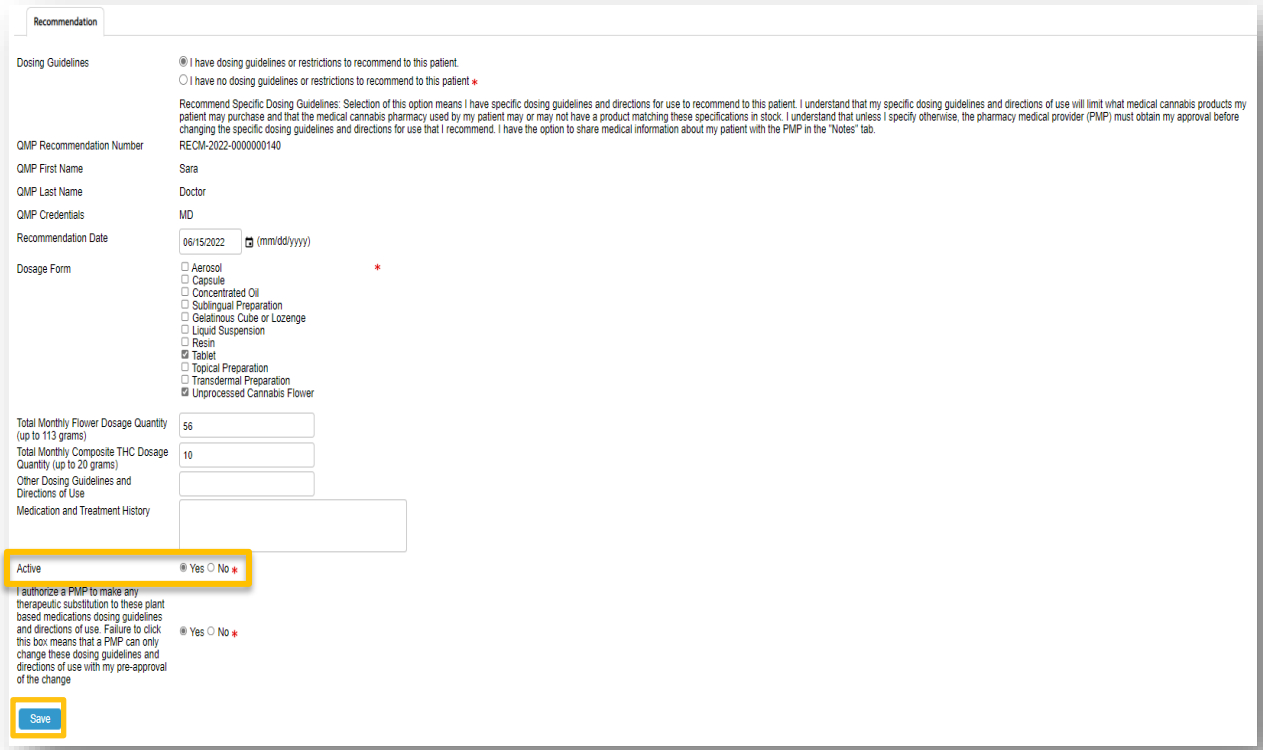

Click on the recommendation tab.



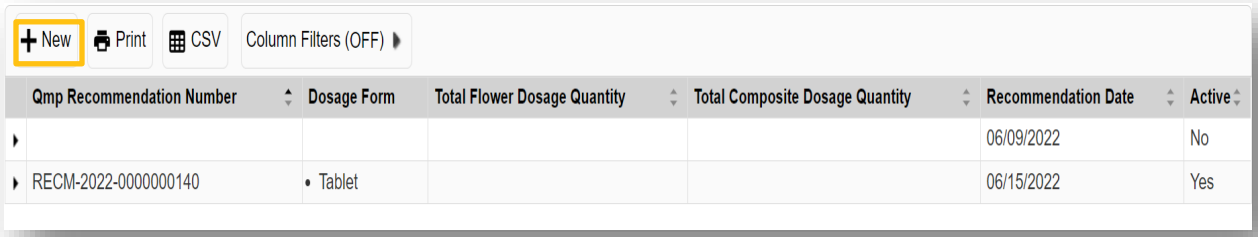

This will display all recommendations attached to this certificate. Click on the recommendation that is currently active.



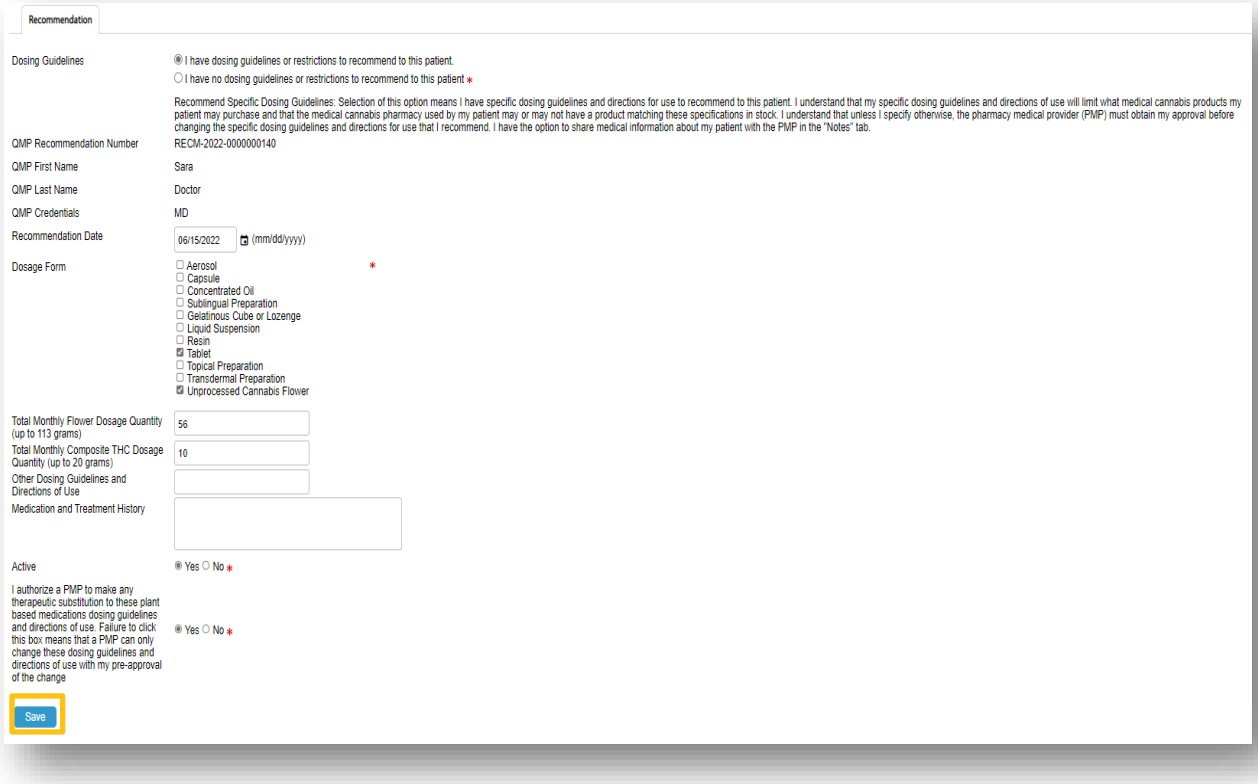
Change active status to “No” click “Save”.  dd a note that describes the reason for the change (include your name).




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



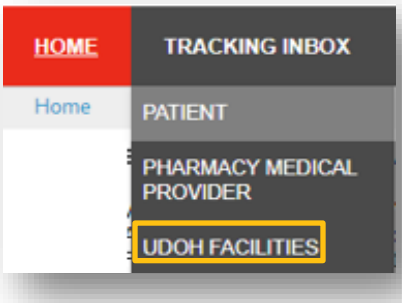
Enter new recommendation per QMP instructions and click “Save”




# Staff list

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

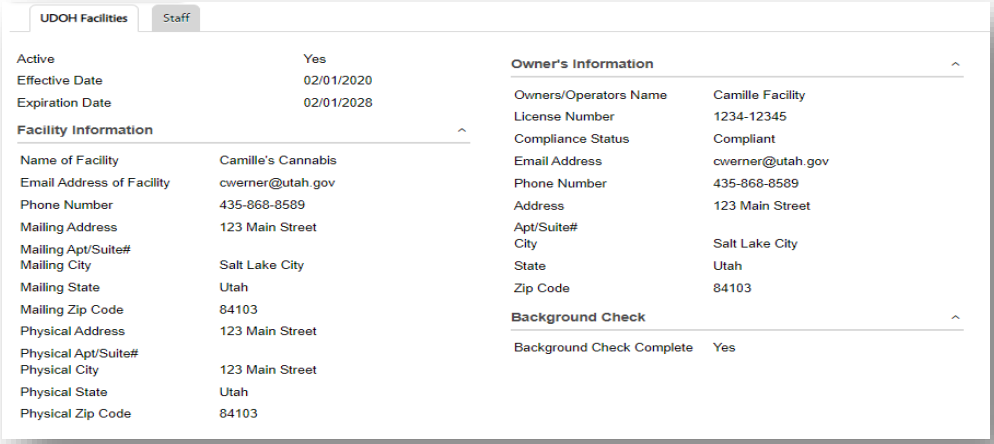
From the PMP home screen hover over “Tracking Inbox” and click “UDOH Facilities”.



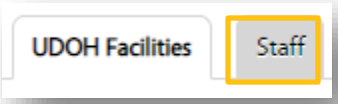
This will display a list of all facilities that the PMP is listed as the PIC.

| 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.



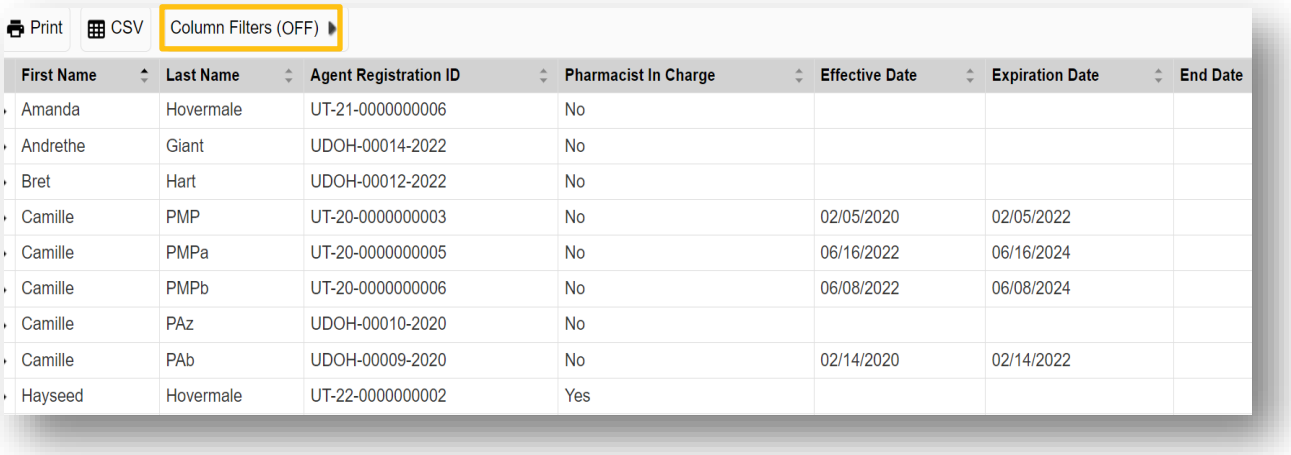

Click on the "Staff" tab to see the listed staff assigned to this facility.



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.

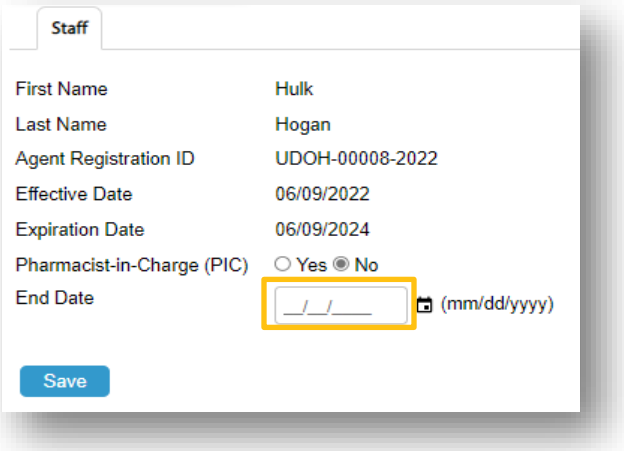
* Please note that you can use the "Column Filters" button if needed to search the staff list.

To access an employee, click on their name.



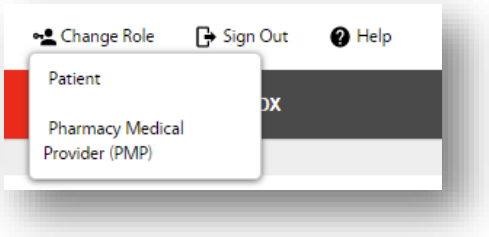

| First Name | Last Name | Agent Registration ID | Pharmacist In Charge | Effective Date | Expiration Date | End Date |
|---|---|---|---|---|---|---|
| Amanda | Hovermale | UT-21-0000000006 | No | | | |
| Andrethe | Giant | UDOH-00014-2022 | No | | | |
| Bret | Hart | UDOH-00012-2022 | No | | | |
| Camille | 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.

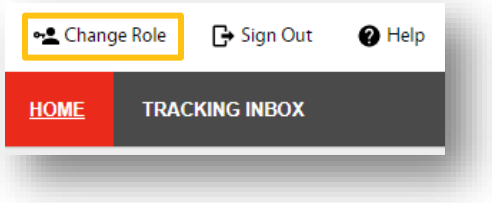


# Changing a user role

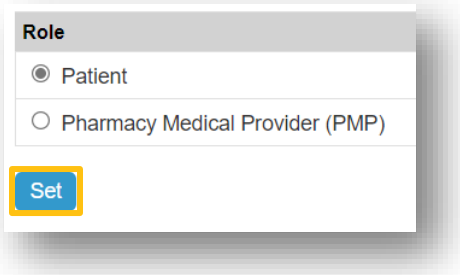
If an employee has multiple roles (patient, cultivator, etc) the role can be switched by hovering over the “Change Role” button and selecting the correct role.




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



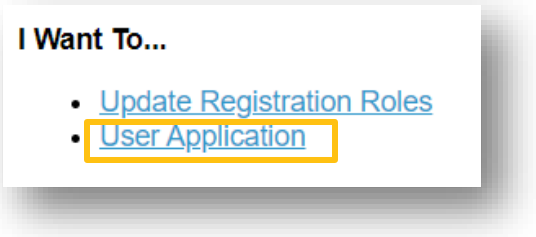

Click on the correct role and click “Set”.



# 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.



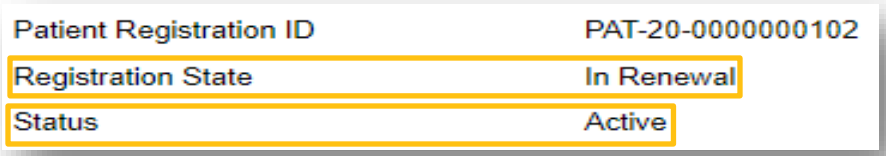

* Please note this will take you to the application for the role you are logged in as.

# Patient statuses

There are four statuses to a patient application:

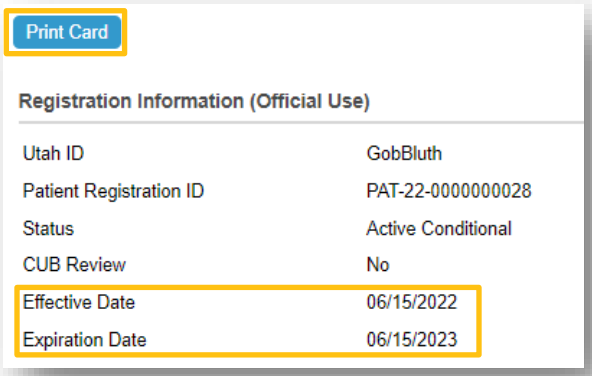
- Registration State
- Application Status
- Card Status
- Certificate Status

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 |