# Qualified Medical Provider User Guide

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Registering

NOTE: You will need a Utah-ID to register. If you do not already have one, please refer to the Utah-ID tutorial.

1. Visit the Electronic Verification System login page.
   a. Click ‘QMP Registration.’

![Figure 1 - QMP Registration](image)

2. Fill our registration page.
   a. Fields marked ‘R’ are required.
   b. Utah ID is the same Utah ID username you created earlier.
   c. When you are done, click ‘Register.’

Updated 7/1/2020
Registration Type
QMP

User Information

Type of Qualified Medical Professional

Utah ID

First Name

Last Name

Suffix

Last Four Digits of SSN

Date of Birth

Email Address

Register  Cancel
You will now see the confirmation page.

**Figure 2 - QMP Registration Form**

CMC Test, thank you for registering with UT Electronic Verification System.

[Click Here](#) to continue.

**Figure 3 - QMP Confirmation Page**

Click ‘Click Here’ to continue.

3. Check your email for an email with the subject ‘UTEVS User Registration.’
CMC, thank you for registering with Utah Electronic Verification System

Below is your login information.

**Username:** CMCTest

**Password:** ZZE3s$MU - *Please type into Password field; do not cut and paste.*

[Click here](#) to login to continue.

Sincerely,

Utah Electronic Verification System

---

**Figure 4 - QMP Registration Email**

4. Copy the password and return to the EVS login page.
   a. Enter your username in the ‘Username’ box.
   b. Paste or type the password into the ‘Password’ box.
   c. Click ‘Sign In.’
5. Create a new password.
   a. Enter the same password from your confirmation email in the ‘Current password’ box.
   b. Create a new password and enter it in the ‘New password’ and ‘Confirm password boxes.’

   **NOTE:** Passwords must be at least eight characters long and must contain a combination of uppercase and lowercase letters, numbers, and special characters.

   c. Click ‘Change Password.’
Sign Out

Password has expired. Please change your password to continue using this system.

Password should be at least eight characters long and must contain a combination of uppercase and lowercase letters, numbers, and special characters, and should be different from your last 10 passwords.

Current password

••••••

New password

••••••

Confirm Password

••••••

Change Password

Figure 6 - Change Password
Creating a QMP Application

1. Hover over the Tracking Inbox and click the QMP tab.

   ![Figure 7 - QMP Tab](image)

2. Click your name in the QMP listing.

   ![Figure 8 - QMP Listing](image)

3. The QMP page with the New Application form appears.
   a. Some fields are pre-populated.
   b. Fill out the rest of the form.
   c. Do not enter information into the Application Information (Official Use) section.
Figure 9 - QMP Application

4. For the Addresses and Phone Numbers Records sections, click the appropriate links to reveal the data panel where you can enter the information.
Figure 10 - New Address and New Phone Number Links
5. Click Save.

6. The new Addresses record appears in the Address section.

**Note:** Before submitting the application for payment, you will need to enter an Office and Home Address.
7. To add a CME, click the New CME Record link.

![CME Records](image1)

*Figure 12 - CME Records*

8. Complete the fields.

![New CME Record](image2)

*Figure 13 - CME Panel*

9. Click Save in the panel.

10. The new CME record appears in the CME section.

11. Complete the other Required fields and Optional fields as needed.
Figure 14 - Completed QMP Application Form

**Note:**

If the American Medical Board Certification field = No, the patient limit is set to 175.

If the American Medical Board Certification field = Yes, you must complete additional fields:

- Patient Limit: 300

And, patient limit is set to 300.

12. In the QMP Acknowledgement section, read the text. Select the Patient Acknowledgment checkbox.
13. Click Save & Keep in Draft.
14. Your application Status changes to Draft. You can still edit your application form.

**Editing and Saving & Submitting a QMP Application**

When you have reviewed and edited the application and are ready to submit the application to a QMP for certification, you can click the Save & Submit Registration button. You can edit the Application page until payment has been made and the application is in *Awaiting State Review*. Then only specific fields are editable.

*To Save and Submit the Application:*

1. Sign-on to EVS.
2. Hover over the Tracking Inbox and click the QMP tab.
3. Click your name in the QMP listing.

![QMP Tab](image)

*Figure 16 - QMP Tab*

![QMP Listing](image)

*Figure 17 - QMP Listing*
4. **Review and edit the application form as needed.**

5. **When you have completed revising the application, click the Save & Submit Registration button.**

![Figure 18 - Save & Submit Patient Registration button](image)

*After Saving & Submitting, the following occurs:*

- **The Status changes to Awaiting Payment.**
- **The next step is for the QMP to make a payment.**

### Making a Payment

After you Save and Submit your application, the next step is to make a payment.

During the Application process and Renewal process you will need to pay for your Utah Medical Cannabis Card:

1. Hover over Payment and click New Payment.

![Figure 19 - New Payment Tab](image)

*Note: Tabs, as shown above, will differ depending on your role.*

2. Click the Click Here to Pay button.
3. The Credit Card Payment window appears. Notice some of the fields are auto-populated with your information.

4. Complete the Credit Card Payment form.
5. The Total Amount Due is auto-selected in the How much would you like to put on this card section.
6. Click the Continue button.

7. The Verify page appears.
Verify Credit Card Payment Information

Please verify your Credit Card Information and click "Yes" to proceed with payment.

Credit Card Information

<table>
<thead>
<tr>
<th>Card Type:</th>
<th>Visa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Number:</td>
<td>*********1111</td>
</tr>
<tr>
<td>Expiration Date:</td>
<td>05/2020</td>
</tr>
</tbody>
</table>

Account Holder information

<table>
<thead>
<tr>
<th>Cardholder's Name:</th>
<th>John Clare</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>1502 Shelly Lane</td>
</tr>
<tr>
<td>City:</td>
<td>Park City</td>
</tr>
<tr>
<td>State:</td>
<td>UT</td>
</tr>
<tr>
<td>Postal Code:</td>
<td>84060</td>
</tr>
<tr>
<td>Country:</td>
<td>US</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:jclare@penny.com">jclare@penny.com</a></td>
</tr>
</tbody>
</table>

Your Order

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Item Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTEVS Registration Fee</td>
<td>1</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>PAT-20-0000000053</td>
<td>1</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td><strong>Total Amount:</strong></td>
<td></td>
<td></td>
<td><strong>$15.00</strong></td>
</tr>
</tbody>
</table>

IS THIS INFORMATION CORRECT?

[NO] [YES]

Figure 24 - Verify Page

8. Review the information.

9. Click the Yes button.
10. A Receipt page appears.

11. Click Continue to return to the Payment page.

---

**After you make a payment:**

After making a payment, The Status changes to *Awaiting State Review*.

An Approver will review your application.

If you are Approved, you will receive an email and your Status changes to *Active*.

The Approver may request more information. You will receive an email with the request. The Status changes to *Incomplete*.

If the Approver Denies your application, your Status changes to *Denied* and you will receive an email.

---

**Making a Name, Address, or Driver’s License/State ID Number Change Request**

You can update your address and other contact information via the Change of Information tab.

To change your patient information:

1. Sign-in to the system.
2. Hover over the Tracking Inbox and click the QMP tab.
3. In the QMP Listing, click your name.
4. Hover over the Change of Information tab and click New Change of Information.
5. Enter changed information.  
   **Note:** If you do not enter information into a field, the current information will not be updated.
6. Click Save.
Corrected Documentation

When an EVS Approver finds an error with any of a QMP’s uploaded documents (Photo ID, State Driver’s License/State ID Card, Proof of Residency document, etc.), the QMP will supply the correct valid identification.

To provide corrected information:

1. Sign-in to the system.
2. Hover over the Tracking Inbox and click the QMP tab.
3. In the QMP Listing, click your name.
4. In the Corrected Documentation page, upload the requested corrected file(s).
5. Click the Browse button to upload the file.
6. Click Save. The system sends an email to the approver informing him or her that the corrected documentation has been uploaded.

Address Tab

To add a new address:
1. Sign-in to the system.
2. Hover over the Tracking Inbox and click the QMP tab.

![Figure 30 - QMP Tab](image)

3. In the QMP Listing, click your name.
4. Complete the Required fields and Optional field as needed.

![Figure 31 - QMP Address](image)

5. Click Save. The new address is added to the Addresses section in the QMP page.

**CME Tab**

To add CME information:

1. Sign-in to the system.
2. Hover over the Tracking Inbox and click the QMP tab.
3. In the QMP Listing, click your name.
4. Hover over the CME tab and click New CME.
5. Complete all of the Required fields.

6. Click Save. The new CME is added to the CME section in the QMP page.

**Note:** You can also use the New CME Record link in the QMP page.

### Adding a New Phone Number

To add a phone number:

1. Sign-in to the system.
2. Hover over the Tracking Inbox and click the QMP tab.
3. In the QMP Listing, click your name.
4. Hover over the Phone Number tab and click New Phone Number.
5. Complete the Required and Optional fields.
6. Click Save. The new phone number is added to the Phone Numbers section in the QMP page.

Cancelling an Application

A QMP has the option to Cancel an Application if the application has the following statuses:

- Awaiting Payment
- Awaiting State Review
- Active
- Pending Renewal
- Renewal Completed

If the QMP cancels his or her application, the Designated QMP name is removed from the Patient’s page.

To cancel an application:

1. Open the Application page.
2. Click the Cancel My Registration button.
3. A confirmation email is sent to the QMP.

QMP Denied Application

If a QMP Application is denied, you will receive an email about the denial. You can discuss the decision by calling the number in the email.
Dear Mary Clark,

This is to inform you that your medical cannabis card application has been denied by the Utah Department of Health. If you would like to discuss this decision, please contact our office at 801-538-6504.

Thank you,

Center for Medical Cannabis
Utah Department of Health
801-538-6504
medical-cannabis@utah.gov

Figure Error! No text of specified style in document.-1 Application Denied Email

The Status of your Application changes to Denied.

After your application is denied, your record remains in EVS. You can still apply to participate in the Medical Cannabis program. To apply, you would open the patient application page again, edit your information as needed, and click the Save & Submit button. The application will proceed through the entire approval process.

Requests for More Information

When an Approver reviews an application and wants more information from the applicant, he or she will make a request for more information. The application Status changes to Incomplete and an email is sent to the applicant.

The applicant will edit the application and Save & Submit the application for another review.

To edit to your application:

1. Sign-in to EVS.
2. Hover over the Tracking Inbox and click QMP.
3. The New Application page appears.
4. Make the edits.
5. Click the Save button.