



Qualified Medical Provider Recommendation Instructions

Updated 10/23/2020

INTRODUCTION

When issuing a medical cannabis recommendation in the electronic verification system (EVS), a qualified medical provider (QMP) must choose between recommending dosing guidelines¹ for their patient and leaving a patient's dosing guidelines to be determined by a pharmacy medical provider (PMP). Instructions for how a QMP may complete each type of recommendation are provided below.

Ensure your patient records match the information that the patient has submitted in the Electronic Verification System to the Utah Department of Health. You will need:

1. The patient's legal name
2. The patient's date of birth
3. The last 4 digits of the patient's social security number.

Patients under 21 and those with non-qualifying conditions MUST submit [a petition to the Compassionate Use Board](#).

DOSING GUIDELINES DETERMINED BY PMP

To recommend medical cannabis to a patient and leave all dosing guidelines to be determined by a PMP, a QMP must follow these instructions in the EVS:

1. Issue a certification in the EVS:

- a. Hover over "Tracking Inbox" and click "QMP"
- b. Select your name near the center of the screen
- c. Click the "Certification/Recommendation" tab in your QMP profile.
- d. Click 'New' on the Certification/Recommendation' tab.
- e. Enter patient information for a certification and click "Save". Click the "Recommendation" tab inside the certification.

2. Document information about the patient in the EVS:

- a. Click "Home" in the top left-hand corner of the screen.
- b. Scroll to the bottom of the page until you see the "Enhanced Inbox."
- c. Select the patient for whom you are entering a medication list/treatment history from the queue.
- d. The patient's profile appears.
- e. Select the grey "Notes" tab (above the patient's information and below the blue status bar).
- f. Click "+New"
- g. Select "Update Patient Information" in the "Note Type" drop-down.

¹ Dosing guidelines means a quantity range and frequency of administration for a recommended treatment of medical cannabis. See Utah Code 26-61a-102 (12).

- h. Enter "Office Notes" or similar title in the "Note Name" field.
- i. Add correspondence date.
- j. Add a comment or upload a document including the patient's current medication list, a description of prior treatments attempts with medical cannabis, and an evaluation of the patient's qualifying condition. The note will NOT save without entering some information in the Comment box.
- k. Select "No" for the Private Note option.
- l. Select "Save" at the bottom. Ensure no errors have generated prior to navigating away from this page. The recommendation is now complete. The patient may now pay for their registration, after which UDOH will review their application.

DOSING GUIDELINES DETERMINED BY QMP

To recommend medical cannabis to a patient with dosing guidelines (not allow PMP to determine all dosing guidelines), a QMP must follow these instructions in the EVS:

1. Issue a certification in the EVS:

- a. Hover over "Tracking Inbox" and click "QMP"
- b. Select your name near the center of the screen
- c. Click the "Certification/Recommendation" tab in your QMP profile.
- d. Click 'New' on the Certification/Recommendation' tab.
- e. Enter patient information for a certification and click "Save". Click the "Recommendation" tab inside the certification.

2. Issue directions of use with or without dosing guidelines

- a. Click on "+New Recommendation Record" or the "Recommendation" tab above the certification information.
- b. If using the "Recommendation" tab, click "+New."
- c. Select "Dosage Form" and any other of the following limitations:
 - i. Dosage Form (select from a list)
 - ii. Total Dosage Quantity (number)
 - iii. Total Dosage Measurement (select g or mg)
 - iv. Total mg or ml count (CBD) (number)
 - v. Total mg or ml count (THC) (number)
 - vi. Ratio of THC to CBD (specify ratio)
 - vii. Number of Dosage Days (number)

NOTE: When a QMP recommends dosing guidelines, a PMP at a medical cannabis pharmacy must ensure the patient's purchase complies with the guidelines. For example, if a QMP selects "concentrated oil" as the Dosage Form, a patient must only purchase medical cannabis in the form of concentrated oil. If a QMP indicates 1:1 as the ratio of THC to CBD, a patient must only purchase products with a 1:1 ratio of THC to CBD. To change a QMP's recommendation, a PMP must contact the QMP, obtain approval from the QMP to change the recommendation, and document the QMP's approval of the change.

If you have questions about these instructions, please contact the Center for Medical Cannabis at medicalcannabis@utah.gov or (801) 538-6504.