

Qualified Medical Provider Proxy certification/recommendation instructions

Introduction

Prior to issuing a medical cannabis certification, a Qualified Medical Provider (QMP) must establish a provider/patient relationship. The QMP must meet with the patient in person for their first visit. If the same QMP renews the patient's medical cannabis card, they can then use telehealth for renewal appointments.

Prior to entering a certification ensure that the patient's information matches the information the patient has entered in the EVS and that both match their identification. Also verify that the patient is in "Awaiting Certification" status in EVS.

To add a certification, you will need:

1. The patient's first and last name
2. The patient's date of birth
3. The last 4 digits of the patient's social security number
4. Your QMP Proxy PIN

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

Initial certification

Use these steps to enter a certification for a patient for the first time:

1. Log into evs.utah.gov.
2. Scroll down to the "Enhanced Inbox" section of the Home screen.
3. Click on the QMP's name that is the patient's medical provider.
4. Click on the "Certification/Recommendation" tab.
5. Click "+ New".
6. Enter Patient's first name, last name, and last four of their SSN.
7. Select the qualifying condition.
8. Select if the illness is terminal (terminal is defined as life expectancy is less than 6 months).
9. If the patient's first medical cannabis card was issued more than 365 days prior you will be prompted to select if you would like the patient to have a 1 year renewal period.
10. Enter your QMP Proxy PIN.
11. Click "Save".
12. Click the "Recommendation" tab inside the certification.
13. Choose if you would like to enter dosing guidelines or if you would like to allow the

- PMP to recommend dosing guidelines.
- a. If you Click "I have no dosing guidelines or restrictions to recommend to this patient" you will click "Save". At this point you are finished.
 - b. If you click "I have dosing guidelines or restrictions to recommend to this patient" continue with the below steps.
14. Select all dosage forms you would like the patient to purchase.
 15. Enter Total Monthly Dosage Quantity (there are two fields that will display when appropriate: one field for flower and one for all other forms).
 16. You may enter other guidelines or directions and medication history.
 17. Click "Yes" in the Active field.
 18. Select "Yes" or "No" if you would like to authorize the PMP to be able to make substitutions.
 19. Click "Save".

The patient may now pay for their registration, after which DHHS will email the patient their medical cannabis card.

Renewal certification

Use these steps to enter a renewal certification on a patient that you have entered a certificate for previously:

1. Log into evs.utah.gov.
2. Scroll down to the "Enhanced Inbox" section of the Home screen.
3. Click on the QMP's name that is the patient's medical provider.
4. Click on the "Certification/Recommendation" tab.
5. Click on the patient that you would like to renew (use Ctrl and F to search the list).
6. Click "Renew Certification".
7. Verify and update any information.
8. If the patient's first medical cannabis card was issued more than 365 days prior you will be prompted to select if you would like the patient to have a 1 year renewal period.
9. Enter your QMP Proxy PIN.
10. Click "Save".
11. Click the "Recommendation" tab inside the certification.
12. Choose if you would like to enter dosing guidelines or if you would like to allow the PMP to recommend dosing guidelines.
 - a. If you Click "I have no dosing guidelines or restrictions to recommend to this patient" you will click "Save". At this point you are finished.
 - b. If you click "I have dosing guidelines or restrictions to recommend to this patient" continue with the below steps.
13. Select all dosage forms you would like the patient to purchase.
14. Enter Total Monthly Dosage Quantity (there are two fields that will display when

- appropriate: one field for flower and one for all other forms).
15. You may enter other guidelines or directions and medication history.
 16. Click “Yes” in the Active field.
 17. Select “Yes” or “No” if you would like to authorize the PMP to be able to make substitutions.
 18. Click “Save”.

The patient may now pay for their registration, after which DHHS will email the patient their medical cannabis card.

Amending

To amend a certification or recommendation you will log into evs.utah.gov and follow the steps for the correct situation:

Amending a certification:

1. Scroll down to the “Enhanced Inbox” section of the Home screen.
2. Click on the QMP’s name that is the patient’s medical provider.
3. Click on the “Certification/Recommendation” tab.
4. Click on the patient that you would like to amend (use Ctrl and F to search the list).
5. Amend any portion of the certificate.
6. Enter the Amend Reason.
7. Click “Save”.

Amending a recommendation:

1. Scroll down to the “Enhanced Inbox” section of the Home screen.
2. Click on the QMP’s name that is the patient’s medical provider.
3. Click on the “Certification/Recommendation” tab.
4. Click on the patient that you would like to amend (use Ctrl and F to search the list).
5. Click on the “Recommendation” tab.
6. Click on the active recommendation.
7. Amend any portion of the recommendation.
8. Click “Save”.

Inactivating a recommendation:

1. Scroll down to the “Enhanced Inbox” section of the Home screen.
2. Click on the QMP’s name that is the patient’s medical provider.
3. Click on the “Certification/Recommendation” tab.
4. Click on the patient that you would like to amend (use Ctrl and F to search the list).
5. Click on the “Recommendation” tab.
6. Click on the active recommendation.
7. Change the Active field to “No”.
8. Click “Save”.

Withdrawing a certification:

1. Scroll down to the “Enhanced Inbox” section of the Home screen.
2. Click on the QMP’s name that is the patient’s medical provider.
3. Click on the “Certification/Recommendation” tab.
4. Click on the patient that you would like to withdraw (use Ctrl and F to search the list).
5. Click “Withdraw”.
6. Click “OK” when asked “Are you sure you want to withdraw this certification?”.
7. Enter the “Amend Reason”
8. Click “Save”.

Patient notes

If you would like to add a note for the pharmacist you may follow the below steps. Please note that dosing restrictions need to be added in the recommendation not in this note section.

1. Log into evs.utah.gov
2. Click “Home” in the top left-hand corner of the screen.
3. Scroll down to the “Patient Search” field.
4. Search by a patient field (first name, last name, date of birth, card status, or card expiration date) The results will display as a hyperlink.
5. Select the patient for whom you are entering a note.
6. The patient’s profile appears.
7. Select the grey “Notes” tab (above the patient’s information and below the blue status bar).
8. Click “+New”.
9. Enter “Update Patient Information” in the Note Type field.
10. Enter “Office Notes” or similar title in the “Note Name” field.
11. Add correspondence date.
12. Add a comment and/or upload a document that may include 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.
13. Select “No” for the Private Note option.
14. Select “Save” at the bottom. Ensure no errors have generated prior to navigating away from this page. The recommendation is now complete.

Questions

If you have any further questions you may reach out to the Center for Medical Cannabis at qmpcmc.utah.gov or (801) 538-6504.