Qualified medical provider (QMP) certification guide

Introduction

A medical cannabis certification verifies that a patient meets the qualifications to use medical cannabis in Utah. Qualified medical providers (QMPs) submit patient certifications through the electronic verification system (EVS).

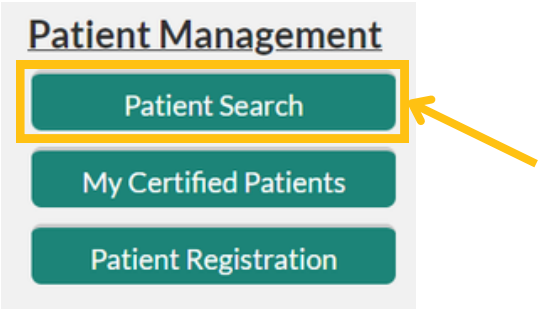
You must meet with new patients in-person before submitting their first medical cannabis certification. You can meet with your patients through telehealth for follow-up and renewal appointments.

Patients who are younger than 21 years or who don't have a qualifying medical condition must be approved by the Compassionate Use Board.

Initial certifications and renewals

You'll follow the same steps for submitting initial certifications and renewing certifications.

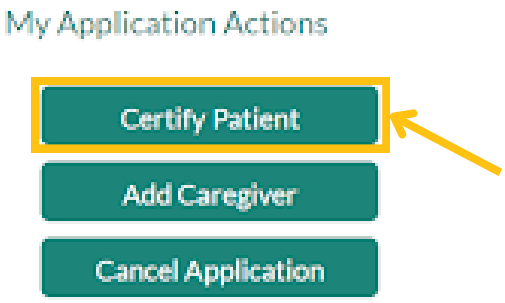
1. Click the "Patient search" button under "Patient management".



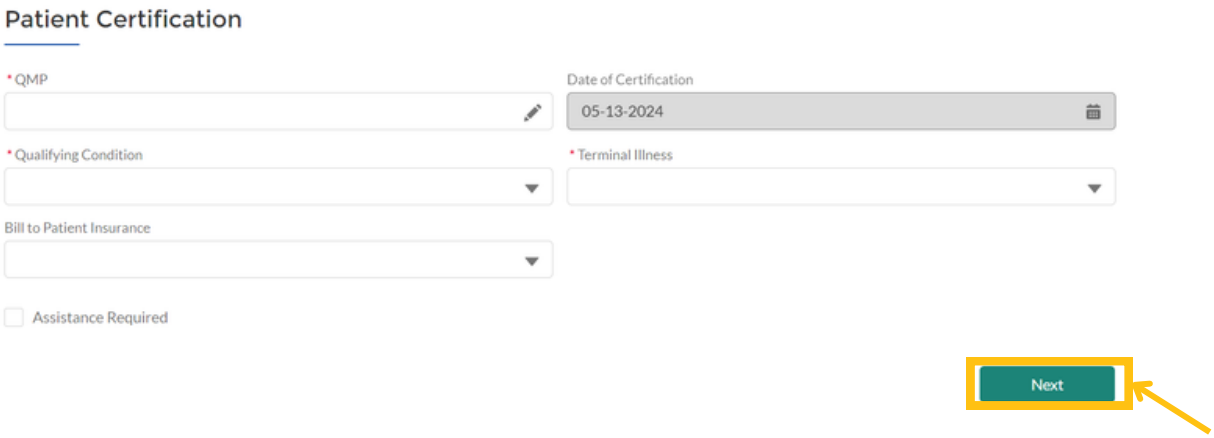
2. Enter the patient's first name, last name, and date of birth or their patient ID and date of birth. Click the "Get patient details" button.
3. Check the patient's status in the EVS and make sure the status is "Awaiting certification."

4. Make sure the information you have from the patient matches the information on their EVS profile.

5. Click the “Certify patient” button on the left hand side under “My application actions”.



6. Enter the required fields and click the “Next” button to submit the certification.

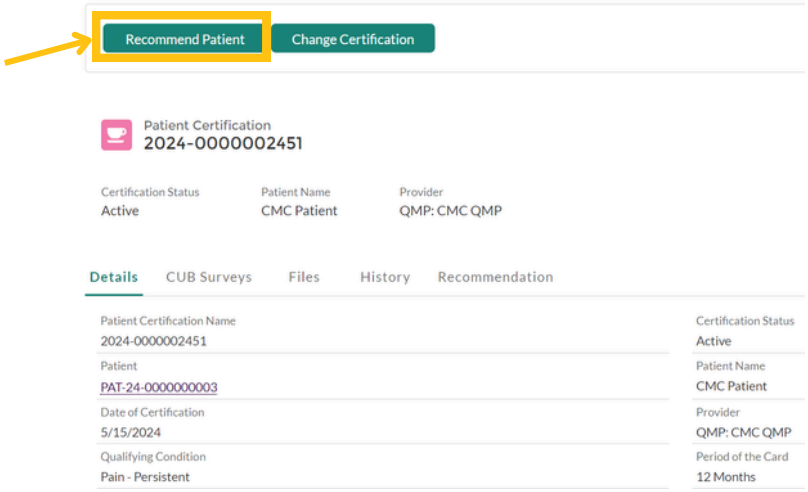


Add dosing guidelines to a certification

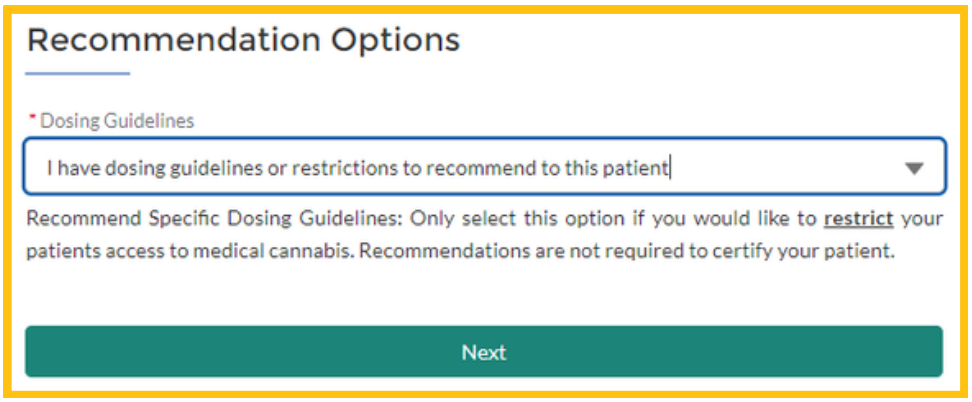
After you submit the certification, you can add dosing guidelines to the patient's certification. **This is not required.** If you choose not to add dosing guidelines to the patient's certification, the patient will work with a medical cannabis pharmacist to figure out the types and amounts of cannabis they should buy.

Follow these instructions to add dosing guidelines to a certification:

1. Click the "Recommend patient" button at the top of the patient certification if you want to limit the type or amount of cannabis that the patient can buy.



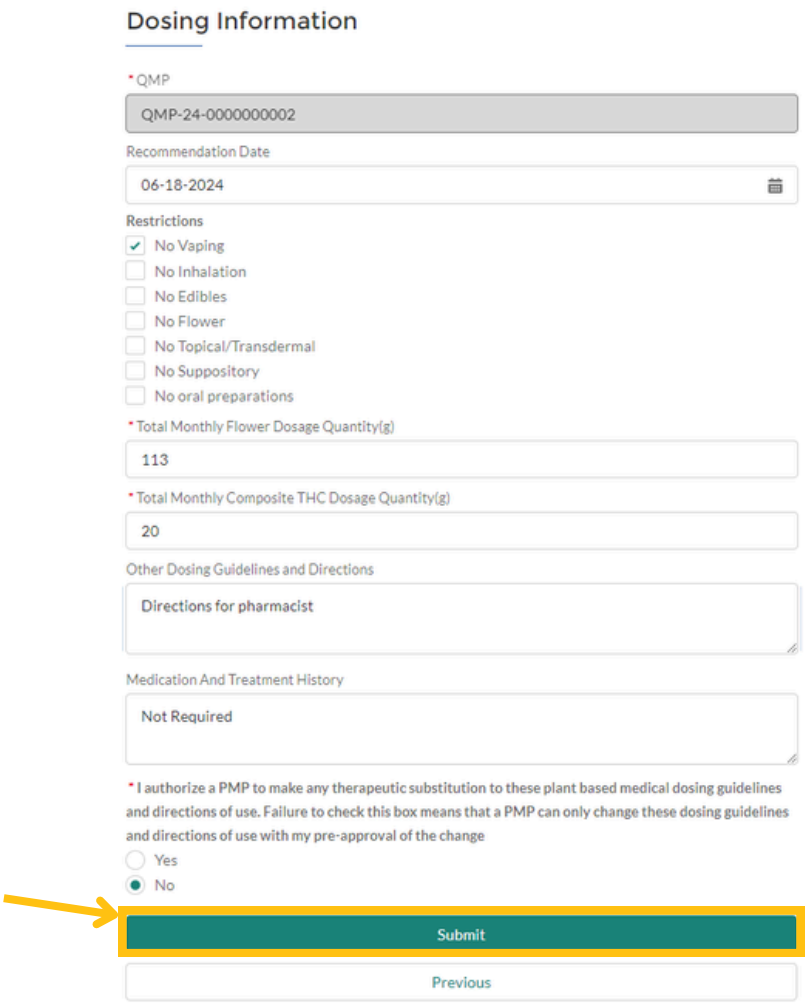
2. Select "I have dosing guidelines" from the drop down menu. Click the "Next" button.



3. Enter the required fields for dosing information (total monthly flower dosage quantity, total monthly composite dosage quantity). You can also add in a recommendation date, restrictions, dosing guidelines and directions, and treatment history.

4. Check the “yes” box at the bottom of the page if you’ll allow a medical cannabis pharmacist to make changes to your dosing guidelines after meeting with the patient. If you check “no,” the pharmacist will contact you to make any changes.

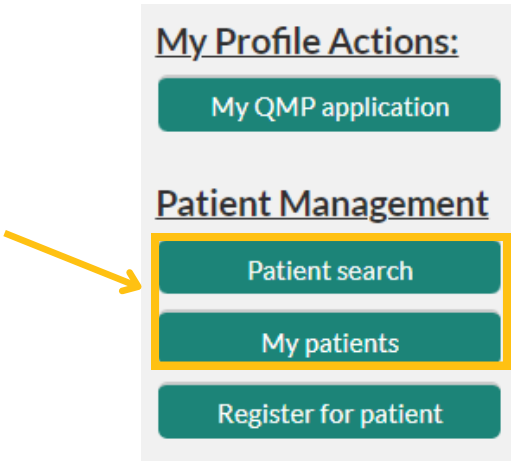
5. Click the “Submit” button.



Change a certification

QMPs can update a patient's medical cannabis certification to change when the patient's card expires, change the patient's qualifying condition, or to fix a mistake on the certification.

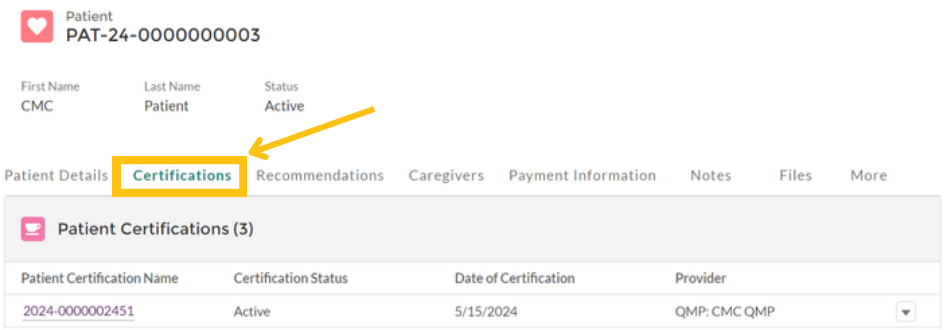
1. Find the patient's EVS profile. You can use the "Patient search" button or the "My patients" button under the "Patient management" heading.



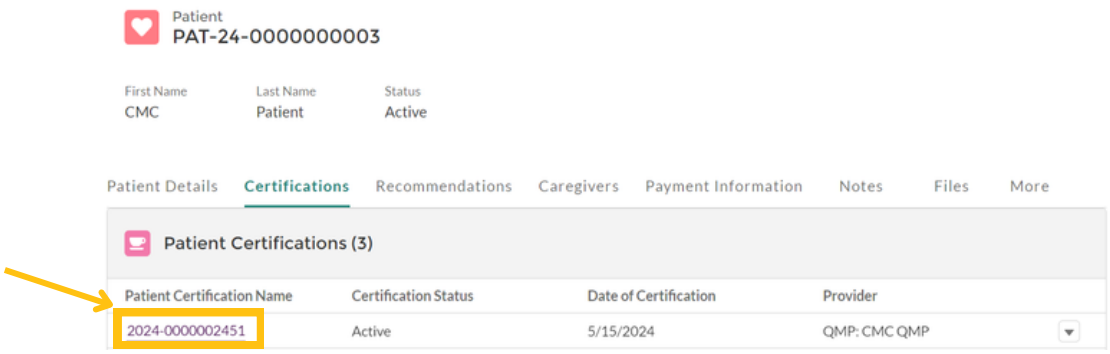
2. If you click the "Patient search" button, you must enter the patient's first name, last name, and date of birth or their patient ID and date of birth. Click the "Get patient details" button.

3. If you click the "My patients" button, a list of all your patients will pull up. Click on the patient's ID number to see their application.

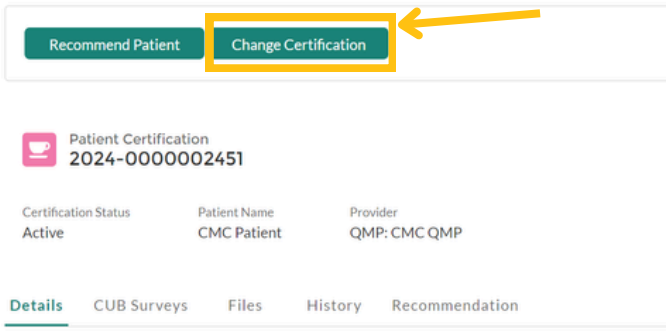
4. Click the "Certifications" tab at the top of the application.



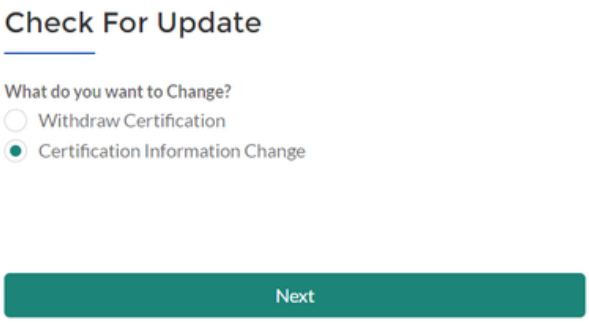
5. Click on their active certification. This should be at the top of the list.



6. Click the “Change certification” button at the top of the application.



7. Select “Certification information change” and click the “Next” button.



8. Fill in the required fields. Required information includes what you’re updating, the reason why it’s being updated, and the date. Click the “Submit” button.

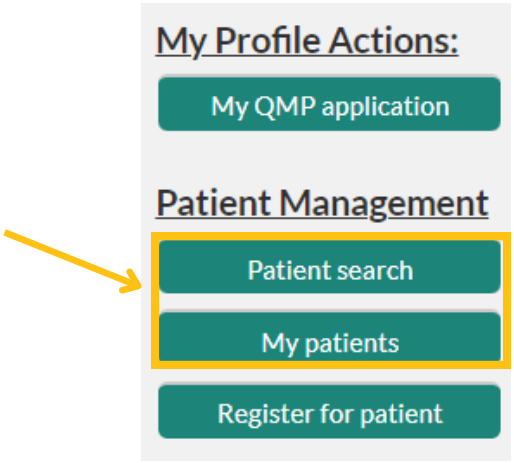
9. You will hear back from us about the change request by the next business day.

Withdraw a certification

QMPs can withdraw a patient's medical cannabis certification if the patient has any contraindications for using cannabis, if the patient passes away, or for other reasons at the QMP's discretion. Withdrawing a certification inactivates the patient's medical cannabis card immediately.

Follow these steps to withdraw a certification:

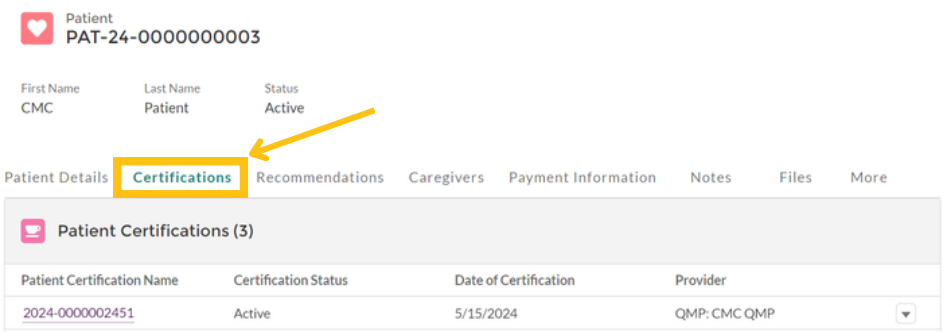
1. Find the patient's EVS profile. You can use the "Patient search" button or the "My patients" button under the "Patient management" heading.



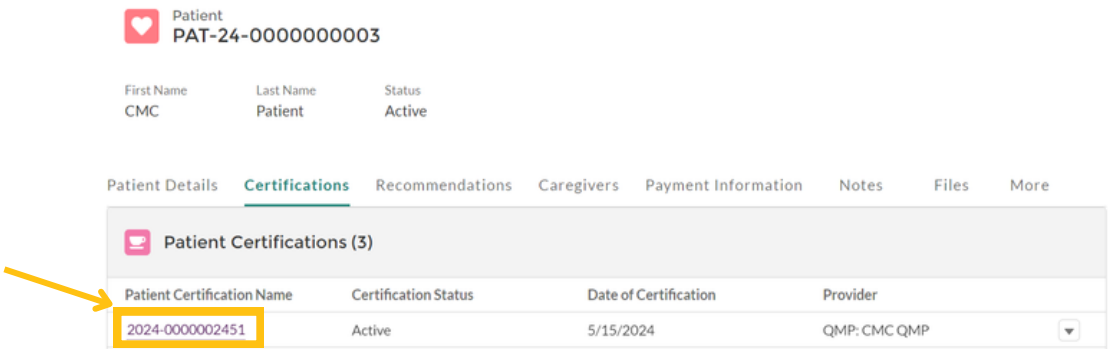
2. If you click the "Patient search" button, you must enter the patient's first name, last name, and date of birth or their patient ID and date of birth. Click the "Get patient details" button.

3. If you click the "My patients" button, a list of all your patients will pull up. Click on the patient's ID number to see their application.

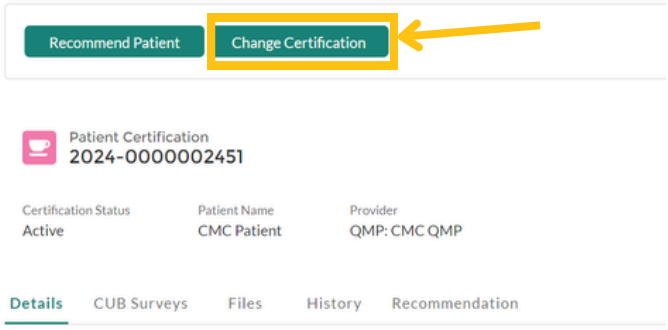
4. Click the "Certifications" tab at the top of the application.



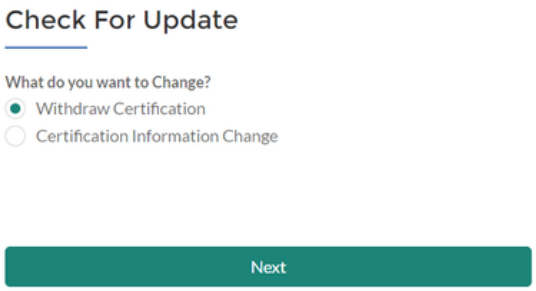
5. Click on their active certification. This should be at the top of the list.



6. Click the “Change certification” button at the top of the application.



7. Select “Withdraw certification” and click the “Next” button.



8. Enter the reason you are withdrawing the certification. This will be visible to the patient.

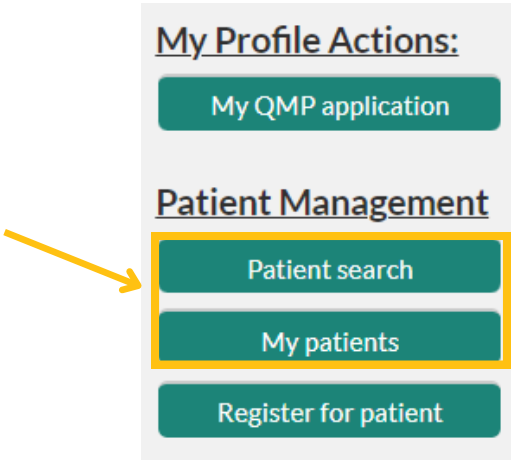
9. Click the “Submit” button.

10. The patient will receive an email from us explaining that their medical cannabis card isn’t active anymore. They won’t be able to legally buy, possess, or use medical cannabis.

Add a patient note

You can add a note to the patient's account if there's information that you want other QMPs or pharmacists to know about the patient. Pharmacists are required to read all of the notes on a patient's account when they help the patient. You can only type information into a note. You can't upload pictures or documents to the notes tab.

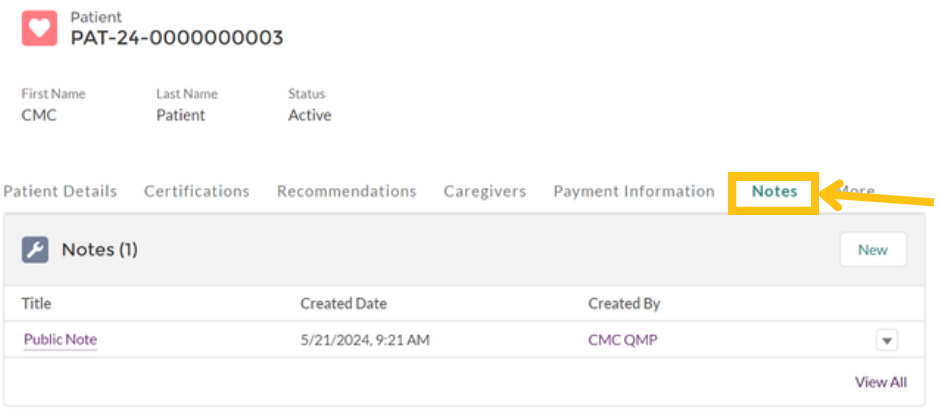
1. Find the patient's EVS profile. You can use the "Patient search" button or the "My patients" button under the "Patient management" heading.



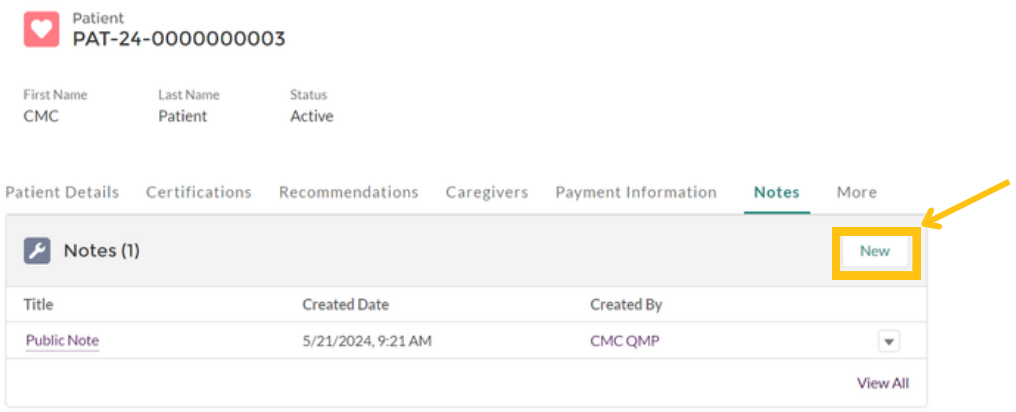
2. If you click the "Patient search" button, you must enter the patient's first name, last name, and date of birth or their patient ID and date of birth. Click the "Get patient details" button.

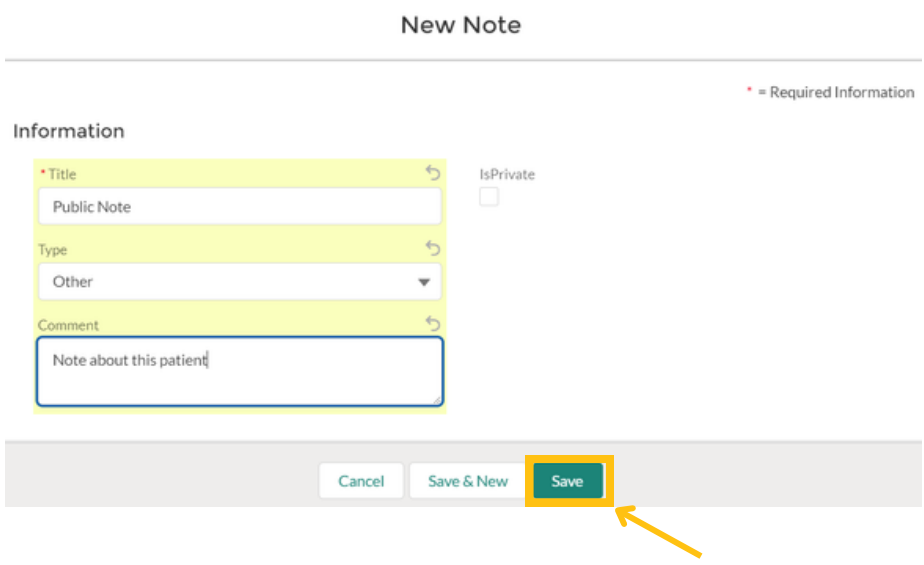
3. If you click the "My patients" button, a list of all your patients will pull up. Click on the patient's ID number to see their application.

4. Click the "Notes" tab at the top of the application.



5. Click the “New” button on the right hand side.



6. Type your note in the text field.

7. Click the “Save” button.