

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”.

My Application Actions



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

Patient Certification

* QMP

Date of Certification

* Qualifying Condition

* Terminal Illness

Bill to Patient Insurance

Assistance Required

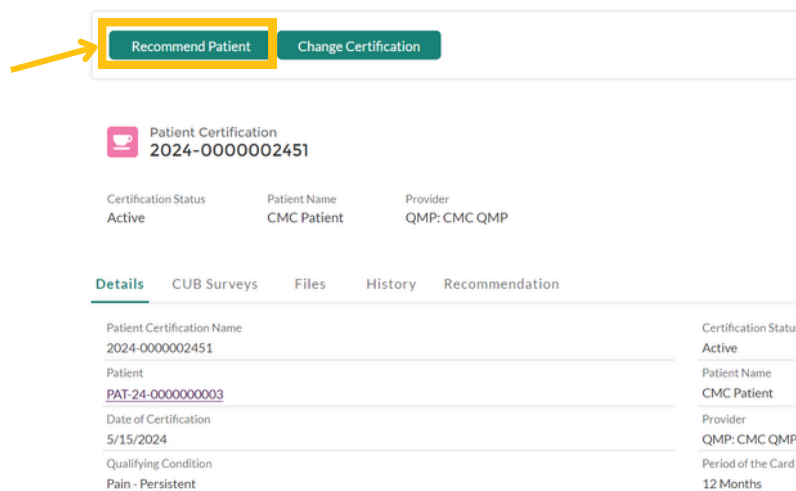


Add dosing guidelines to a certification

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.



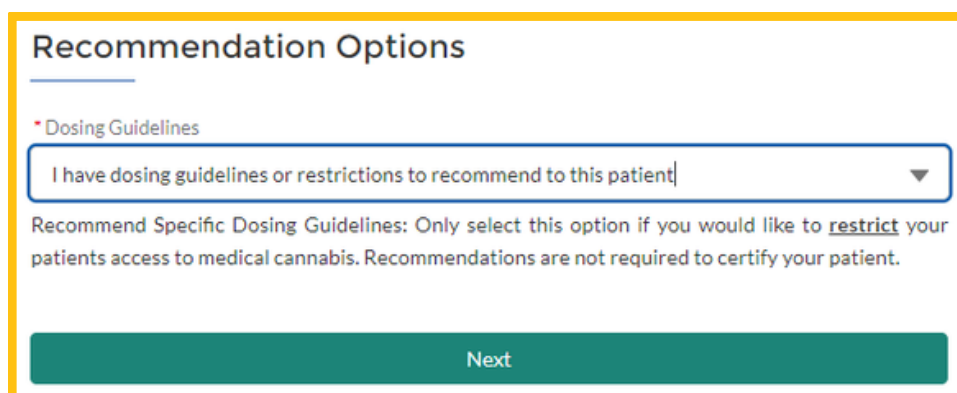
The screenshot shows a patient certification interface. At the top, there are two buttons: "Recommend Patient" (highlighted with a yellow box and an arrow) and "Change Certification". Below the buttons, the patient certification details are displayed:

Certification Status	Patient Name	Provider
Active	CMC Patient	QMP: CMC QMP

Below the table, there are tabs for "Details", "CUB Surveys", "Files", "History", and "Recommendation". The "Details" tab is selected, showing the following information:

Patient Certification Name	2024-0000002451	Certification Status	Active
Patient	PAT-24-0000000003	Patient Name	CMC Patient
Date of Certification	5/15/2024	Provider	QMP: CMC QMP
Qualifying Condition	Pain - Persistent	Period of the Card	12 Months

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



The screenshot shows the "Recommendation Options" form. The "Dosing Guidelines" dropdown menu is selected to "I have dosing guidelines or restrictions to recommend to this patient". Below the dropdown, there is a note: "Recommend Specific Dosing Guidelines: Only select this option if you would like to restrict your patients access to medical cannabis. Recommendations are not required to certify your patient." At the bottom of the form, there is a "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.

Dosing Information

* QMP

QMP-24-000000002

Recommendation Date

06-18-2024

Restrictions

No Vaping

No Inhalation

No Edibles

No Flower

No Topical/Transdermal

No Suppository

No oral preparations

* Total Monthly Flower Dosage Quantity(g)

113

* Total Monthly Composite THC Dosage Quantity(g)

20

Other Dosing Guidelines and Directions

Directions for pharmacist

Medication And Treatment History

Not Required

* I authorize a PMP to make any therapeutic substitution to these plant based medical dosing guidelines and directions of use. Failure to check 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

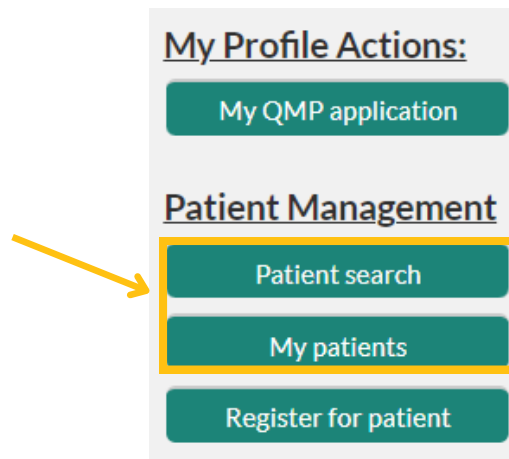
Submit

Previous


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.

 Patient
PAT-24-0000000003

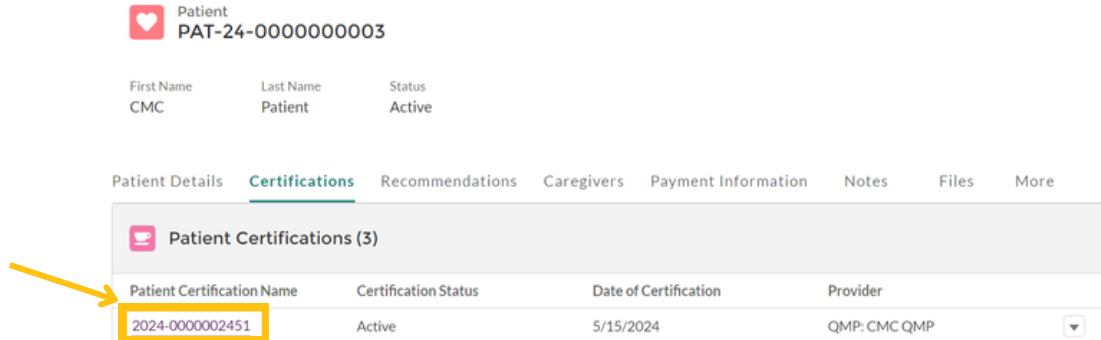
First Name	Last Name	Status
CMC	Patient	Active


Patient Details **Certifications** Recommendations Caregivers Payment Information Notes Files More

 Patient Certifications (3)

Patient Certification Name	Certification Status	Date of Certification	Provider
2024-0000002451	Active	5/15/2024	QMP: CMC QMP


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



 Patient
PAT-24-0000000003

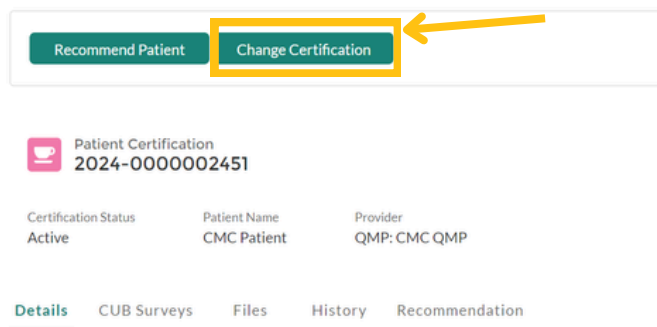
First Name: CMC Last Name: Patient Status: Active

Patient Details **Certifications** Recommendations Caregivers Payment Information Notes Files More


 Patient Certifications (3)

Patient Certification Name	Certification Status	Date of Certification	Provider
2024-0000002451	Active	5/15/2024	QMP: CMC QMP

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



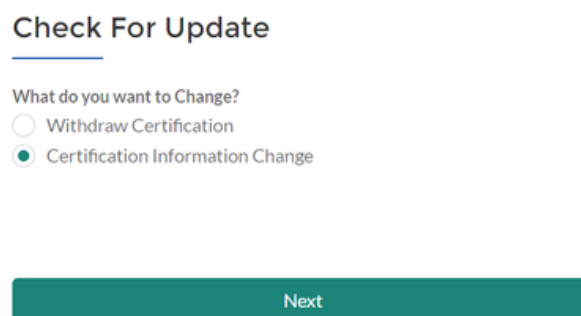
Recommend Patient **Change Certification**

 Patient Certification
2024-0000002451

Certification Status: Active Patient Name: CMC Patient Provider: QMP: CMC QMP

Details CUB Surveys Files History Recommendation

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



Check For Update

What do you want to Change?

Withdraw Certification
 Certification Information Change

Next

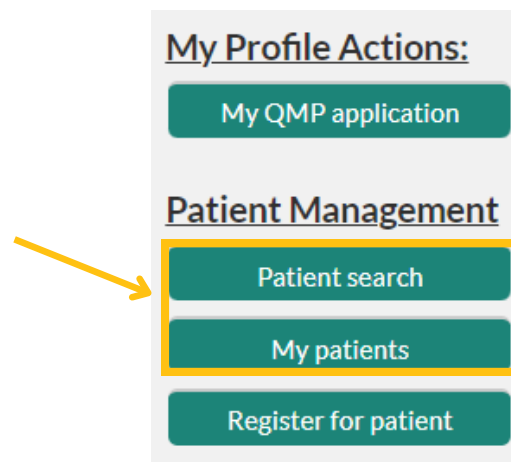
- Fill in the required fields. Required information includes what you’re updating, the reason why it’s being updated, and the date. Click the “Submit” button.
- You will hear back from us about the change request by the next business day.

Withdraw a certification

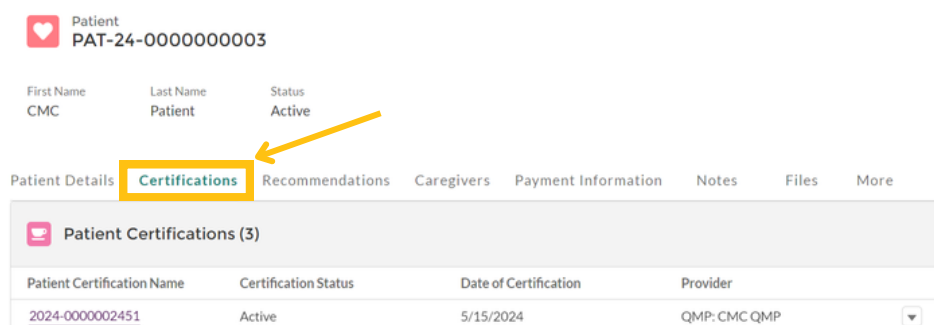
QMPs can withdraw a patient’s medical cannabis certification if the patient has any contraindications for using cannabis, if the patient passes away, or for other reasons at the QMP’s discretion. Withdrawing a certification inactivates the patient’s medical cannabis card immediately.

Follow these steps to withdraw a certification:

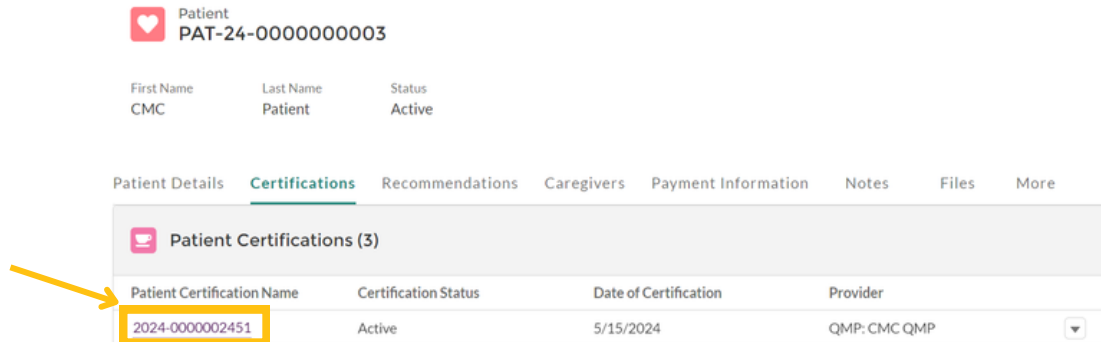
1. Find the patient’s EVS profile. You can use the “Patient search” button or the “My patients” button under the “Patient management” heading.



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.



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



Patient
PAT-24-0000000003

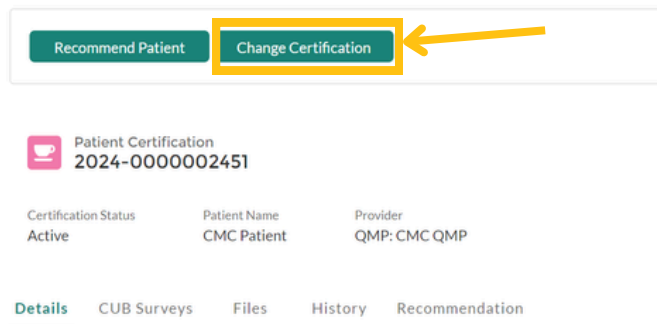
First Name: CMC Last Name: Patient Status: Active

Patient Details **Certifications** Recommendations Caregivers Payment Information Notes Files More

Patient Certifications (3)

Patient Certification Name	Certification Status	Date of Certification	Provider
2024-0000002451	Active	5/15/2024	QMP: CMC QMP

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



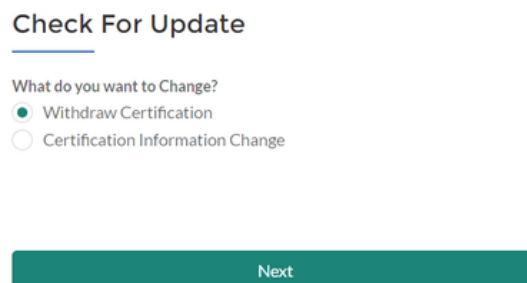
Recommend Patient **Change Certification**

Patient Certification
2024-0000002451

Certification Status: Active Patient Name: CMC Patient Provider: QMP: CMC QMP

Details CUB Surveys Files History Recommendation

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



Check For Update

What do you want to Change?

Withdraw Certification

Certification Information Change

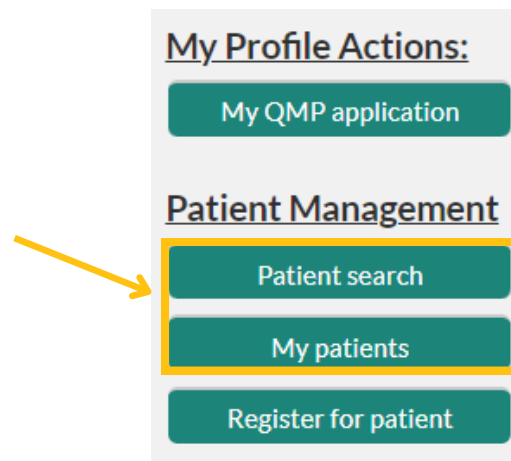
Next

- Enter the reason you are withdrawing the certification. This will be visible to the patient.
- Click the “Submit” button.
- 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.

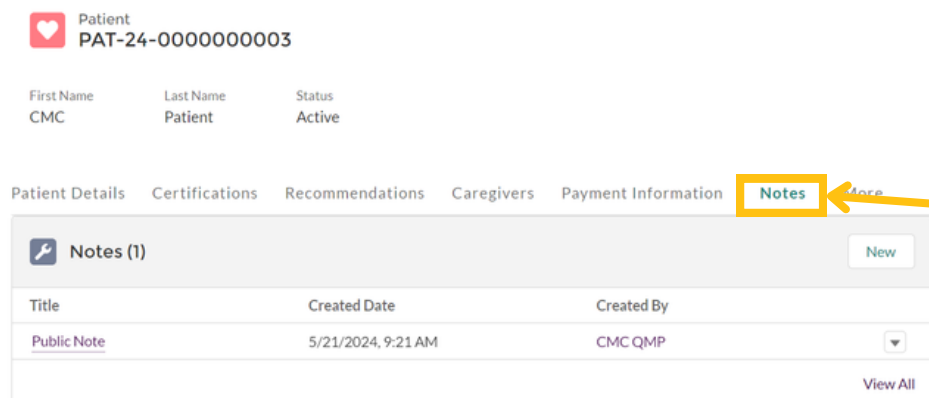
Add a patient note

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.

 Patient
PAT-24-000000003

First Name: CMC Last Name: Patient Status: Active

Patient Details Certifications Recommendations Caregivers Payment Information **Notes** More

 Notes (1) New 

Title	Created Date	Created By	
Public Note	5/21/2024, 9:21 AM	CMC QMP	

[View All](#)

6. Type your note in the text field.

7. Click the “Save” button.

New Note

* = Required Information

Information

*Title IsPrivate

Type

Comment

Save 