



MEDICAL CANNABIS REGISTRY (MCR)

Healthcare Practitioner Training

Course Objectives

After this training you will be able to:

- Medical Cannabis Registry Login / Register
- <u>Multiple Registration Select Portal</u>
- View Personal Record
- Inactive and Reactivate Account
- <u>View Patient / Designated Provider Records</u>
- <u>Revoke Authorization (Patients and DPs)</u>
- <u>View Message Notifications</u>
- Search for Medically Endorsed Retail Stores
- <u>Resources</u>



Medical Cannabis Registry (MCR) Login/Register



- Navigate to the Main SAW screen to access the Medical Cannabis Registry and click "Access Now".
- SAW Link: <u>https://secureaccess.wa.gov/</u>

* Note: You can manage your Patients and Designated Providers Cannabis Authorizations within MCR, only if they have registered in MCR.





You will be prompted to select the appropriate MFA type (either by email, phone call, or text).

1	2	3	4	1)	2 Enter Code	3 Remember Device	4 Access Service
Choose Method	Enter Code	Remember Device	Access Service	Multi-Fa	ictor Au	thenticati	ion
Multi-Fa	ctor Aut	henticatio	n (MFA)	(MFA)			
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Choose Me	ethod			3612-	104244	Submit	
How would you like to	receive your verification	ation code?		If you do not receive an em	ail with the authentica	tion code:	
\mathbf{X}	***.vv@gmail.com Receive the code in a	an email and enter it on the n	lext screen.	Check your junk/spa Check any oth Refersh/updata Add help@sec Click Resend Code. three times. If you de Vou may need help@securea can click Choo	m folder. If the email is er folders that may have te your email applicatic sureaccess.wa.gov as a you can click Resend C to not receive the resen to contact your email access.wa.gov. If you h ose another method to	s not there, try these troubles re received the email. on and inbox. an email contact inside of yo ode every two minutes, but of t code: service provider to allow ema ave setup an additional email select a different option for	shooting steps: ur email application. do not try this more than ails from il or mobile number, you receiving a code.



- The "Remember Device" option will appear.
 - > Do not click "Yes"
 - Click "Submit."

Multi-Factor Authentication (MFA)

Remember Device?

Choose to remember this device to reduce how often you are required to enter a verification code.

If the device you are using is shared or public, we recommend you do not remember this device.

Yes, remember my device





• Click "Continue" to be directed to the Medical Cannabis Registry.





- First-time registration will have a blank portal screen as shown here.
- Click the link to register.

elcome to the Medical Cannabis Registry	MCR Portal Orientation
Velcome to MCR	
	10 1 0 1



Washington State Department of Health

Select "Healthcare Practitioner" ٠ from the drop-down menu





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AUTHORIZATION DATABASI

d

Please fill out relevant fields below.

Field Required *

User Type

Please select a user type. If you need to register as more than one user type, you will be able to do so after your initial registration is successful.

User Type:*

Healthcare Practitioner

Individual Information

Email Address:*

Healthcare Practitioner License Number:*

Register



- Enter your Email and Healthcare Practitioner number.
- Click "Register"

In the Registration Successful pop-up click "Reload Portal" to access MCR.





Healthcare Practitioner (HCP) Homepage

Healthcare Practitioner Home	My Healthcare Practitioner Record	Retail Stores	Messages Received	MCR Portal Orientation
My Patients				
Search 🖶 Print 🥱	Export 🖶 Batch Print		No items we	re found.
My Patients' Designated	Providers			
Search 😽 Print 🥐	Export 🖶 Batch Print			
			No items we	re found.



- MCR will send registration ٠ confirmation to your email.
- Access your email and locate ٠ the confirmation.
- This email also includes a link ٠ to SAW for easy access.







- From the Healthcare Homepage top menu, select "My Healthcare Practitioner Record"
 - Select "Register as an additional user type here".

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Healthcare Practitioner Home	My Healthcare Practitioner Record	
Home		
Registration Register as an additional user	type here	
My Healthcare Practition	er Record	
	Open 🔺	
	Open	



- Select the user type and follow the same registration steps as previously outlined.
- Once registered as a new user type, you will receive another confirmation email.





- MCR will send registration confirmation to your email.
- Access your email and locate the confirmation.
- This email also includes a link to SAW for easy access.





- To navigate to another Portal:
 - Select "MCR Portal Orientation" at the top right corner of the menu bar.

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Medically Endors	sed Retail Store	S	
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- A new pop-up box will appear.
- Select which Portal you would like to access.

* Note: Clicking "Logout" will log you out of MCR completely.

	Patient	LE Use
н	ealthcare Practitioner	



View Personal Record



View Personal Record

- From the top menu of the Healthcare Provider Homepage,
 - Click on "My Healthcare Practitioner Record"
 - Click "Open" next to your name.





View Personal Record

- You can view your information on your Healthcare Practitioner Record.
- Your information is not editable.
- * Note: Healthcare Providers will need to update their record with the DOH Licensing system (HELMs) separately.



Washington Star Health	te Department of Hea ICare Pra	titione	r Record	d	AUTHORIZATION BATABASE
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Individual Informati	on				
First Name:* Last Name:* Date of Birth:*	BETTY (MCMURRAY 08/10/1981		Middle Initial: Last 4 of SSN:*	[] []	
Contact Information	ken.hog.vv+allusers@gr	nail.com			
Healthcare Practitio	ner IDs				
Healthcare Pract	itioner License Number:*	PA45780483			



- Your MCR Account will remain active as long as you log in every 30 days.
- For Security reasons, your MCR account will change to an "Inactive" if it has been 30 days or more.
- You will be notified via email if your account is approaching inactivity or is inactive.
- If your account is inactive, you will need to "Reactivate" your account manually.
- After 1 year of no use, you must contact DOH to have your account "Reactivated."



* Note: You can still provide authorizations to your patients even if your account is "Inactive."



- After 20 days of inactivity, you will receive a notification.
- Subject: "Your MCR account will be inactivated in 10 days."
- Click the link within the email to log in. This will keep your account "Active."

* Note: Inactive accounts are still in the system.





- If after 30 days of inactivity, you will receive a notification.
- Subject: "Your MCR account has been inactivated."
- Click the link to log in and "Reactivate" your account. A new "MCR Reactivate Account" page will open.





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- Enter:
 - > First name.
 - Last name.
 - Email Address.
 - ➢ DOB.
 - Healthcare Practitioner
 Number.
- Click the "Reactivate Account" button.

MCR Account React	ivation	ALTHORIZATION DATABAS
Please fill out relevant fields below as Field Required*	s they appear on your authorization form ar	nd click "Reactivate Account"
ndividual Information		
First Name:*	ast Name:	- //
Email Address:*	Date of Birth:*	//dd/yyyy
Healthcare Practitioner License Number:*		



- After 1 year of inactivity, you will receive a notification.
- Subject: "MCR Account Inactive for [Time Period]."
- After 1 year of no use, you must contact DOH to have your account "Reactivated."



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View Patient / Designated Provider Records



Patients and DPs will show here if they have registered at a Retail Store.

- From the Healthcare Practitioner Home dashboard:
 - Access a Patient or Designated
 Provider's record.
 - Search for your specific
 Patient/DP using the blue
 Search button.

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* Note: HPs with DEA Authorization will see their patients on this screen also.



Patients and DPs will show here if they have registered at a Retail Store.

- Search by:
 - First name.
 - Last name
 - Designated Provider's first name.
 - Designated Provider's last name.
 - Status.

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* Note: HPs with DEA Authorization will see their patients on this screen also.



Patients and DPs will show here if they have registered at a Retail Store.

- Click "Open" next to the name you'd like to view.
 - See <u>slide 35</u> for an example of the Patient/Designated Provider's record.

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* Note: HPs with DEA Authorization will see their patients on this screen also.



Patients and DPs will show here if they have registered at a Retail Store.

- Healthcare Practitioner's with DEA authorization can view all active Medical Cannabis Authorizations.
- From the top menu of the HCP Homepage,
 - > Click "All Active Authorizations"
 - Search for a specific Patient/DP using the blue Search button.

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Search	Designated Provider First ADLER ADMIRAL ADULTDP	Name 🔺	Designated Provider Last Name SELLECK BLUE DUCK
Search	Designated Provider First ADLER ADMIRAL ADULTDP AMETHYST	t Name •	Designated Provider Last Name SELLECK BLUE DUCK PURPLE



Patients and DPs will show here if they have registered at a Retail Store.

- Enter in the criteria and click "Search."
 - Only Patients or Designated Providers will appear here if they have an Active Authorization and has a Recognition Card.
 - Only the Patient or Designated Provider's name will display.

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Patient and Designated Provider Record





Revoke Authorization (Patients and Designated Provider)



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As a Healthcare Practitioner, you can:

- Revoke your Patient (adult or minor).
- Revoke your Patient's Designated Provider.
- Revoke a minor Patient (through their record or a DP's record)



*Note: Revoking the Patient will automatically revoke the Designated Provider. However, revoking a Designated Provider does not revoke the patient unless they are a minor.



- To revoke a Patient or DP, start at the Healthcare Practitioner Home Screen.
- Under the "My Patients" or "My Patient's Designated Provider" section of the page, locate the individual you would like to revoke.
- Click the "Open" link next to their name.

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- You can also search for a Patient or DP using the "Search" button
- Click the "Search" button.
- Select the criteria to search by: First Name, Last Name, etc.

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- From the "Patient Record"
 - Select the reason for Revocation from the drop-down menu.
 - Select the "Check Box" to revoke either the Patient or Designated Provider.
 - > Click "Complete Revocation."
 - * Note: In this example, we selected a "Patient." If you select a DP, you'll follow the same process.
 - * Note: You can revoke both the Patient and DP from the "Patient" record.





- You will see a pop-up message asking to confirm the action to revoke the user with a warning message.
- Clicking "Continue" will complete the revocation process.
- A "Success" pop-up message will then appear.





How to Confirm a Revocation was completed:

- Navigate to your Healthcare Practitioner home screen.
- Verify the name has been removed from your lists.

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	Open JPAT	JPAT	JPATDP	JPATDP		Active
	Open REPAT	REPAT	REPATDPDP	REPATD	PDP	Active
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View Message Notifications



View Message Notifications

Healthcare Practitioners may receive messages from the Medical Cannabis Program or from the MCR System.

- How to view your messages:
 - Click on "Messages Received" from the top menu of the Homepage.
 - View your messages from this dashboard.
- These can be Email messages or Dashboard messages.

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Search for Medically Endorsed Retail Stores



Search for Medically Endorsed Retail Stores

- Click "Retail Stores" from the top menu of the home page.
- Click the **blue** search button.

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	Alderaan Greenery	111 ISRAEL RD SE	OLY	MPIA	THURSTON



Search for Medically Endorsed Retail Stores

- Click "Retail Stores" from the top menu of the home page.
- Click the search button and search by specific criteria.
 - Store Name
 - Street address
 - > City
 - County
 - > Business Phone Number



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Healthcare Practitioner Home	My Healthcare Practitioner Record	Retail Stores	Messages Received	MCR Portal Orientation
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Resources

Utilize the following resources:

<u>Click here: Washington State DOH Medical Cannabis</u> <u>Program Overview Homepage</u>

Click here: Washington State DOH Medical Cannabis Patient/DP information Homepage

Click here: Washington State DOH Medical Cannabis Laws and Rules Homepage

Click here: Washington State DOH Medical Cannabis Program Updates Homepage





Support

Contacting Tech Support & Help Desk:

Support portal: https://mcr.freshdesk.com/

Email: mcr@visualvault.freshdesk.com

Phone (Both): 480-308-4400 extension 2 or (844) 769-8285 extension 2

Standard Operating Hours:

Standard operating hours are between 8:00 AM and Midnight, US Pacific Time, Sunday through Saturday, excluding VisualVault's published holidays or holidays as observed locally by VisualVault.

VisualVault Holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving
American Independence Day	Christmas Day





Questions?







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