

# How to Register with the Medical Use of Marijuana Program: Instructions for Healthcare Providers

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This document was issued originally by the Department of Public Health (DPH). As part of the transfer of the medical-use of marijuana program on or before December 31, 2018, the Commission adopted this document. We suggest that before you rely on the contents of this document, you check the applicable medical-use marijuana laws, which include M.G.L. c. 94I and 935 CMR 501.500, as they may provide or clarify the legal requirements related to this document. We also suggest that you periodically check for revisions to this document. Questions with regards to this document may be directed to [Commission@CCCMass.com](mailto:Commission@CCCMass.com).

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A healthcare provider who wishes to issue a certification to a qualifying patient for the medical use of marijuana must register with the Medical Use of Marijuana Program through the Medical Use of Marijuana Program Online System (Online System).

Note that qualifying patients cannot initiate the patient registration process until they are certified by a healthcare provider registered in the Online System.

A Certifying Healthcare Provider must be one of the following:

- Massachusetts-licensed physician (Medical Doctor or Doctor of Osteopathy) who holds:
  - an active full license with no prescribing restrictions;
  - a Massachusetts Controlled Substances Registration (MCSR); and
  - has at least one established place of practice in Massachusetts.
- Massachusetts-licensed CNP who holds:
  - an active full license with no prescribing restrictions to practice nursing in Massachusetts;



- a board authorization by the Massachusetts Board of Registration in Nursing to practice as a CNP in Massachusetts;
  - a MCSR; and
  - has at least one established place of practice in Massachusetts.
- Massachusetts-licensed PA who holds:
    - an active full license with no prescribing restrictions;
    - a board authorization by the Massachusetts Board of Registration of Physician Assistants to practice as a physician assistant;
    - a Massachusetts Controlled Substances Registration (MCSR); and
    - has at least one established place of practice in Massachusetts.

Please read the following instructions before you begin the registration process.

## Registration Process

### Step 1

Contact the Medical Use of Marijuana Program at (833) 869-6820 to request the necessary Online System paperwork. You may be asked to provide the following information:

- Your Board of Registration in Medicine number (Physicians only)
- Your Board of Registration in Nursing number (CNP's only)
- Your Board of Registration of Physician Assistants number (Physician Assistants only)
- Your Massachusetts Controlled Substances Registration (MCSR) number



## Step 2

The Medical Use of Marijuana Program will forward the Online System registration paperwork to your organization's Access Administrator.

The Access Administrator is a member of your organization who is responsible for arranging access to the Online System for healthcare providers who are members of the organization. If you have questions regarding your organization's Online System policies, please seek guidance from your organization.

Your Access Administrator will be asked to complete one or more of the following forms:

- Access Administrator Designation Form

Please write "Medical Use of Marijuana Online System" on the Online System Business Service(s) line at the top of the form. An organization is required to designate at least one Access Administrator.

- Online System Services Agreement

To establish an account in the Online System, the Access Administrator will need to complete a services agreement.

- User Request Form (URF)

This form is used to designate the Certifying Healthcare Provider(s) in your organization that will have access to the Online System.



### **Step 3**

Mail the completed and signed services agreement, along with the User Request Form and Access Administrator Designation Form, to:

**Cannabis Control Commission**

**Medical Use of Marijuana Program**

**Union Station, 2nd Floor**

**2 Washington Square**

**Worcester, MA 01604**

### **Step 4**

Please note that the processing time to establish an Online System account can take up three weeks. Once your Online System paperwork has been processed, all healthcare providers listed on the URF will receive an email directing them to register with the Online System.

### **Step 6**

Log into the Online System with your username and password. Select Medical Use of Marijuana System.

### **Step 7**

Click the Register link, then enter the requested information.

### **Step 8**

Read the list of attestations at the bottom of the page. If you agree with the attestations, check the box, then click Proceed.



## Step 9

You will be redirected to the Registration Confirmation screen, which contains your registration number. Click OK. You will also receive confirmation of your registration via email.

### Logging in to the Medical Use of Marijuana Program Online System

Any time a Certifying Healthcare Provider wishes to return to the Online System, they must log in at <https://provider.massciportal.com/mmj-provider/login>.

From the Home page of the Online System, a healthcare provider may certify a patient, search for patients, update registration information, and generate reports.

### Change of Registration Information

If there is any change to the information submitted for registration (such as a change in a Certifying Healthcare Provider's name, email, address, or phone number), the Certifying Healthcare Provider must update the information in the Online System within five business days after the date of the change.

To update your registration information, please follow these steps:

- Step 1: Log in to the Online System at <https://provider.massciportal.com/mmj-provider/login>.
- Step 2: Click on the "My Registration" link at the top of the screen.
- Step 3: To update registration information, click "Edit" at the left side of the screen. Edit the necessary information and click the "Update" button.

### Questions?

If you have additional questions regarding registering with the Medical Use of Marijuana Program as a Certifying Healthcare Provider, please contact the Commission at (774) 415-0200 or [Commission@CCCMass.com](mailto:Commission@CCCMass.com).

