



## Entering and viewing purchases

ATC staff is required to enter and keep up to date with their registered patients purchases of medicinal marijuana. The following directions outline the process on entering a purchase of medicinal marijuana into the MMP registry.

After logging in to the MMP registry,

- Select 'Search ATC Patients'
- Click 'Patient Search'

You will then enter the 'Patient ID' found on their card exactly as is or if applicable the 'Caregiver ID'

Note: The 'P' and 'C' if applicable is a capital and case sensitive.

If you search by the caregiver ID number, the patient information will show up under the search results because they are linked together.

Reasons you may not pull up a patient's information with the Patient ID or Caregiver ID if applicable.

- **A card of the patient/caregiver is inactive or expired**

The screenshot shows the NJMMP Patient Search interface. The browser address bar displays the URL: <https://njmmp.nj.gov/njmmp/jsp/searchpatientbyATCUser.jsp>. The page header includes the State of New Jersey Medicinal Marijuana Program logo and navigation links: Search ATC Patients, Patient Search, Organization, Reports, System Admin, Welcome Page, and Logoff. The main search area is titled "Search for Active Patients by ATC" and contains a dropdown menu for "ATC:" (set to "Garden State Dispensary , WOODBRIDGE") and a text input field for "Card Id:" (containing "102112-25180P"). Below these fields are "SEARCH" and "RESET" buttons. A "Search Results" table is visible at the bottom with columns: Registry Id, Name, Sex, Date Of Birth, Status, and Statement End Date. An error message box is overlaid on the right side of the page, stating: "njmmp.nj.gov says This card is not active, Transactions cannot be processed using an inactive card. Please contact MMP staff for assistance." with an "OK" button.

- A patient/caregiver is placed in an 'inactive' status
- They are not registered with your center

The patient will appear on your screen with their statement end date. If their certification is expired you will see it on this page before going into their file. It will show its expiration and it will be in red. (You cannot service this patient). If a patient is making an appointment it is recommended this is checked before bringing them in.

**Search for Active Patients by ATC**

ATC: [REDACTED]

\* Card Id: 114560-19546P

[SEARCH](#) [RESET](#)

**Search Results**

Registry Id	Name	Sex	Date Of Birth	Status	Statement End Date
114560	[REDACTED]	F	10/16/1956	APPROVED	01/07/2017

After selecting your patient, click [Phys & ATC Visits >>](#).

The page will expand to display 'Physician Visits' and 'ATC Visits'. You may now add or view purchases under the 'ATC Visits' section.

**ATC Visits**

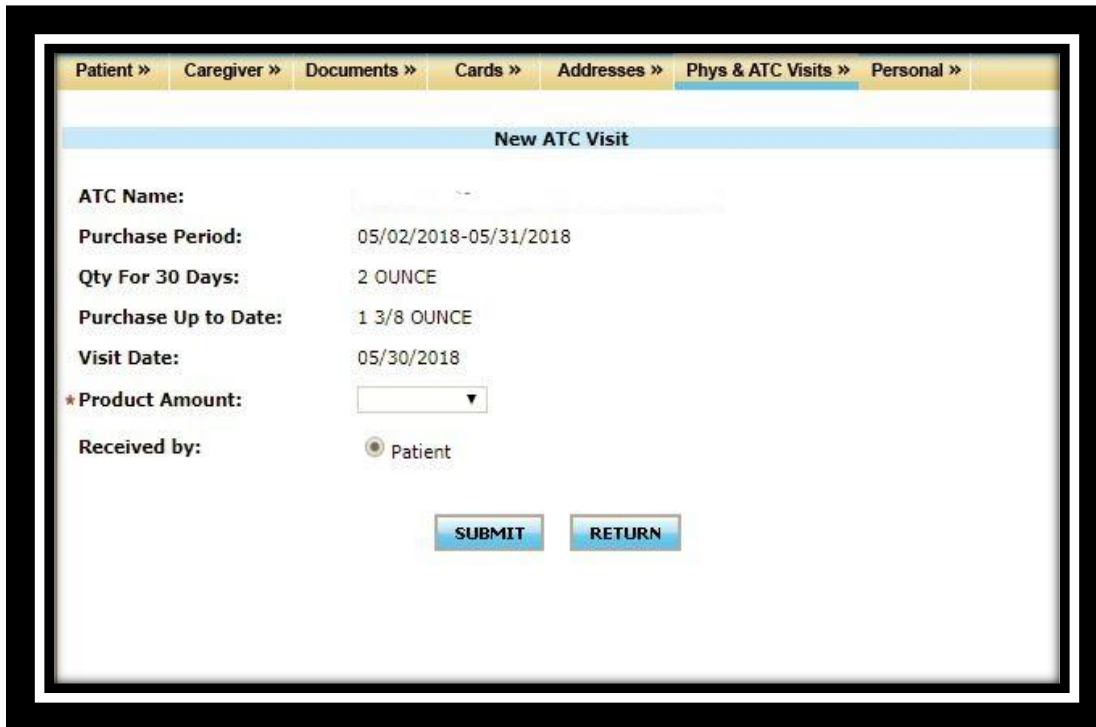
Purchase Period	30DaysQty	Purchased	Amount Remain	Action
03/23/2014-04/21/2014	2 OUNCE	0 OUNCE	2 OUNCE	View <b>New</b>
04/22/2014-05/21/2014	0	0 OUNCE	0 OUNCE	View

[PURCHASE HISTORY](#) [ATC HISTORY](#)

5.30.18

To add a purchase,

- Select **New**
- Enter the purchase amount using the drop down.



The screenshot shows a web application interface for adding a new ATC visit. At the top, there is a navigation menu with tabs: Patient », Caregiver », Documents », Cards », Addresses », Phys & ATC Visits », and Personal ». The 'Phys & ATC Visits »' tab is selected. Below the navigation is a header for the form titled 'New ATC Visit'. The form contains the following fields and controls:

- ATC Name:** A text input field.
- Purchase Period:** A date range field showing '05/02/2018-05/31/2018'.
- Qty For 30 Days:** A text input field showing '2 OUNCE'.
- Purchase Up to Date:** A text input field showing '1 3/8 OUNCE'.
- Visit Date:** A date field showing '05/30/2018'.
- \*Product Amount:** A dropdown menu.
- Received by:** A radio button selection with 'Patient' selected.

At the bottom of the form, there are two buttons: 'SUBMIT' and 'RETURN'.

**Note\*** If an incorrect amount in which it is less than the amount dispensed, you can add onto that amount. If the amount is over than the amount dispensed, then the ATC must contact an MMP monitor to have the error fixed.

After selecting whether the purchaser was a patient or caregiver, you can then save the purchase by selecting 'Submit'.

You will be able to view all past purchases by selecting

**PURCHASE HISTORY**

The screenshot displays a web interface with a header section titled "Physician and ATC Information". Below this header, there are fields for "Phy Name:", "Phy Address:", "Current ATC:", "Phy Phone:", "Next Visit Date:", and "Days before visit:". A navigation menu below the header includes "Patient >>", "Caregiver >>", "Documents >>", "Cards >>", "Addresses >>", "Phys & ATC Visits >>" (which is highlighted), and "Personal >>".

Below the navigation menu is a section titled "ATC Visits" containing a table with the following data:

Purchase Date	Purchase Amount	ATC
05/27/2018	5/8 OUNCE	Garden State Dispensary , WOODBRIDGE
05/24/2018	1/4 OUNCE	Garden State Dispensary , WOODBRIDGE
05/24/2018	1/2 OUNCE	Greenleaf Compassion Center , MONTCLAIR

At the bottom of the page, there is a "RETURN" button.