



**STATE OF  
OHIO**  
BOARD OF PHARMACY



## **QUICK REFERENCE GUIDE: VERIFYING PHONE NUMBER IN REGISTRY PROFILE**

**Updated 1/29/2021**

The Ohio Medical Marijuana Control Program requires that all dispensaries ensure that patients have complete recommendations prior to sale.

Per state rules (OAC [3796:6-3-08](#)), a patient must have a complete recommendation, which includes full name, residential address, and phone number.

Patients who do not have a phone number included in their registration are advised to do one of the following:

1. Visit [www.ohiomedicalmarijuanaregistry.com](http://www.ohiomedicalmarijuanaregistry.com) and log in using their email address and password. Once logged in, the patient can edit their demographics and add a phone number in the appropriate field. (See [page 2](#) of this document for step-by-step instructions).

**-OR-**

2. Contact their CTR physician and request the physician add their phone number to their patient account.

To determine if your profile is missing a phone number or to update your phone number in the registry, the Board of Pharmacy created a quick reference guide starting on the next page.

Should patients have any additional questions, please contact the Board via email at [MMCPRegistry@pharmacy.ohio.gov](mailto:MMCPRegistry@pharmacy.ohio.gov).



To determine if a registration includes a phone number, patients should complete the following steps:

**Step 1:** Visit [www.ohiomedicalmarijuanaregistry.com](http://www.ohiomedicalmarijuanaregistry.com) and log in using your email address and password.

**Step 2:** Once logged in, look for the "Phone:" field listed below the patient's mailing address.

The screenshot shows a web interface for patient demographics. At the top, there are two tabs: "Patient" (selected) and "Demographics". Below the tabs, there are several fields for patient information, all of which are redacted with black boxes. The fields are: a name field, "DOB:", "Driver's License:", another name field, "Phone:", and "Email:". A blue arrow points from the left side of the page to the "Phone:" field. At the bottom of the form, there is a "Registrant History" link on the left and an "EDIT" button on the right.

**Step 3:** If the Phone field is blank, click the "EDIT" button on the bottom right-hand side of the patient demographics box. Enter a valid phone number in the phone number field and click "SAVE CHANGES."

This screenshot is identical to the one above, showing the patient demographics form. However, in this version, the "Phone:" field is empty. A blue arrow points from the bottom right of the form to the "EDIT" button.



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**IMPORTANT: If the phone number field is already completed on a patient's profile and includes a correct phone number, no action is needed.**

Patients who are unable to complete this task, should contact their CTR physician and request that their registration be updated to include a phone number.