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Medical Use of Marijuana Program
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How to Register with the Medical Use of Marijuana Program: **Instructions for Physicians**

A physician 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 Online System (“the MMJ Online System”).

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

To be a certifying physician, a physician (MD or DO) must:

- be a Massachusetts-licensed physician;
- hold an active full license with no prescribing restrictions;
- hold a Massachusetts Controlled Substances Registration; and
- have at least one established place of practice in Massachusetts.

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

REGISTRATION PROCESS

The MMJ Online System is housed within the Executive Office of Health and Human Services Virtual Gateway (VG) portal. Physicians will need to utilize a VG account to access to the MMJ Online System.

In order to register, please follow these steps:

- **Step 1:** Contact the Medical Use of Marijuana Program at 617-660-5370 to request the paperwork required to register with the VG. When calling, please have your Board of Registration in Medicine number *and* your Massachusetts Controlled Substances Registration (MCSR) number available as you will be asked to provide these numbers over the phone.

The Medical Use of Marijuana Program will then forward the VG registration paperwork to you for your organization’s Access Administrator to complete. Your Access Administrator will be asked to complete the following forms:

- **Access Administrator Designation Form.**

Please write “Medical Use of Marijuana Online System” on the Virtual Gateway Business Service(s) line at the top of this form.

An organization is required to designate at least one Access Administrator. An Access Administrator is a member of the organization who is responsible for arranging access to the VG for physicians who are members of that organization. If you have questions regarding your organization’s VG polices, please seek guidance from your organization.

- **Virtual Gateway Services Agreement (“VGSA”).**

To establish a VG account, the Access Administrator will need to complete a VGSA.

- **User Request Form (“URF”).**

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

- **Step 2:** Mail the completed and signed VGSA *and* Access Administrator Designation Form to:

**Massachusetts Department of Public Health
Medical Use of Marijuana
99 Chauncy Street, 11th Floor
Boston, MA 02111**

- **Step 3:** Next, complete and save the URF in Excel format, and email the URF to VirtualGatewayHelpDeskFaxes@MassMail.State.MA.US and C.C. DPHOnlineSystem@state.ma.us
- **Step 4:** Please note that the processing time to establish a VG account can take up to 2-3 weeks. Once the VG paperwork has been processed, the physician(s) listed on the URF will receive an email directing them to register with the VG.

Before registering with the VG, the physician must gather their Board of Registration in Medicine number *and* their Massachusetts Controlled Substances Registration (MCSR) number as they will need these numbers in order to register in the MMJ Online System.

- **Step 5:** The physician(s) must then log in to the VG with their user name and password and click on “Medical Use of Marijuana System”. **It is important that the physician makes note of their user name and password in order to log back in to the VG and MMJ Online System, as needed, after registering.**
- **Step 6:** Click the “Register” link.

- **Step 7:** Enter the requested information.
- **Step 8:** At the bottom of the page is a list of attestations. Read the attestations. If the physician agrees with the attestations, they must check the box stating that they attest that they understand and agree with each of the attestations. Click on “Proceed” to continue to the next page.
- **Step 9:** The physician will then be taken to a Registration Confirmation screen that will contain their registration number. Click “Ok”.

The physician is now officially registered in the MMJ Online System and may certify patients. The physician will automatically be directed to their Home page where they will be able to certify a patient.

The physician will also receive confirmation of their registration via e-mail.

LOGGING IN TO THE MEDICAL USE OF MARIJUANA ONLINE SYSTEM

Any time a physician wishes to return to the MMJ Online System, the physician must log in to the VG at <https://sso.hhs.state.ma.us> and click on “Medical Use of Marijuana System”.

From the Home page of the MMJ Online System, a physician may certify a patient, search their patients, update their registration information, and generate reports.

CHANGE OF REGISTRATION INFORMATION

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

To update your registration information, please follow these steps:

- **Step 1:** Log in to the VG at <https://sso.hhs.state.ma.us> and select “Medical Use of Marijuana System.”
- **Step 2:** Click on the “My Registration” link at the top of the screen.
- **Step 3:** To update your registration information, click “Edit” at the left side of the screen. Edit the necessary information and click the “Update” button.

QUESTIONS

Should you have questions regarding the registration process, please contact the Medical Use of Marijuana Program at 617-660-5370.