



## How to Submit an Electronic Physician Certification Form

**Note:** It is recommended using Google Chrome as your internet browser because other browsers may not work properly with the Registry Website.

This form must be completed by a certifying physician that has an approved physician registration on file within their account. If you are a certifying physician, and do not have an approved physician registration within your account, please complete and submit a physician registration application.

- To learn how to “Register for a physician account and to log in to the account”, watch the video tutorial: [Registering & Logging In to a Physician Account](#)
- To learn how to “Create and submit a physician registration application”, watch the video tutorial: [Create & Submit a Physician Registration Application](#)

You must submit the **Physician Certification Form** for your certified patients. Physician Certification Forms must not be issued more than 30 days before the date the patient will apply for a new patient identification card or renewal of a patient identification card.

Before you certify a patient, please review the Department of Health and Senior Services (DHSS): [Guidance for Certification Appointments](#).

To submit an **Electronic Physician Certification Form**:

1. Navigate to the Registry website at: <https://mo-public.mycomplia.com>
2. Enter your **Username (email)** and **Password**.
3. Check the **Accept Terms and Conditions** box.
4. Click **I’m not a robot**. If a pop-up window appears, follow the prompts, and click **’Verify’**.
5. Click **’Sign In’**.

## Missouri Medical Marijuana Portal - Sign In

2 Username (email) \*  
Username


2 Password \*  
Password

3  Accept Terms and Conditions.

4  I'm not a robot

5 [SIGN IN](#) [FORGOT PASSWORD](#)

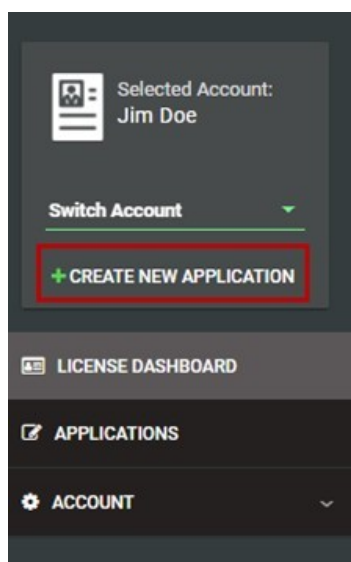
Select all images with  
**a fire hydrant**  
Click verify once there are none left.



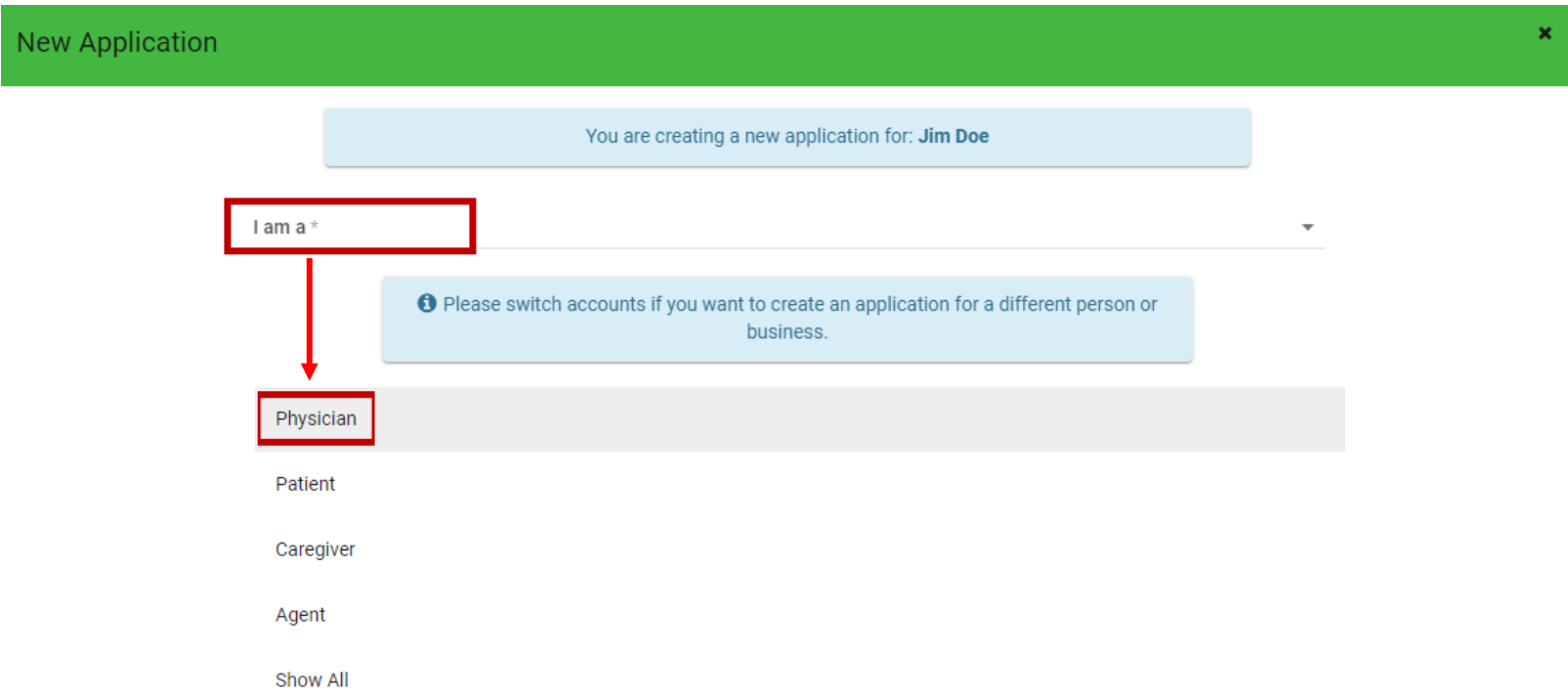
reCAPTCHA  
Privacy - Terms

VERIFY

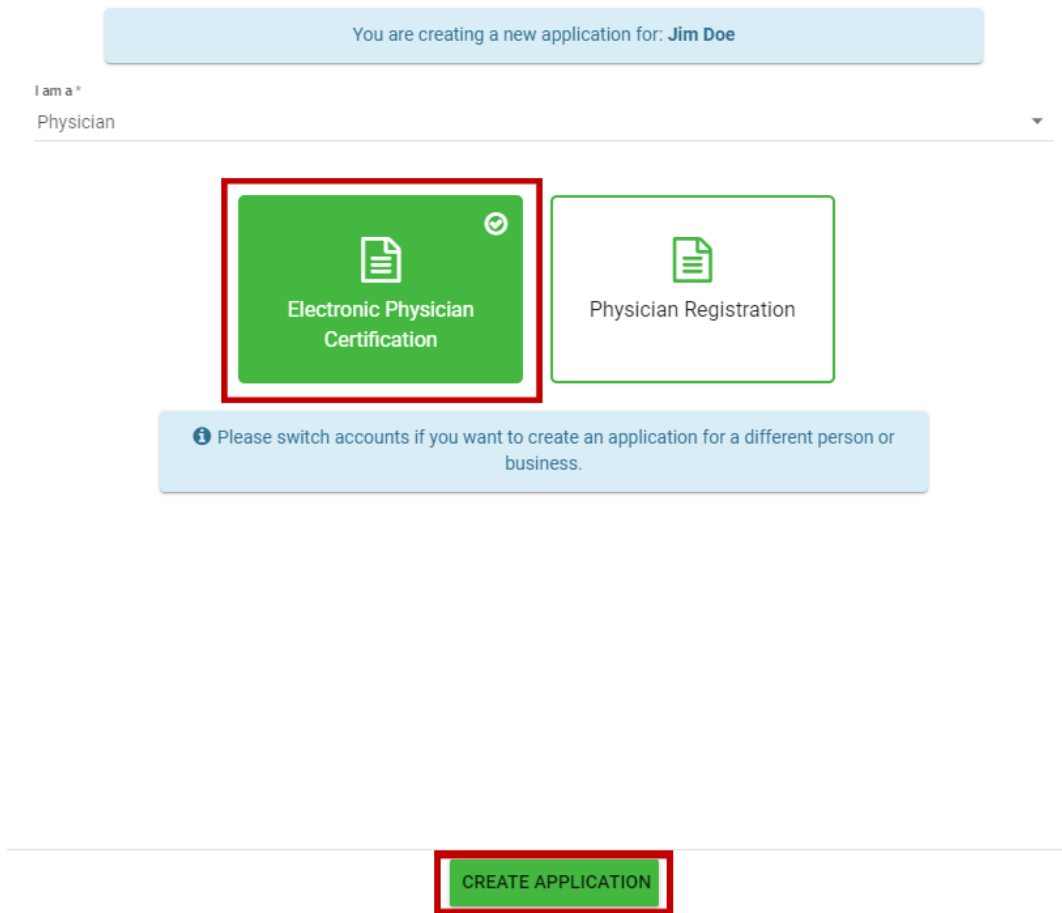
6. To submit an Electronic Physician Certification Form, click '**Create New Application**'.



7. In the **New Application** window, click the 'I am a' drop down box, and select '**Physician**'.



8. Select '**Electronic Physician Certification**'. Click '**Create Application**'.



On the **Physician Registration Number** tab:

9. Click the **Registration Number** drop down. Select the **Physician Registration Number**. Click **'Save'**.

**Note:** If there is not a registration number to select, the physician has not been verified with the Department and will need to complete that registration prior to submitting an electronic form.

PHYSICIAN REGISTRATION NUMBER    GENERAL INFORMATION    PHYSICIAN INFORMATION    ATTESTATIONS    REVIEW

This form must be completed by a certifying physician that has an approved physician registration on file within their account. If you are a certifying physician, and you do not have an approved physician registration within your account, please complete and submit a physician registration application.

Registration Number \*

Registration Number \*

PHY000025

SAVE    CANCEL

10. Click **'Save and Next'** to save the data fields and move to the next tab.

SAVE    SAVE & NEXT    CANCEL

On the **General Information Tab**:

11. Enter the **Patient's First Name** and **Last Name**.
12. Enter the **Patient's Date of Birth**, **Email address**, and **Social Security Number**.

**Note:** The patient's social security number and date of birth **MUST** be accurate in order for the patient to select the electronic form when submitting their application. Changes cannot be made after the electronic form is submitted.

13. Click **'Yes'** or **'No'** to indicate whether the patient is 18 years or older.
14. Enter the **Date of Patient Examination**.

PHYSICIAN REGISTRATION NUMBER

GENERAL INFORMATION

PHYSICIAN INFORMATION

ATTESTATIONS

REVIEW

Patient First Name *	11	Patient Middle Name	Patient Last Name *	11
Patient Date of Birth *	12	Patient's email address *	Patient Social Security Number *	12
Is the Patient 18 years or older? *	13	Date of Patient Examination *		14

## Qualifying Condition

Recommended Amount (30 Day Period)

Qualifying Medical Condition \*

SAVE

SAVE &amp; NEXT

CANCEL

15. Under **Qualifying Condition**, click the **Recommended Amount (30 Day Period)** drop down, and select the amount for a 30 day period.

- If you are recommending the standard amount, choose **4 ounces**.
- If you are recommending a higher amount, choose **Specify Amount** and enter the amount you are recommending for the 30 day period.

PHYSICIAN REGISTRATION NUMBER

GENERAL INFORMATION

PHYSICIAN INFORMATION

ATTESTATIONS

REVIEW

Patient First Name *	Patient Middle Name	Patient Last Name *
Patient Date of Birth *	Patient's email address *	Patient Social Security Number *
Is the Patient 18 years or older? *	Date of Patient Examination *	

## Qualifying Condition

Recommended Amount (30 Day Period) \*

Qualifying Medical Condition \*

Qualifying Condition

4 Ounces

Specify Amount

Please enter the recommendation for medical marijuana above the 30 day amount: \*

16. Click the **Qualifying Medical Condition** drop down, and select the qualifying medical condition.

**Note:** Depending on the medical condition you select, you may be asked to further specify the condition.

PHYSICIAN REGISTRATION NUMBER	GENERAL INFORMATION	PHYSICIAN INFORMATION	ATTESTATIONS	REVIEW
Patient First Name *	Patient Middle Name	Patient Last Name *		
Patient Date of Birth *	Patient's email address *	Patient Social Security Number *		
<input type="radio"/> Yes	Date of Patient Examination *			
<input type="radio"/> No				
<b>Qualifying Condition</b>				
Recommended Amount (30 Day Period) *				
4 Ounces				
Qualifying Medical Condition *				
Cancer				
Epilepsy				
Glaucoma				
Intractable migraines unresponsive to other treatment				
A chronic medical condition that causes severe, persistent pain or persistent muscle spasms, including but not limited to those associated with multiple sclerosis, seizures, Parkinson's disease, and Tourette's syndrome				

17. Click **'Save & Next'**.

SAVE	SAVE & NEXT	CANCEL
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18. On the **Physician Information Tab**, all the physician's information will auto-populate from the verified Physician Registration Number license.

All information on this page can be edited and if the address is changed, it will need to be verified by clicking **'Verify Address'**.

Applications / Electronic Physician Certification

PHYSICIAN REGISTRATION NUMBER	GENERAL INFORMATION	PHYSICIAN INFORMATION	ATTESTATIONS	REVIEW
Physician First Name * Jim	Physician Last Name * Doe	Physician License Number * 13579		
Physician License Type * M.D	Physician Phone * (123)456-7890	Physician Email * Dr.JimDoe@email.com		
<b>Physician Office Address</b>				
Street * 1000 Doctors Blvd	Unit No. / Apt No.	City * Anywhere		
State * Missouri	Zip Code * 12345			
Address Verified? *	<input type="checkbox"/> No	<input type="button" value="✓ VERIFY ADDRESS"/>		

19. Select either the **'Entered Address'** or **'Verified Address'**. Click **'Done'**.

Address Selection

Please select the address you wish to update in the application by clicking on the respective sections below.

<b>Entered Address</b> ✓ 1000 Doctors Blvd Anywhere MO 12345	<b>Verified Address</b> Invalid City.
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20. Click **'Save & Next'**.

As part of the **Physician Certification Form**, physicians will be required to attest that certain statements are true. This provides a framework for the certification process and is the primary way in which the Department has conveyed the standard of care it expects medical marijuana patients will receive.

21. You must either **Agree** or **Disagree** to each of the attestation statements.

PHYSICIAN REGISTRATION NUMBER	GENERAL INFORMATION	PHYSICIAN INFORMATION	ATTESTATIONS	REVIEW
<p>I, the physician, in the case of a non-emancipated qualifying patient under the age of eighteen (18), have received the written consent of a custodial parent or legal guardian who serve as a primary caregiver for the qualifying patient. *</p> <p><input type="radio"/> I Agree</p> <p><input type="radio"/> I Disagree</p>				
<p>I, the physician, have met with and examined the qualifying patient. *</p> <p><input type="radio"/> I Agree</p> <p><input type="radio"/> I Disagree</p>				
<p>I, the physician, have reviewed the qualifying patient's medical records or medical history and the qualifying patient's current medications and allergies to medications. *</p> <p><input type="radio"/> I Agree</p> <p><input type="radio"/> I Disagree</p>				
<p>I, the physician, have discussed with the qualifying patient, or the qualifying patient's custodial parent or legal guardian, the patient's current symptoms. *</p> <p><input type="radio"/> I Agree</p> <p><input type="radio"/> I Disagree</p>				
<p>I, the physician, have created a medical record of the qualifying patient regarding the meeting and am maintaining the qualifying patient's medical record as required in 334.097, RSMo. *</p> <p><input type="radio"/> I Agree</p> <p><input type="radio"/> I Disagree</p>				
<p>I, the physician, have discussed with the patient, or the qualifying patient's custodial parent or legal guardian, risks associated with medical marijuana including known contraindications applicable to the patient. *</p> <p><input type="radio"/> I Agree</p> <p><input type="radio"/> I Disagree</p>				
<p>I, the physician have discussed with the qualifying patient, or the qualifying patient's custodial parent or legal guardian, the risks of medical marijuana use to fetuses and the risks of medical marijuana use to breastfeeding infants. *</p> <p><input type="radio"/> I Agree</p> <p><input type="radio"/> I Disagree</p>				

22. Type your name in the '**Physician Signature**' field and enter the '**Date of your Signature**'. Click '**Save & Next**'.

<input type="text" value="Physician Signature *"/>	<input type="text" value="Signature Date *"/> Signature Date <small>This field is required.</small>
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**On the Review Tab:**

23. Review all items to make sure they have green check marks.

24. If there is a red **X**, that means there is missing information in the application. Go back through each of the previous pages and correct the missing information.

Applications / Electronic Physician Certification

PHYSICIAN REGISTRATION NUMBER    GENERAL INFORMATION    PHYSICIAN INFORMATION    ATTESTATIONS    **REVIEW**

Please review the application for accuracy and completeness. If you have any items marked with a red X, your application will not be accepted. Please review these items to ensure accuracy  
WARNING: Once your application is submitted, it cannot be modified. Please make sure your application is final and complete before submitting.

**Physician Registration Number**

✓ Registration Number: PHY000025

**General Information**

✗ Patient First Name:    Patient Middle Name:    ✗ Patient Last Name:  
✗ Patient Date of Birth:    ✗ Patient's email address:    ✗ Patient Social Security Number:  
✗ Is the Patient 18 years or older?:    ✗ Date of Patient Examination:

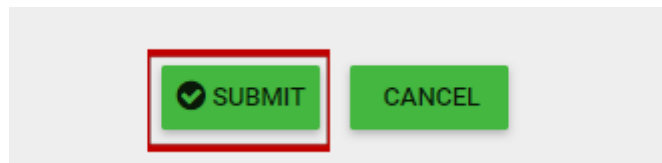
**Qualifying Condition**

✓ Recommended Amount (30 Day Period):    Specify Amount  
✓ Qualifying Medical Condition:    Cancer  
✗ Please enter the recommendation for medical marijuana above the 30 day amount::

**Physician Information**

✓ Physician First Name: Jim    ✓ Physician Last Name: Doe    ✓ Physician License Number: 13579  
✓ Physician License Type: M.D.    ✓ Physician Phone: 1234567890    ✓ Physician Email: Dr.JimDoe@email.com

25. When all check marks are green, scroll to the bottom of the page, and click **'Submit'**.



There is no fee required for electronic physician certification form submissions. A confirmation email will be sent from the Missouri Medical Marijuana Program to the physician verifying the submission and providing an application ID.

**Note:** If an electronic form is submitted with errors in the patient's Personal Identifiable Information (such as birth date, social security number or spelling of name), the patient, certifying physician or an authorized user on the physician's account must contact the Department and request the correction.

For corrections, the Department may be reached:

- By email (Monday through Friday) – 8:00 am – 5:00 pm at: [MedicalMarijuanaInfo@health.mo.gov](mailto:MedicalMarijuanaInfo@health.mo.gov)
- By phone (Monday through Friday) – 9:00 am – 4:00 pm CST at: **1-866-219-0165**

When contacting the department, please have the following information available:

- The Physician Account Number
- Physician Name
- The name of the person making contact (if not the physician, the person making contact will need to be verified as an authorized user before account details can be discussed)
- Nature of the update/request/topic of discussion

Once the person contacting the department has been verified, a team member that is trained in this area will assist with the request.

**Note:** Electronic forms dated more than 30 days at the time of application submission will be rejected, and a new electronic form will be required. The expired electronic form will be de-activated upon processing to prevent the patient from accessing the expired form during resubmission. The certifying physician will receive a notification of deactivation to alert them that their patient may be requesting a new electronic form.