

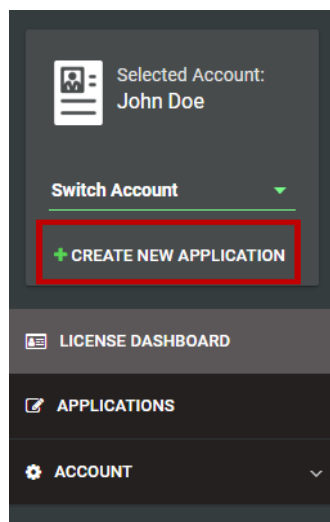
How to Submit a Patient Electronic Certification Form

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

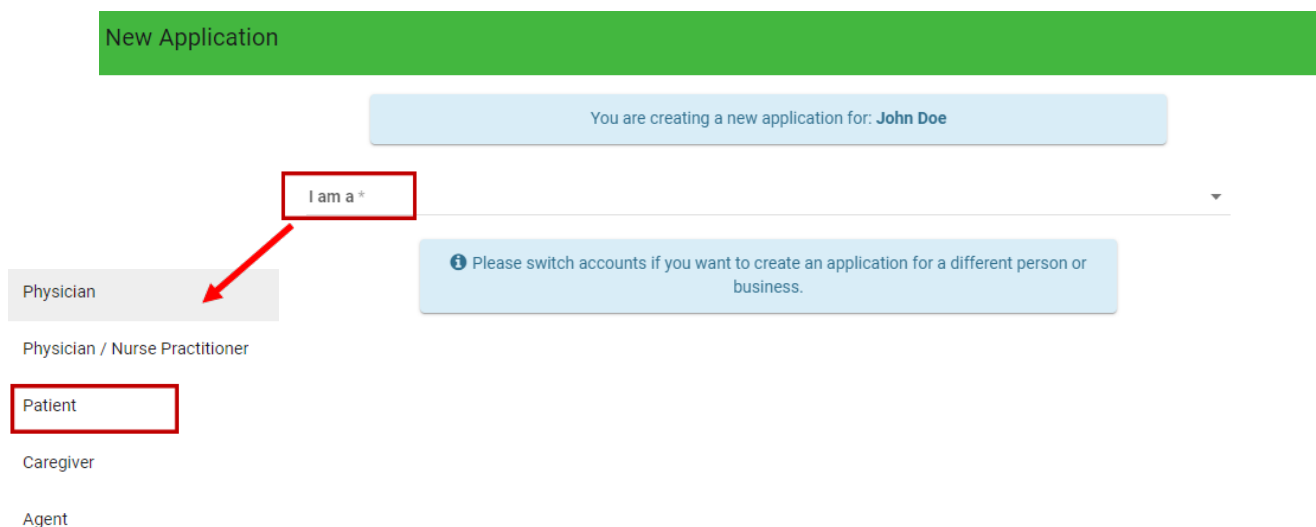
Keep in mind that patients will need to visit with a certifying MD or DO physician, who is in good standing in the State of Missouri, and have the physician to complete the electronic certification form.

To submit a **Patient Electronic Certification Form** for a Patient Application:

1. Log in to your patient registry account at: <https://mo-public.mycomplia.com>
2. Click 'Create New Application'.



3. For the Application Type, click the 'I am a' drop down box, and select 'Patient'.



The screenshot shows the "New Application" form. At the top, it says "You are creating a new application for: John Doe". Below that is a dropdown menu labeled "I am a" with a red box around it. A red arrow points to the "Patient" option in the dropdown menu. Below the dropdown menu is a blue information box that says "Please switch accounts if you want to create an application for a different person or business." The dropdown menu options are: Physician, Physician / Nurse Practitioner, Patient, Caregiver, and Agent.

4. Select 'New Patient'. Click 'Create Application'.

The screenshot shows a 'New Application' modal window. At the top, it says 'New Application' with a close button. Below that, a message states 'You are creating a new application for: John Doe'. Underneath, there is a dropdown menu labeled 'I am a *' with 'Patient' selected. Three buttons are displayed: 'New Patient' (highlighted with a red box), 'Patient Renewal', and 'Patient Update'. A blue informational message at the bottom reads: 'Please switch accounts if you want to create an application for a different person or business.' Below the modal, a 'CREATE APPLICATION' button is also highlighted with a red box.

5. Click on the Physician/Condition Information Tab.

The screenshot shows the 'New Patient Application' form. The top navigation bar includes 'Applications / New Patient Application'. Below it are several tabs: 'GENERAL INFORMATION', 'CONTACT INFORMATION', 'PHYSICIAN / CONDITION INFORMATION' (highlighted with a red box), 'QUESTIONS', 'DOCUMENTS', 'PAYMENT', and 'REVIEW'. The form fields are as follows: 'Legal First Name *', 'Middle Name', 'Legal Last Name *', 'Date of Birth *' (02/03/1969), 'State of Missouri ID/DL Number' (with an information icon), 'Social Security Number *' (123-45-6789), 'Email *' (johndoe@email.com), 'Phone *', and 'Is the Patient 18 years or older? *' (radio buttons for Yes and No). At the bottom, there are three buttons: 'SAVE', 'SAVE & NEXT', and 'CANCEL'.

6. Under **Recommendation Type**, click **'View Available Recommendations'**.

Applications / New Patient Application

GENERAL INFORMATION CONTACT INFORMATION **PHYSICIAN / CONDITION INFORMATION** QUESTIONS DOCUMENTS PAYMENT REVIEW

Recommendation Type

Please select the type of physician certification to start with *

Electronic Certification

VIEW AVAILABLE CERTIFICATIONS

Physician Registration Number * Electronic Certification Selected? * No

7. A pop-up will appear listing all available physician certifications that are linked to the applicant's social security number and date of birth. Select the electronic form and click **'Update'**. The information submitted by the certifying physician will auto-populate into the application.

Physician Certification Selection

Please select the Physician Certification by clicking on respective sections below.

Physician Name: Jim Doe ✓

Recommendation ID: 2536 Examination Date: 11/03/2022

CANCEL **UPDATE**

Note: If a tan box appears indicating that **"No Physician Certification found"**, this means that either the physician has not submitted an electronic form, or the information submitted with the electronic form is incorrect.

Physician Certification Selection

No Physician Certification found.

CANCEL UPDATE

To correct the errors, please contact the physician first to determine if the error is within the electronic form, or within their account, and then contact the Department.

8. Click **'Save & Next'** to continue completing the application.

SAVE **SAVE & NEXT** CANCEL