The instructions below outline the process for practitioner re-certification of patients with an expired certification or a certification approaching expiration. A practitioner can re-certify a patient using the Medical Marijuana Data Management System (MMDMS) up to 30 days prior to the certification’s expiration date, or at any time after the certification expires. The potential for any disruption in the patient’s ability to continue treatment with medical marijuana is minimized when the patient is recertified up to 30 days prior to the certification expiration date, provided that the patient completes the re-registration process, after receiving the new certification, in a timely manner.

Recertifying an Existing Patient

1. Prior to issuing a certification, practitioners must consult the Prescription Monitoring Program (PMP) Registry to review their patient’s controlled substance history. The PMP Registry is accessed through the Health Commerce System (HCS), which can be accessed from the following link: [https://commerce.health.state.ny.us/](https://commerce.health.state.ny.us/). After logging in to HCS, look for the icon below on the HCS homepage or click the P tab from All Applications in the My Content dropdown menu.

2. While still logged into HCS ([https://commerce.health.state.ny.us/](https://commerce.health.state.ny.us/)) select the Medical Marijuana Data Management System (MMDMS) from the My Applications Menu.

3. On the Practitioner Home Page, select “View My Patients” (shown below).

4. You may sort the list of patients provided by clicking on the column header for First Name or Last Name, then use the arrows at the bottom of the page to locate the patient.
5. Select the appropriate patient by clicking on their name and highlighting the row in blue. Then select “Certify This Patient”.

If the patient has a certification that is currently active and has an expiration date that is more than 30 days in the future, the message below will display. You cannot recertify the patient until 30 days before the expiration date.

If you need to make updates to the active certification, select the three white lines in the top left corner and select “View My Certifications”. Once you locate the patient’s certification, click the “Change/Cancel Certification” button to make any necessary changes. If you require assistance please contact the department at 1-866-811-7957.

6. Review the Patient Information section and make any necessary updates. All required fields are indicated by a red asterisk (*).

Please ensure that all certifications list the patient’s current physical residence address. The address cannot be a post office box. The patient can add their mailing address at the time of registration.

7. Complete the Certification Information and Dosing Recommendation sections in the same manner original certifications are issued.

8. Once the Patient Certification form is complete, review the attestation and click the “Submit” button. The page will reload, bringing you back to “My Certifications”.

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9. From the “My Certification” screen, locate the new certification and validate that the certification status is “Active”. If the status is “Pending” please click the Certification # and select “Submit” at the bottom of the page.

10. Select “Generate Certification Document” then locate the Certification Report at the bottom of the screen. Print and sign the certification. Provide the signed certification to the patient and place a copy in the patient’s medical record.