Georgia Low THC Oil Registry

Physicians Request for Card

http://phip.ga.gov/gathcrequest.html

Users Guide
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Physicians Registration
To begin registration for the Georgia Low Oil THC Registry open a web browser and go to the following URL: http://phip.ga.gov/gathcrequest.html. It is highly recommended that Google Chrome be used to access this site. You can find the registry here: http://dph.georgia.gov/low-thc-oil-registry.

Login Screen

Clicking on the hyperlink “Please register Here” [1] will take you to the registration screen.
Registration Screen

Fill in all the text boxes with your information and once all fields are complete and accurate, click on the “Register” button. All fields marked with a red circle [○] are required before the registration request can be submitted.

When registering for registry access, please make sure the following fields are accurate “Date of Birth, Last 4 digits of SSN, License Number and DEA Number.” Failure to enter these fields correctly will inhibit the system from automatically approving your account access.
Registration Confirmation Screen

Once the registration has been successfully submitted and automatically verified, the above screen will be displayed. If you are having problems submitting the registration, please contact the State Office of Vital Records at 404.679.4702.

Logging in

Accessing the Website
To Login to the Georgia Low THC Oil Registry open a web browser and go to the following URL: http://phip.ga.gov/gathcrequest.html. It is highly recommended that Google Chrome be used to access this site. You can find the registry here: http://dph.georgia.gov/low-thc-oil-registry.

Login Screen

If you have an approved account, please login below. If you would like to request an account, please register here.
Enter your User Name and Password you created when registering for access to the system. Once you have entered your credentials click on the “Login” button.

Main Screen

Once you have logged in you will be presented with the main screen. All reports entered via your user ID will be displayed under “Patient List.” The Main Screen is also used for adding new card requests and editing existing ones. If you are at this screen for the first time, this list will be blank.

Functionality of the Main Screen (Overview)

- To add a new case to the registry click on the Add New Patient to Registry link [1].
- To view or edit an existing case click on the plus sign [2].

Card Status
Once a request has been made for a card, the status is automatically set to “Ready for Printing.” The request is then routed to the printing team.

Ready for Printing – The request has been made and routed to the printing team.
Card Printed – The card has been printed and is being sent to the pick-up location.
Card Picked Up – Card has been paid for and picked up.
Main Screen

Adding a new request to the Registry

To add a new request to the registry click on the link [1].

Low THC Oil Card Request Entry Screen

The Low THC Oil Card Request screen is used to enter patient’s demographics, caregivers and approved condition(s) the patient is suffering from.

Fields marked with a darker red background are required fields. If the record is being saved a system message prompting you to fill in the information will be displayed. Until the field is populated you will not be able to save the record (e.g.).

Card Status Information

For new card requests, no information about the status will be available until the record has been validated and saved to the registry [1].
THC Oil Card Request Entry Screen

Patient Demographic Information

Enter all patient demographic information shown above. All fields marked with a red circle [●] are mandatory fields.

Caregiver(s) Information

Cards will only be printed for the Caregivers listed under the patient information section. A maximum of two Caregivers can be entered and each will receive a Low THC Oil Registration Card.

If the patient is older than 18 years of age and able to carry and administer Low THC oil themselves, check the box [1] and all patient information will be copied to the Caregiver section. Checking the box off will remove all information. If Caregiver is different than the patient, enter all patient Caregiver information shown above. All fields marked with a red circle [●] are mandatory fields.
Low THC Oil Card Request Entry Screen

Care Giver(s) Information

The second Caregiver information screen is optional and can be used if two different card holders need to carry Low THC Oil registration cards.

Additional Requested Patient Information

Check all diagnoses the patient is being treated for and enter, to the best of your knowledge, the date when the diagnosis was made. The system will prompt if no date is given when saving the card request.
Low THC Oil Card Request Entry Screen

Additional Requested Patient Information

2. Georgia law requires that there be a continuing doctor-patient relationship in order to certify that a patient is eligible for the use of low THC oil. Are you going to continue treating this patient? Yes ▼

3. Does this patient currently reside in the State of Georgia? Yes ▼

3a. If no, is the patient considered a legal resident of Georgia? Yes ▼

Make a selection for questions 2 and 3. If you answer “No” to question 3, answer question 3a. If “No” is selected for question 2 or 3a, the patient is not eligible to use or carry low THC oil.

4. How long has the patient been a resident of the State of Georgia? 3 Years

5. How long have you been treating the patient? 3 Years 0 Months

Answer questions 4 and 5. If the answer to question 4 is less than one year the patient is not eligible under the law.

6. What other treatments has does this patient receive(d):
   None
   7. Comments:
      None

For question 6, enter any additional treatments the patient has received or is receiving.

Finally, check both boxes to indicate the patient has signed a waiver form required by the Composite Medical Board, and you as the patient’s physician attest to your request for a Low THC Oil registration card(s).

Saving the Request

Once all information has been entered, click the “Save” button [1]. If any of the validations fail you will be notified by a pop-up box what needs to be corrected. Make the corrections and click “Save” again.
Low THC Oil Card Request Entry Screen

Refreshing the Patient List

After the request has been saved to the registry, the screen will refresh and display the new record within the Patient List [1].

<table>
<thead>
<tr>
<th>Patient ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Card Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Doe</td>
<td>Jane</td>
<td>READY FOR PRINTING</td>
</tr>
<tr>
<td>82</td>
<td>Doe</td>
<td>John</td>
<td>READY FOR PRINTING</td>
</tr>
<tr>
<td>61</td>
<td>Hill</td>
<td>Alex</td>
<td>CARD PRINTED</td>
</tr>
</tbody>
</table>
Low THC Oil Card Request Edit Screen

Editing an Existing Request

To edit an existing request, locate the patient and click on the plus sign [1] to open up the record.

Make the required changes to the request and click on “Save” at the bottom of the form.
Low THC Oil Card Re-print or Cancel Card

Re-printing or Canceling an existing Card

To re-print a card, follow the steps for “Editing an Existing Request” on Page 11 to locate the patient who needs new cards issued or a card canceled. Once the patient has been located and the record has been expanded, go to the bottom of the form to find the action buttons. Depending on which Caregiver needs to have a card re-printed or canceled, select the appropriate button [1, 2, 3 and 4] associated with the caregiver. Selecting one of these buttons will change the Caregivers status to either “Card Read Ready for Printing” or “Card Canceled.”

Note: Canceling a card will show up as “Invalid” if a request is made by a member of law enforcement to verify with Georgia Department of Public Health.

Logging Out of the System

Once you have finished using the system, it is important you logout correctly to avoid unauthorized access to the Registry. Click on the Logout out link [1] to close out the current session.