

Alabama Medical Cannabis Commission
Applications & Licensing Portal Instructions
(Physicians)

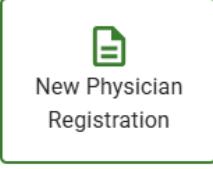
You must create an account to log in to the AMCC Portal and complete an application/registration. Instructions for creating an account are available on the AMCC website at <https://amcc.alabama.gov/patients/>.

A physician certified by the Alabama Board of Medical Examiners with an AMCC Portal account (see above) must complete and submit a **one-time** *New Physician Registration* on the AMCC Portal (see **PART A** below).

After the *New Physician Registration* is submitted and approved, the physician will be able to create an *Electronic Physician Certification* (see **PART B** below) for a patient.

A registered physician (having completed a *New Physician Registration*) can update the physician registration by submitting a *Physician Update* (see **PART C** below) or renew the registration by submitting a *Physician License Renewal* (see **PART D** below).

PART A: New Physician Registration

1. Access the AMCC Portal at <https://al-amcc-public.nls.egov.com/login>.
2. Login using the email address and password entered when you created an account.
3. Click the  button in the panel on the left-hand side of the account page.
4. Select “**Physician**” from the dropdown menu in the “I am a” prompt.
5. Select 
6. Click 
7. Complete all required items on the “Physician Information” tab.
 - ✓ The following information is required and AMCC will verify the information before approving a registration.
 - State Board of Medical Examiners License Number
 - State Board of Medical Examiners License Expiration Date
 - Medical Cannabis Certification Permit Number (AMCP#)
 - Primary Federal Drug Enforcement Agency Number (Alabama Specific)

8. Click  → **SAVE & NEXT**

9. Complete all required items on the “Contact Information” tab.

10. Click  → **SAVE & NEXT**

11. Complete all required items on the “Questions and Attestation” tab, including the physician’s signature and date.

12. Click  → **SAVE & NEXT**

13. After completing all required items, you will be directed to the “Review” tab to review all information. Any items marked with a **X** must be corrected and you may wish to make other changes. You can make changes by navigating to the tab with the item you wish to change.

14. Click  **SUBMIT** at the bottom of the “Review” tab.

- ✓ You will receive an email notifying you that your *New Physician Registration* application was submitted successfully and is pending review. You will receive a separate email notifying you that the application is approved, denied, or returned for correction.
- ✓ Once the *New Physician Registration* is approved, it will appear on your  License Dashboard and you may begin certifying patients (see **PART B** below).

PART B: Electronic Physician Certification

1. Access the AMCC Portal at <https://al-amcc-public.nls.egov.com/login>.
2. Login using the email address and password entered when you created an account.
3. Click the  **+ CREATE NEW APPLICATION** button in the panel on the left-hand side of the account page.
4. Select “**Physician**” from the dropdown menu in the “I am a” prompt.

5. Select

Electronic
Physician
Certification

6. Click

CREATE APPLICATION

7. Select the Registration Number corresponding to the approved *New Physician Registration*. Without a valid Registration Number, you are unable to proceed any further in the *Electronic Physician Certification*.

8. Click

SAVE

9. Click

→ SAVE & NEXT

10. Complete all required items on the “Patient Information” tab.

- ✓ Click the  icon for additional information or explanation about an item.
- ✓ Some items are validated against other items; therefore, additional items may appear, or the response parameters on an item may be limited depending on your entries.
- ✓ Qualifying Medical Condition – multiple selections allowed; select all for which a diagnosis has been made.
- ✓ A minor patient (under the age of 19) must have a caregiver who is the minor patient’s parent or legal guardian.
- ✓ The certification time period cannot exceed 90 days unless the patient is capable of conception, in which case the certification time period cannot exceed or 30 days.
- ✓ The recommended daily dosage cannot exceed 75 mg delta-9 THC unless (1) the patient has been using medical cannabis under the continuous care of the registered certifying physician for at least 90 days prior to the current certification (may be increased to 90 mg); or (2) one or more of the patient’s qualifying medical conditions is a terminal illness for which the patient has a life expectancy of 6 months or less (no limit; driver’s license revoked).
- ✓ The recommended TCH percentage may not exceed 3% for a minor patient.
- ✓ Forms of medical cannabis recommended for use by this patient – multiple selections allowed; select all being recommended.

11. Click

→ SAVE & NEXT

12. The information on the “Physician Information” tab is prepopulated with information from the *New Physician Registration*.

13. Click

→ **SAVE & NEXT**

14. Complete all required items on the “Attestation” tab, including the physician’s signature and date.

15. Click

→ **SAVE & NEXT**

16. Review all information on the “Review” tab. Any items marked with a **X** must be corrected and you may wish to make other changes. You can make changes by navigating to the tab with the item you wish to change.

17. Click  **SUBMIT** at the bottom of the “Review” tab.

- ✓ The patient certified in the *Electronic Physician Certification* will receive an email notifying them that the certification is ready to be claimed by the patient.
- ✓ Each *Electronic Physician Certification* will appear on the physician’s  with a status (e.g., Approved, Expired).

PART C: Physician Update

1. Access the AMCC Portal at <https://al-amcc-public.nls.egov.com/login>.
2. Login using the email address and password entered when you created an account.
3. Click the  button in the panel on the left-hand side of the account page.
4. Select “**Physician**” from the dropdown menu in the “I am a” prompt.
5. Select 
6. Click **CREATE APPLICATION**

7. Select the License Number corresponding to the approved *New Physician Registration*. Without a valid License Number, you are unable to proceed any further in the *Physician Update*.
8. On the “License Information” tab, toggle the response to “Yes” on the items that you need to update. (Note: A response of “Yes” is required on at least one question to proceed any further in the *Physician Update*.)

9. Click  **SAVE**

10. Click  **→ SAVE & NEXT**

11. Complete all required items on the “Physician Information” tab.

12. Click  **→ SAVE & NEXT**

13. Click  **EDIT RECORD** and complete all required items on the “Contact Information” tab.

14. Click  **→ SAVE & NEXT**

15. Complete all required items on the “Questions and Attestations” tab, including the physician’s signature and date.

16. Click  **→ SAVE & NEXT**

17. On the “Documents” tab, click  **UPLOAD** to upload required documents.

18. Click  **→ SAVE & NEXT**

19. Review all information on the “Review” tab. Any items marked with a **X** must be corrected and you may wish to make other changes. You can make changes by navigating to the tab with the item you wish to change.

20. Click  **SUBMIT** at the bottom of the “Review” tab.

- ✓ You will receive an email notifying you that your *Physician Update* application was submitted successfully and is pending review. You will receive a separate email notifying you that the application is approved, denied, or returned for correction.
- ✓ Each *Electronic Physician Certification* (with updates made in the *Physician Update*) will appear on the physician’s  **License Dashboard** with a status (e.g., Approved, Expired).

PART D: Physician License Renewal

1. Access the AMCC Portal at <https://al-amcc-public.nls.egov.com/login>.
2. Login using the email address and password entered when you created an account.
3. Click the  **+ CREATE NEW APPLICATION** button in the panel on the left-hand side of the account page.
4. Select “**Physician**” from the dropdown menu in the “I am a” prompt.

5. Select



6. Click  **CREATE APPLICATION**

7. On the “License Information” tab, select the License Number corresponding to the approved physician registration. Without a valid License Number, you are unable to proceed any further in the *Physician License Renewal*.

8. Click  **SAVE**

9. Click  **→ SAVE & NEXT**

10. Complete all required items on the “Physician Information” tab.

11. Click  → **SAVE & NEXT**

12. Click  **EDIT RECORD** and complete all required items on the “Contact Information” tab.

13. Click  → **SAVE & NEXT**

14. Complete all required items on the “Questions and Attestation” tab, including the physician’s signature and date.

15. Click  → **SAVE & NEXT**

16. After completing all required items, you will be directed to the “Review” tab to review all information. Any items marked with a **X** must be corrected and you may wish to make other changes. You can make changes by navigating to the tab with the item you wish to change.

17. Click  **SUBMIT** at the bottom of the “Review” tab.

- ✓ You will receive an email notifying you that your *Physician License Renewal* application was submitted successfully and is pending review. You will receive a separate email notifying you that the application is approved, denied, or returned for correction.
- ✓ Once the *Physician License Renewal* is approved, it will appear on your  **License Dashboard**