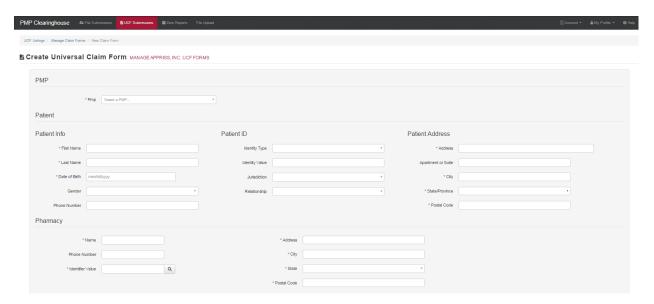




## Manual Entry of Dispensation Data into PMP Clearinghouse (Universal Claims Form)

Manual Entry is an option for data submitters to enter their dispensation information into the PMP Clearinghouse system using a form derived from the Universal Claims Form. It allows the entry of patient, recommender, dispenser, and recommendation information.



- 1. If you do not have an account, perform the steps on page 7 of the <a href="Ohio Medical Marijuana Registry Data Submission Guide">Ohio Medical Marijuana Registry Data Submission Guide</a>.
- 2. After logging into PMP Clearinghouse, navigate to UCF Submissions in the menu bar.
- 3. Choose New Claim Form to begin a submission.
- 4. You must select a destination state (OH) from the available states listed in the drop-down.
- 5. Complete all required fields as indicated by a red asterisks (\*).
- 6. Click Save.
- 7. Click Submit.
- 8. The results can be viewed on the UCF Listing screen.

For technical questions related to manual submission of data contact the Appriss Helpline at (877) 464-4764.