



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 [Ohio Medical Marijuana Registry Data Submission Guide](#).
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.