



A. EDIT AN ACTIVE CERTIFICATION

1. **Search for the patient certification on the home page.**
2. **Select the row with the identified certification.**
You can only edit active certifications. The functional buttons for expired or canceled certifications will be grayed-out.
3. **Perform a patient check: ensure that the information on the screen matches the patient you are working on.**
 - *Tip: If you wish to see the historical data entries for a given patient certification, click the "Certification Document" drop-down menu to retrieve the previous versions of the certification.*
4. **Click the "Edit" button and edit the fields in the Demographics, Medical, and/or Dosing sections as needed.**
You may edit most fields.

*****Exception*****

The "DOB" field or the "Capable of Consent" selection cannot be edited. If a patient's date of birth or a "Capable of Consent" selection is incorrect on an existing certification, you must issue a brand-new certification. Please remember to cancel the certification that contains an error.
5. **Issue and Expiration Dates**
 - **Issue Date:** System pre-fills the issue date with today's date.
 - **Expiration Date:** The expiration date is tentatively pre-filled to one year from today. You may reset the expiration date to any date within a year of the certification issue date. If your patient is terminally ill and is a resident of New York State, the Expiration Date field will be left blank, the certification shall not expire until the patient's death or the practitioner re-issues the certification to terminate the certification on an earlier date. If your patient is terminally ill but is



temporarily residing in New York State for medical treatment, the expiration date cannot exceed one year from today.

6. Submit the Certification

- Review the patient information you entered on the certification. If you notice major discrepancies and wish to start over, click the “Clear” button.
- Read and review the attestation in its entirety. Click the “Submit” button.

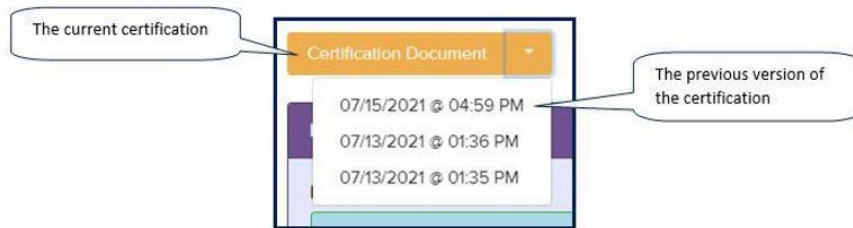
7. Print the Certification

Once the certification is submitted, the system will automatically open a printable certification form (in .pdf format). Depending on the browser, you may need to take different steps to print the certification.

! Make sure you print the entire document and provide it to the patient and/or designated caregiver.

To print or re-print any given certification, return to the home page and search for the certification. Click on the row with the identified certification. Click on the “Certification Document” button.

Tip: Clicking on the “Certification Document” button itself (not a dropdown) will print the most recent certification. All other versions will be displayed in the drop-down menu. To clarify, if you click on the first date in the dropdown menu, you will open a printable form of the certification that was issued prior to the current version.



8. Check the Printed Certification for Errors

If you find an error on the certification or realize you need to make changes, do NOT create a new certification, you can edit all fields except the Date of Birth and Capable of Consent fields. Return to the home page, navigate to the certification in question and select the “[Edit](#)” button. Edit the certification as needed.

*****Exception*****

The “DOB” field or the “Capable of Consent” selection cannot be edited. If a patient’s date of birth or a “Capable of Consent” selection is incorrect on an existing certification, you must issue a brand-new certification. Please remember to cancel the certification that contains an error.