Request to Access Electronic Recommendation Form

Department of Health
Health Regulation and Licensing Administration
1. Log on to the DC DOH MMP website-
   http://doh.dc.gov/service/medical-marijuana-
   program.
2. Next, click the “APRN” option.
3. Then click “Request to Access Electronic
   Recommendation Form”.

Health Regulation and Licensing
Administration
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4. Complete the online application form
5. Allow 1-3 business days for APRN information verification.

6. Once verified, a Quick Base invitation will be sent to the email address provided by the physician on the initial electronic recommendation application completed.
Health Regulation and Licensing Administration

7. Click the “Sign in” button (indicated by the blue arrow)
8. Health Regulation and Licensing Administration

Welcome to the DC Government Quickbase application!

Please login in using your entire dc.gov email address (normally firstname.lastname@dc.gov) as Username and your network/email password.

If your email or password is not recognized, please contact Citywide Messaging and let them know you cannot log into Quickbase.

If you do not have a dc.gov email address please contact the application manager or agency contact to submit a trouble ticket or gain access.
9. Then, complete the “Sign Up for Quick Base” form

![Sign Up for QuickBase form](image)
10. When you have successfully logged in, click “Add Patient Recommendation” to enter. When the patient information is entered, click “Submit” and an email will be sent to the patient for confirmation.
11. If your user ID is already registered then you will see the following message “Your user account is already registered and verified. Please sign in”.

Please login in using your **entire dc.gov email address** (normally firstname.lastname@dc.gov) as Username and your network/email password. If your email or password is not recognized, please contact Citywide Messaging and let them know you cannot log into Quickbase.

If you do not have a dc.gov email address please contact the application manager or agency contact to submit a trouble ticket or gain access.
12. To reset your password, click “Forgot my Password” to regain access to Quick base.
13. Enter a new password
Contact

- Medical Marijuana Program Website: [http://doh.dc.gov/mmp](http://doh.dc.gov/mmp)
- Email: [doh.mmp@dc.gov](mailto:doh.mmp@dc.gov)
- Fax: 877-862-4252
- Address:
  
  Medical Marijuana Program
  899 North Capitol Street NE, 2nd Floor
  Washington, DC 20002