

KCIA Medical Partner Guide

Patient Card Drives — Standard Operating Procedure as defined in the KCIA Patient Education Sponsorship Agreement.

1 STEP 1 Agreement & Compliance

- All participating providers must execute the formal **Sponsorship Agreement** prior to the event.
- **Educational Purpose:** The primary purpose is to facilitate distribution of educational information about the medical cannabis program and promote access to certifications.
- **Independent Judgment:** Per Section 3, practitioners retain full, independent medical judgment at all times. Clinical decisions must be based solely on professional assessment and applicable law.
- **Regulatory Adherence:** Providers must comply with all Commonwealth laws, including the requirement for an initial in-person evaluation for new patients.

2 STEP 2 Regional Identification

- Identify a region or city in Kentucky in need of access. Per the contract, the specific **location, date, and time** must be documented in the agreement exhibits.

3 STEP 3 Secure a Location

- Providers are responsible for securing the site. Per **Section 4**, the location must allow for professional intake and documentation of patients in a manner that maintains **HIPAA compliance**.

4 STEP 4 Submit Drive Details

- Once a location is secured, email Catherine@kycanna.org with: date(s), address, and times.
- Include sign-up links detailing required documentation: *Medical records, KY ID, and notarized forms*.
- KCIA will then add the event to kypatientdrives.com for promotion.

5 STEP 5 Facilitation & Materials

- Offer **KCIA educational materials** to all qualified patients. Forms available at kycanna.org/patients.
- Utilize materials that educate the public about qualifying conditions and legal pathways.
- Ensure that no patients are "steered" toward a particular dispensary or product, as prohibited by **Section 6** of the agreement.

6 STEP 6 Invoicing & Data Reporting

- **Invoice Details:** Address to KCIA; include the region/city and specific date(s). Submit at end of month.
- **Payment Terms:** Payment via check or ACH within **thirty (30) days** of receipt of a verified invoice at the Fair Market Value (FMV) rate agreed upon in your contract.
- **Demand Gauging:** Include the total number of patients who attended. This data helps KCIA assess regional demand — *must not include private patient identifiers*.

Contractual Note: Compensation is provided in exchange for the distribution of educational materials and professional time.

PATIENT CHECKLIST

Required at the Drive

- ✓ **Valid KY Photo ID**
Government-issued, current Kentucky identification.
- ✓ **Medical Records**
Documentation supporting a qualifying diagnosis per KRS 218B.
- ✓ **Notarized Forms**
Signature pages per OMC / KRS 218B.140. Many banks notarize free for customers.

KRS 218B CONDITIONS

Qualifying Diagnoses

- ✓ Any type or form of Cancer
- ✓ Chronic or severe pain
- ✓ Epilepsy / intractable seizure disorder
- ✓ Multiple sclerosis; muscle spasms or spasticity
- ✓ Chronic nausea or cyclical vomiting syndrome
- ✓ Post-traumatic stress disorder (PTSD)

UPCOMING DRIVES

View the live calendar and register patients at kypatientdrives.com

MATERIALS & RESOURCES

Educational forms for providers and patients:
kycanna.org/patients