

<b>Bulletin Number:</b> IL_IB_0005	<b>Distribution Date:</b> 05/31/2025	<b>Effective Date:</b> Ongoing
<b>Contact Point:</b> Metrc Support	<b>Subject:</b> Updates to Medical Dispensary License Numbers and Medical Patient/Caregiver ID Numbers. Medical Patient/Caregiver Workflows	
<b>Reason:</b> To notify the industry of the new numbering along with medical patient/caregiver workflows.		

Greetings,

This notice is to inform medical licensees that their medical dispensary license numbers in Metrc along with Patient/Caregiver IDs have been updated to ensure formatting accuracy and API call efficiency for third-party integrators.

**Notable changes:**

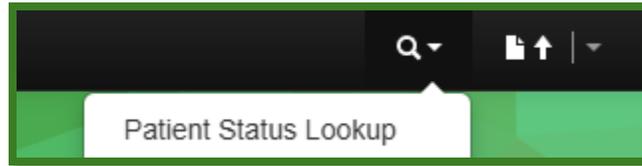
- Medical dispensary license numbers have had the period removed from their license numbers within Metrc. For example, medical dispensary license number 280.000077-DISP will now be 280000077-DISP. Metrc will be reaching out to Third Party Integrators (TPIs) to inform them of this change and please pass this bulletin onto them for visibility.
- Patient/Caregiver IDs will no longer include a period; they have been replaced by a hyphen. For instance, MQP.0000001 will now be MQP-0000001. This is applicable to all Patient/Caregiver IDs.

**Note:** These are only changes within the Metrc platform. All licenses and Patient/Caregiver IDs distributed by IL will retain the original format.

Please read on to learn best practices for validating Patient/Caregiver IDs within Metrc and recording Sales Receipts.

## Validating Patient and Caregiver IDs

At the top right of the screen, select the magnifying glass to expand the option for Patient Status Lookup. Select Patient Status Lookup to open the search action window.

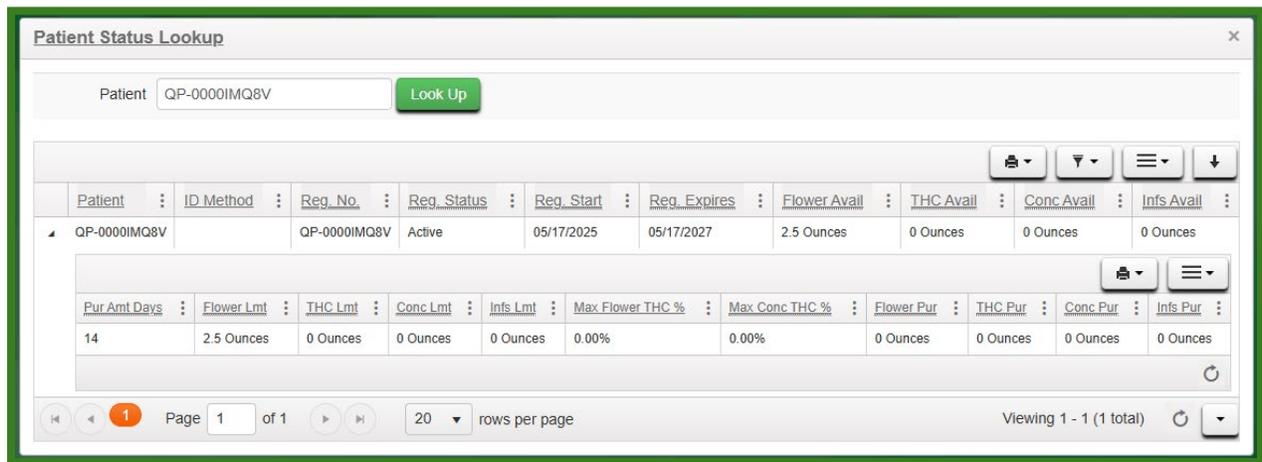


**Figure 1: Selecting Patient Status Lookup**

From the Patient Status Lookup window, enter the Patient or Caregiver ID to validate the number and their available purchase limits.

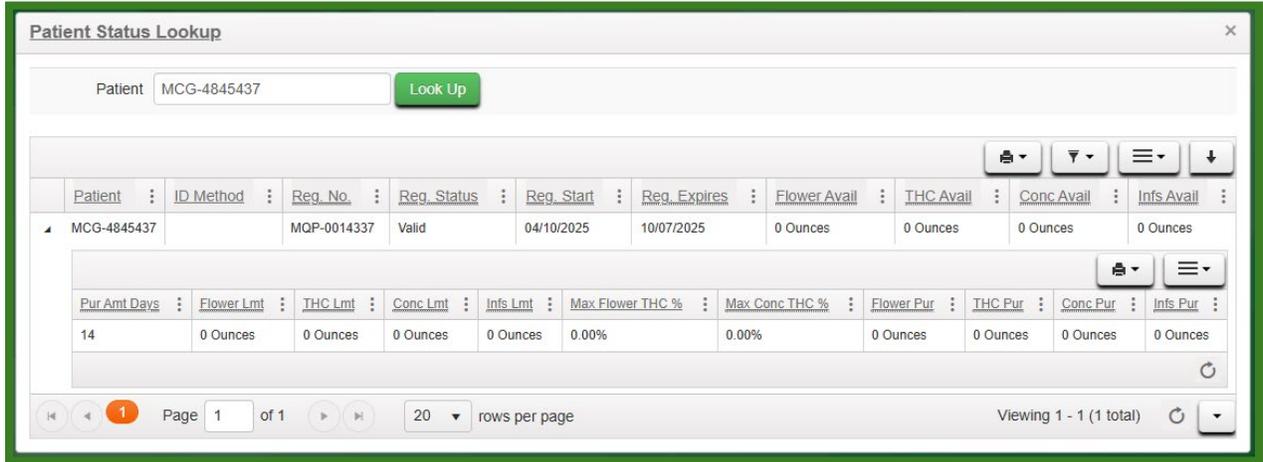
**Note:** The Purchase Limits for the Caregiver ID is set to zero. This is because purchases are associated with the Patient ID and not the Caregiver ID. This will be covered later in this bulletin.

In the example below, the Medical Patient number along with their Purchase Amount Days, Purchase Limit, Status and Start/Expiration are visible.



**Figure 2: Verifying Patient ID and Purchase Limits**

If a Caregiver were purchasing on behalf of the Patient, enter the Caregiver ID to validate the patient they are purchasing on behalf of.



The screenshot shows a web application window titled "Patient Status Lookup". At the top, there is a search bar with "Patient" and the ID "MCG-4845437" entered, and a green "Look Up" button. Below the search bar is a table with columns: Patient, ID Method, Reg. No., Reg. Status, Reg. Start, Reg. Expires, Flower Avail, THC Avail, Conc Avail, and Infs Avail. The first row contains the patient ID MCG-4845437, with other fields showing registration details and zero availability. Below this table is a second table with columns: Pur Amt Days, Flower Lmt, THC Lmt, Conc Lmt, Infs Lmt, Max Flower THC %, Max Conc THC %, Flower Pur, THC Pur, Conc Pur, and Infs Pur. The first row shows a 14-day purchase limit and zero limits for other categories. At the bottom, there is a pagination control showing "Page 1 of 1", "20 rows per page", and "Viewing 1 - 1 (1 total)".

Patient	ID Method	Reg. No.	Reg. Status	Reg. Start	Reg. Expires	Flower Avail	THC Avail	Conc Avail	Infs Avail
MCG-4845437		MQP-0014337	Valid	04/10/2025	10/07/2025	0 Ounces	0 Ounces	0 Ounces	0 Ounces

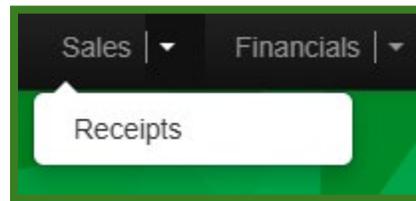
  

Pur Amt Days	Flower Lmt	THC Lmt	Conc Lmt	Infs Lmt	Max Flower THC %	Max Conc THC %	Flower Pur	THC Pur	Conc Pur	Infs Pur
14	0 Ounces	0 Ounces	0 Ounces	0 Ounces	0.00%	0.00%	0 Ounces	0 Ounces	0 Ounces	0 Ounces

**Figure 3: Verifying Caregiver ID and Associated Patient ID**

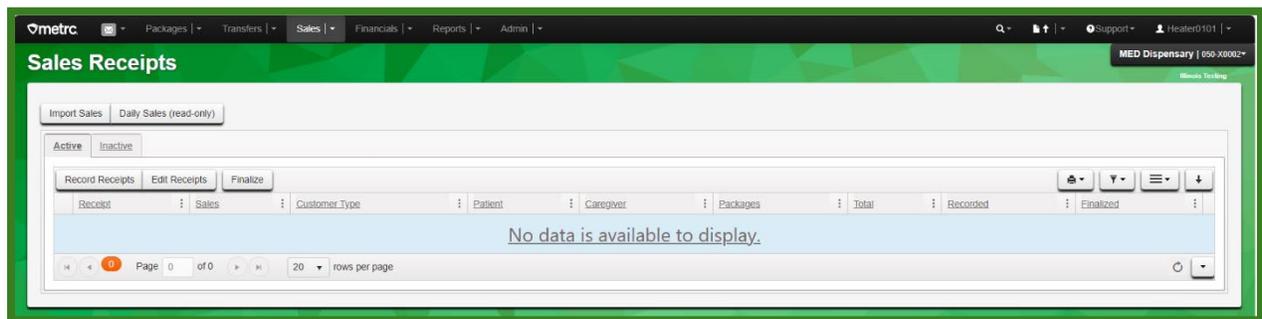
## **Recording Sales Receipts for Patients and Caregivers**

Navigate to the Sales area on the navigational toolbar and select the Receipts option from the drop-down menu.



**Figure 4: Navigating to the Sales Receipts Table**

On the Sales Receipts grid, select the Active tab to view unfinalized Sales Receipts. To record a sale, select Record Receipts.



**Figure 5: Sales Receipts Table**

When recording a Sales Receipt for a Patient, select Patient as the Customer, enter the Package Tag Number(s) that is/are being sold to the Patient, the Quantity, Unit of Measure and Total Price.

When recording a Sales Receipt for Caregiver purchasing on behalf of a Patient, you will select Caregiver as the Customer and enter the Caregiver ID along with the Patient ID. Then fill out the rest of the information as mentioned above.

**Record Receipts**

Sales Receipt # 1 (clear)

Sale Date/Time: 05/27/2025 12:34 PM today

Customer:  Consumer  Patient  Caregiver

Patient No.: QP-0000IMQ8V

Package # 1: 1A4FF0100000019000000004 | Quantity: 3 | Each | Max | Total Price: \$ 35.77

Available: 100 ea

Transaction Details

Package # 2: 1A4FF0100000019000000003 | Quantity: 1 | Each | Max | Total Price: \$ 42.03

Available: 100 ea

Transaction Details

(package)

+ 1

Record Sales Receipts Cancel

**Figure 6: Recording a Patient Sales Receipt**

**Record Receipts**

Sales Receipt # 1 (clear)

Sale Date/Time: 05/27/2025 12:37 PM today

Customer:  Consumer  Patient  Caregiver

Caregiver No.: MCG-4845437

Patient No.: MQP-0014337

Package # 1: 1A4FF0100000019000000003 | Quantity: 2 | Each | Max | Total Price: \$ 75.27

Available: 99 ea

Transaction Details

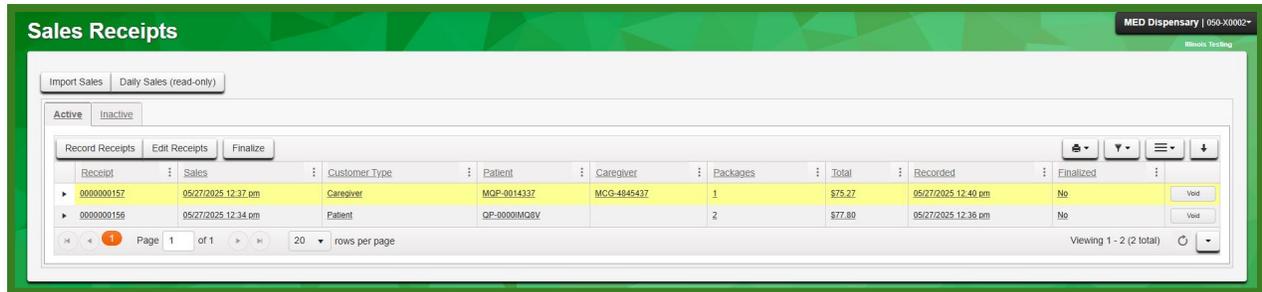
(package)

+ 1

Record Sales Receipts Cancel

**Figure 7: Recording a Sales Receipt for a Caregiver Purchasing on Behalf of a Patient**

Once Sales Receipts have been Recorded, they will display on the Active Sales Receipts table.

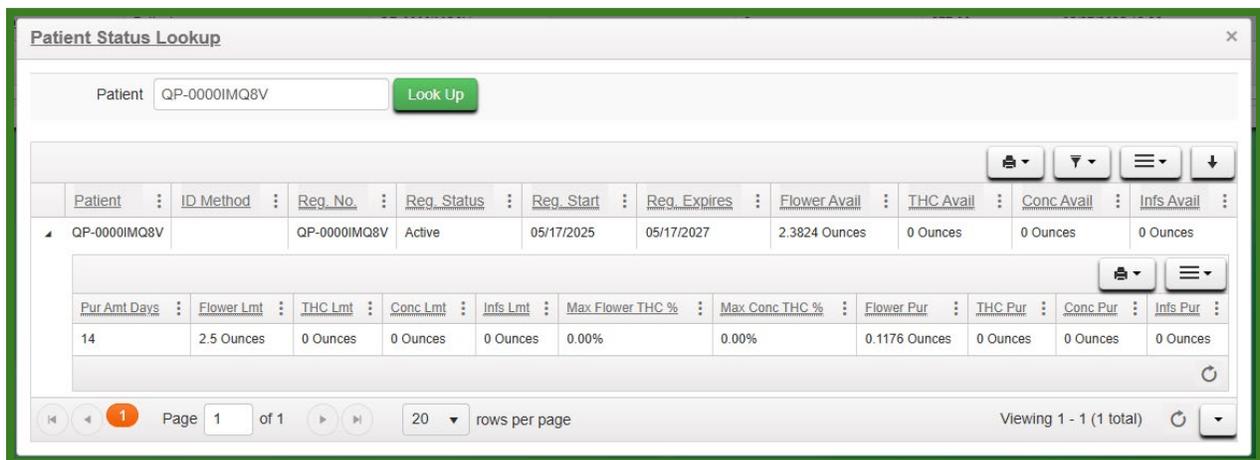


**Figure 8: Sales Receipts Table with Record Sales Receipts**

Once a Sales Receipt has been recorded, it can be Finalized by highlighting the Sales Receipt and selecting Finalize at the top of the table. This will move the Sales Receipt from the Active table to the Inactive table.

**Note:** Sales Receipts that have not been edited within seven days of the recorded transaction will automatically Finalize.

A recorded Sales Receipt will update the Patient Purchase Limits immediately after being recorded, as the Patient’s Sales Receipt that was recorded caused their purchases to be pulled from their limits.



**Figure 9: Patient Status Lookup Post-Sales Receipt Recording**

**Patient Status Lookup**

Patient:

Patient	ID Method	Reg. No.	Reg. Status	Reg. Start	Reg. Expires	Flower Avail	THC Avail	Conc Avail	Infs Avail
<input checked="" type="checkbox"/> MQP-0014337		MQP-0014337	Valid	04/10/2025	10/07/2025	2.4765 Ounces	0 Ounces	0 Ounces	0 Ounces

Pur Amt Days	Flower Lmt	THC Lmt	Conc Lmt	Infs Lmt	Max Flower THC %	Max Conc THC %	Flower Pur	THC Pur	Conc Pur	Infs Pur
14	2.5 Ounces	0 Ounces	0 Ounces	0 Ounces	0.00%	0.00%	0.0235 Ounces	0 Ounces	0 Ounces	0 Ounces

Page 1 of 1 | 20 rows per page | Viewing 1 - 1 (1 total)

**Figure 10: Patient Status Lookup Post-Sales Receipt Recording Caregiver Purchase**

**Patient Allotments**

Medical patients are allowed to purchase 2.5 ounces of flower every 14-day period. 2.5 ounces of flower is equivalent to 21.3 grams of concentrate and 21,300 milligrams of infused edibles. This calculates to 1 gram of concentrate or 1,000 milligrams of infused edibles equaling 3.33 grams of flower.

When sales are recorded in Metrc, all non-flower products will deduct from the 2.5 ounce flower limit, according to the equivalencies below. For example, if you sold an edible with 1,000 milligram unit weight, the limit would deduct 3.33 grams from the flower limit.

<b>Flower</b>	<b>Concentrate Equivalency</b>	<b>Infused Edibles Equivalency</b>
2.5 ounces	21.3 grams	21,300 milligrams
3.33 grams	1 gram	1,000 milligrams



### Metrc Resources

If you have any questions, or need additional support, the following resources are available:

**Contact Metrc Support** by navigating to [Support.Metrc.com](https://support.metrc.com), or from the Metrc System, click the Support area dropdown on the navigational toolbar and click [support.metrc.com](https://support.metrc.com) to redirect to the portal.

*Please note:* If accessing the portal for the first time, a username (which is established when logging in), the respective state and “Facility license number”, and a valid email to set a password are required.

**Metrc Learn:** Metrc Learn was designed to offer interactive educational opportunities to enhance Metrc system users’ skills and provide various training options based on experience level.

In addition, the learning system is organized into facility-specific programs made up of various courses. To login or register for an account, visit [Metrc Learn](#).

**Access additional resources:** In the Metrc system, click on the Support area dropdown on the navigational toolbar and select the appropriate resource, including educational guides, manuals, and more.

Thank you for your continued partnership.