



### CONTROLLED SUBSTANCE DATABASE (CSD) SEARCH TIPS

It is recommended to use Google Chrome®, Mozilla Firefox®, or Apple Safari® and occasionally clearing caches/cookies or using them in Incognito/Private mode

It is NOT recommended saving and using a bookmark to access the CSD due to frequent updates, please visit [csd.utah.gov](http://csd.utah.gov) each time you need to access or perform searches.

SEARCHING	
SEARCHES ALLOWED	SEARCHES NOT ALLOWED
<p><i>CURRENT OR PROSPECTIVE</i> PATIENTS OF YOU OR THE PRESCRIBER(S) FOR WHICH YOU HAVE BEEN GIVEN PROXY ACCESS FOR <b>AND</b> CONSIDERATION IS BEING GIVEN TO PRESCRIBE A CONTROLLED SUBSTANCE</p>	<p>1) ANY PATIENT NOT ASSIGNED TO YOU OR YOUR PROVIDER(S) 2) ANYONE YOU ARE ACQUAINTED WITH, EVEN IF THEY ARE A PATIENT OF THE PRACTICE, INCLUDING:</p> <ul style="list-style-type: none"> <li>● YOURSELF</li> <li>● RELATIVES</li> <li>● FRIENDS</li> <li>● CO-WORKERS</li> </ul>
ADDITIONAL RULES	
DO	DO NOT
<ul style="list-style-type: none"> <li>● For security purposes, if your account was set up by another individual, your password must be changed ASAP at <a href="http://id.utah.gov">id.utah.gov</a></li> <li>● Proxy Users: Select the PROPER prescriber associated with the patient when performing the search. Click [End Proxy] when needing to change to another</li> <li>● Direct patients to contact the CSD to get their own copy of records</li> </ul>	<ul style="list-style-type: none"> <li>● Share your login ID or Password with ANYONE</li> <li>● Log in with another person's ID and Password</li> <li>● Provide hard copy search results to the patient(s) or family members</li> </ul>

For better Patient Matching results use:

1. Partial name of the patient and their Date of Birth (DOB)
  - a. Male patients: the first three letters of the LAST name\*
  - b. Female patients: the first three letters of the FIRST name\*
2. Default search time frame is one year, but can be adjusted for up to five years
3. Interstate searches are best run by the Prescriber and not a proxy/delegate/designee because of variations in laws concerning access among the States

\* While individual searches will vary, we have found that male patients often go by different variations of their first name, i.e. Tom, Thomas, Tommy, etc., but their last names rarely change. Female patients often change last names, i.e. maiden name, married name, divorce, etc. Essentially, a less is more approach will provide the most inclusive results. Surnames with hyphens or paternal/maternal names may require multiple attempts.

Contact the Controlled Substance Database at (801) 530-6220 or email [CSD@utah.gov](mailto:CSD@utah.gov) for more information, to provide feedback, or report errors and problems with the data or program. Find full text of law and rules at [le.utah.gov](http://le.utah.gov) under 58-37f-301 and [rules.utah.gov](http://rules.utah.gov) under R156-37f. [CSD FAQs](http://csd.utah.gov) are found at [dopl.utah.gov/csd](http://dopl.utah.gov/csd)