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CONTROLLED SUBSTANCE DATABASE SEARCH TIPS

CSD Account Sign In:

- Go to <https://csd.utah.gov> to sign into your account
 - You will temporarily be redirected to sign into your [UtahID account](#), after signing in you will be automatically redirected to the CSD home page.

IN ORDER TO CHANGE YOUR PASSWORD VISIT: <https://id.utah.gov>

- **Designees:** Easily switch between providers by clicking “[*END PROXY*]”. You must select the correct provider from the dropdown menu BEFORE searching

- Searches are audited -

DO NOT SEARCH:

- Under a provider that you are not a registered designee for
- Any patient not assigned to you or your provider(s)
- Any acquaintances (friends, family, relatives, yourself, co-workers), even if they are a patient of the practice

NEVER:

- Provide hard copies of search results to patient(s) or family members
- Share your login ID or password
- Use another person’s login ID or password
- Search for a patient that is not current or prospective
- Delegate **interstate searches** to designees. These searches must be performed by the licensed practitioner, as designees do not have this feature.

FOR BEST MATCHING RESULTS:

- Partial names in addition to date of birth are recommended.
- If the patient's last name may vary, try their partial **FIRST** name.
- If the patient’s first name may vary, try their partial **LAST** name.

Due to variations of names from nicknames, marriages, divorces, or typos, a “less is more” approach will yield more inclusive results. Surnames with hyphens or paternal/maternal names may require multiple attempts.

The default search time frame is one year but can be adjusted to a custom date range up to five years from today.