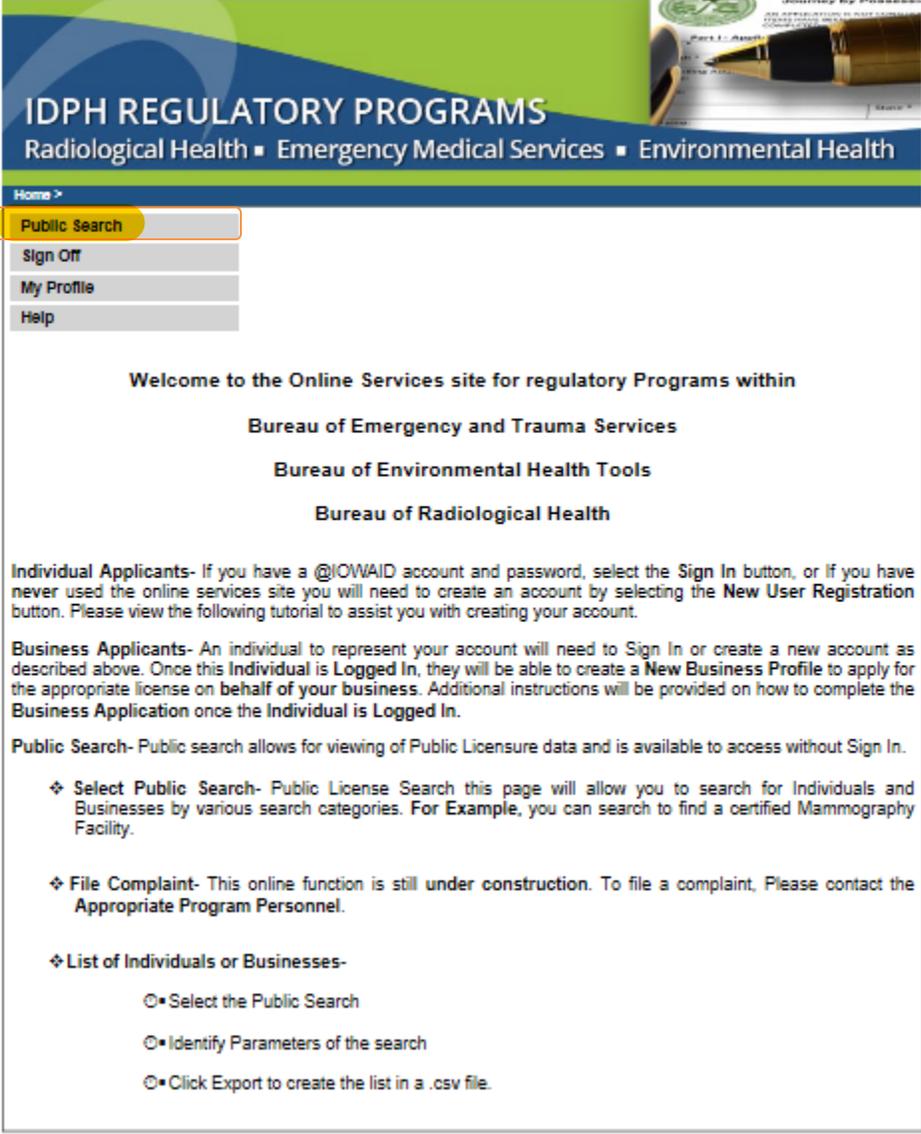


## INSTRUCTIONS TO PUBLIC SEARCH

Open the **IDPH REGULATORY PROGRAMS** online services website <https://elpdphtest.iowa.gov>. Click on **Public Search** Button



The screenshot shows the IDPH Regulatory Programs website. The header includes the text "IDPH REGULATORY PROGRAMS" and "Radiological Health ■ Emergency Medical Services ■ Environmental Health". A navigation menu on the left has "Public Search" highlighted in yellow, along with "Sign Off", "My Profile", and "Help". The main content area contains a welcome message and instructions for individual and business applicants, as well as details about the Public Search function.

**Home >**

- Public Search**
- Sign Off
- My Profile
- Help

**Welcome to the Online Services site for regulatory Programs within**

- Bureau of Emergency and Trauma Services**
- Bureau of Environmental Health Tools**
- Bureau of Radiological Health**

**Individual Applicants-** If you have a @IOWAID account and password, select the **Sign In** button, or If you have never used the online services site you will need to create an account by selecting the **New User Registration** button. Please view the following tutorial to assist you with creating your account.

**Business Applicants-** An individual to represent your account will need to Sign In or create a new account as described above. Once this Individual is **Logged In**, they will be able to create a **New Business Profile** to apply for the appropriate license on **behalf of your business**. Additional instructions will be provided on how to complete the **Business Application** once the Individual is **Logged In**.

**Public Search-** Public search allows for viewing of Public Licensure data and is available to access without Sign In.

- ❖ **Select Public Search-** Public License Search this page will allow you to search for Individuals and Businesses by various search categories. For **Example**, you can search to find a certified Mammography Facility.
- ❖ **File Complaint-** This online function is still under construction. To file a complaint, Please contact the **Appropriate Program Personnel**.
- ❖ **List of Individuals or Businesses-**
  - ⊙ Select the Public Search
  - ⊙ Identify Parameters of the search
  - ⊙ Click Export to create the list in a .csv file.

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Enter the search criteria and make selections from the dropdown boxes, then select Search

- ❖ **License Number-** If you know the license number for the individual or business you are trying to find, **enter** here. This will return only the records specific to this license number.
- ❖ **Facility-** If you want to search by the name of a Business, enter here. Please note many facilities have similar names and some facilities will have multiple records to accommodate various license types. For example:
  - **First Name-** First name of an Individual. If you want to search for a Business use the Facility Field.
  - **Last Name-** Last name of an Individual. If you want to search for a Business use the Facility Field.
  - **Program-** List of programs within a bureau that regulates specific license types.
- ❖ **Program Detail-** This provides a list of specific License types within a program. In order to use this field you must first **select a Program in the Program field**. There are some programs that require the use of the Classification field. If you do not see the License type you are searching for, **go to the Classification field**.
- ❖ **Status-**These fields allows you to see all Licenses at a certain status. (e.g. active, expired)
- ❖ **Classification-** This field is used to further select a specific license type within a Program.
- ❖ **City-**This field allows you to search by a city name.
- ❖ **Category-**This is field to select types of Limited Radiologic Technologists.

# IDPH REGULATORY PROGRAMS

Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > Public Search

<b>My Profile</b>	<b>Search Criteria</b>			
<b>Sign Off</b>	License Number: <input type="text"/>	Facility: <input type="text"/>		
<b>Help</b>	First Name: <input type="text"/>	Last Name: <input type="text"/>		
	Program: <input type="text" value="v"/>	Program Detail: <input type="text" value="v"/>		
	Status: <input type="text" value="v"/>	Classification: <input type="text" value="v"/>		
	City: <input type="text" value="v"/>	Category: <input type="text" value="v"/>		
	<small>(NOTE: If you enter a value and with "*" sign in any criteria input box, it means you want to get all license records from this field with beginning part value you just input.)</small>			
<input type="button" value="File a Complaint"/>	<input type="button" value="Course Search"/>	<input type="button" value="Search"/>	<input type="button" value="Reset"/>	

This page allows you to access regulatory information for Individuals and Businesses Licensed, Registered, Permitted, Certified or otherwise approved to perform activities regulated by any of the following bureaus.

- ◆ Bureau of Radiological Health
- ◆ Bureau of Environmental Health Services
- ◆ Bureau of Emergency and Trauma Services

This system is under construction. All programs may not be available until early 2017. To see a list of programs that are available to search, click the drop down arrow next to **Programs**.

You can select as many or few of the available search criteria as needed to refine your search.

◆ **License Number**- If you know the license number for the individual or business you are trying to find, **Enter** here. This will return only the records specific to this license number.

◆ **Facility**- If you want to search by the name of a Business, enter here. Please note many facilities have similar names and some facilities will have multiple records to accommodate various license types. For example:

**First Name**- First name of an Individual. If you want to search for a Business use the Facility Field.

**Last Name**- Last name of an Individual. If you want to search for a Business use the Facility Field.

# IDPH REGULATORY PROGRAMS

Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > Public Search

<b>My Profile</b>	<b>Search Criteria</b>	
<b>Sign Off</b>	<b>License Number:</b> <input type="text"/>	<b>Facility:</b> <input type="text"/>
<b>Help</b>	<b>First Name:</b> <input type="text"/>	<b>Last Name:</b> <input type="text"/>
	<b>Program:</b> Radiological Facility <input type="button" value="v"/>	<b>Program Detail:</b> Dental <input type="button" value="v"/>
	<b>Status:</b> Active <input type="button" value="v"/>	<b>Classification:</b> <input type="button" value="v"/>
	<b>City:</b> <input type="text"/> <input type="button" value="v"/>	<b>Category:</b> <input type="button" value="v"/>
	<small>(NOTE: If you enter a value and with "%" sign in any criteria input box, it means you want to get all license records from this field with beginning part value you just input.)</small>	
<input type="button" value="File a Complaint"/>	<input type="button" value="Course Search"/>	<input type="button" value="Search"/>
		<input type="button" value="Reset"/>

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# IDPH REGULATORY PROGRAMS

Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > Public Search

**My Profile**

Sign Off

Help

**Search Criteria**

License Number:  Facility:

First Name:  Last Name:

Program: Radiological Facility  Program Detail: Podiatry

Status: Active  Classification:

City:  Category:

(NOTE: If you enter a value and with "%" sign in any criteria input box, it means you want to get all license records from this field with beginning part value you just input.)

File a Complaint  Course Search  Search  Reset

Page: 1/1 Results: 9 First << 1 >> Last Go to 1

<input type="checkbox"/>	License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Public Details	Disciplinary Action	Action
<input type="checkbox"/>		MRADF Podiatry Org	Radiological Facility	Active		06/01/2017	Des Moines	Details	No	Complain
<input type="checkbox"/>		RADFTESTING ORG	Radiological Facility	Active	03/05/2015	08/16/2016	Des Moines	Details	No	Complain
<input type="checkbox"/>	POD50002	Iowa best org	Radiological Facility	Active		07/01/2017	Des Moines	Details	No	Complain
<input type="checkbox"/>	POD50003	Podiatry org	Radiological Facility	Active		07/01/2017	Des Moines	Details	No	Complain
<input type="checkbox"/>	POD50004	qwer org	Radiological Facility	Active		07/01/2017	Des Moines	Details	No	Complain
<input type="checkbox"/>	POD50006	daasa	Radiological Facility	Active	06/10/2016	07/01/2017	Des Moines	Details	No	Complain
<input type="checkbox"/>	POD50007	IOWA TESTING	Radiological Facility	Active	06/30/2016	07/01/2017	polk	Details	No	Complain
<input type="checkbox"/>	POD50008	MTESTING4	Radiological Facility	Active	06/20/2016	10/08/2016	polk	Details	No	Complain
<input type="checkbox"/>	POD50009	IOWA TESTING	Radiological Facility	Active	06/30/2016	07/01/2016	polk	Details	No	Complain

If you want to use the information to create a mailing list, Click on **Export** and the information will be downloaded into an Excel spreadsheet.