

Verification System FAQ

FREQUENTLY ASKED QUESTIONS

Verification System Questions

How do I make changes to the Verification System?

Please refer to the documents on the Registration Forms page of our website called “Invite Quick Guide” or “Revision Quick Guide”.

Will I receive notification when my verification is complete?

No notification is sent out. Facility can verify that it is complete in the verification system by looking on the home screen, under “Last Verified”.

How do I know if the changes are complete?

After you click on the Submit button at the bottom of the tab, you will receive a confirmation of completion in blue at the top of the screen that states “Changes have been submitted!”

Will the data that is in our record show up in the Verification System?

All the data we’ve collected for your facility up to this point is included in the Verification System, as well as new mandatory fields.

Email Questions

What if my email address on file is wrong?

We can update your email address in our database, and resend the invite to the correct email address. Please send these requests to health.xray@state.mn.us.

What if I didn’t receive the email invite?

We can verify we have the correct email for you, update your email address if necessary, and resend the invite. Be sure to check your spam folder. Please send these requests to health.xray@state.mn.us.

Will I receive a separate email invite for each facility I administer?

The email invite is connected to the Administrator email. As long as the Administrator email is the same on all the sites you administer, you will receive one email. Once in the system, each site will need to be verified separately.

Equipment Questions

How do I report replacements?

The verification system does not allow for replacement equipment. Please visit the verification system Equipment tab, delete the old piece of equipment, and add the new equipment.

What happened to the Console Type?

It was determined that the console type was not a necessary piece of data regarding the registrants x-ray equipment. The tube type is sufficient.

Can I pay with credit card?

No, not at this time. Payments must be made by business check by mail until further notice.

How do I register equipment?

Delete the old equipment and add the new equipment in the Verification System, fill out the Additional Registration form, and send payment via mail to the address below.

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