Important Notice

It is highly suggested that registrants gather all data to be entered into Application before entering it into the X-ray Registrant Verification System. All mandatory fields must be entered for the data on each tab to be saved. Registrants will receive a warning after 25 minutes of inactivity. Data will be lost if the time is not extended.

Demographics Tab

Any changes to the Demographics Tab can be completed by typing over the field’s incorrect information or choosing the correct drop-down field. Changes will not be complete until the Submit Demographics Changes button at the bottom of the Demographics tab is selected. For questions, please review the Field Definition guide on our Registration Forms webpage at http://www.health.state.mn.us/divs/eh/radiation/xray/forms/index.html.

Tax ID Numbers

If changes to the Tax ID Numbers is the result of a change of ownership, MDH must be notified via email at health.xray@state.mn.us. Refer to the Field Definitions document for more information on Tax Id Numbers.

Addresses

For clarification regarding addresses, please refer to the help button under the Addresses tab.

A check box is included in the Mailing Address field if the address is the same as the Business Address fields. Check this box, and the fields will be updated after changes are submitted.
Phone Numbers, Emails, and Websites

Additional phone numbers, emails, and websites can be added to the registrant record.

**Email Billing**

Email billing can be designated to receive Annual Registration invoices via email.

1. Go to Other Emails/Websites under the Email/Website tab.

2. Click on Add Email/Website button.

3. Select Xray Billing. Enter email address designated for billing.

4. Click on Submit Demographic Changes, on the bottom of the Demographics tab.

5. The registrant will receive a message at the top of the screen verifying the changes have been completed. MDH will receive notification of the changes.
Contacts Tab

Any changes to the Contacts Tab can be completed by typing over the field’s incorrect information or choosing the correct drop-down field. Changes will not be complete until the Submit Contact Changes button at the bottom of the Contacts tab is selected. For questions, please review the Field Definition on our Registration Forms webpage at http://www.health.state.mn.us/divs/eh/radiation/xray/forms/index.html.

Check boxes are included in the Administrator and Radiation Safety Officer fields if the contact information is the same as the previous fields. Check these boxes, and the fields will be updated after changes are submitted.

Ownership Change

If the facility is under new ownership, answer the Ownership Change field under Owner/CEO/President in the Contacts tab.

1. Notify MDH via email at health.xray@state.mn.us with the new ownership effective date, new owner name, facility name, facility address, and email address.
2. MDH will contact the new owners and invite them via email to enter their information into the X-ray Registrant Verification System.
3. If the ownership effective date has already occurred and all equipment is no longer owned/possessed by the registrant, go into the Equipment Tab and delete the equipment. Follow the steps to delete equipment in the Disposal/Removal Notification section below.

Email Address Change

Email addresses can be changed by typing over the information already in the Email Address field. If the email address is included in our GovDelivery email blasts, be sure to delete the old email and add the new email at http://www.health.state.mn.us/subscribe.html.
Equipment Tab

The Equipment tab can be saved as a draft by clicking “Save As Draft” on the bottom of the tab. The draft will be saved for 72 hours. For questions, please review the Field Definition on our Registration Forms webpage at http://www.health.state.mn.us/divs/eh/radiation/xray/forms/index.html.

Disposal/Removal Notification

Equipment that has been disposed of must be removed from the Equipment tab. If this equipment has been replaced, complete this section as well as the New Equipment Notification section below.

1. Login to X-ray Registrant Verification System.
2. Locate facility on the welcome page, click on “view” for facility with the equipment changes.
3. Go to Equipment tab.

4. Locate disposed of equipment. Go to Status, click on “Deleted”.

5. A warning message will appear, click the upper right-hand “X” to continue.
6. In the Recipient/Facility Name and Address field, type in the equipment’s new owner.
   • If the equipment was bought by another facility, provide the facility registration number (if known), facility name, facility owner name, and facility address. Ex: 12-03456, ABC Chiropractic, Dr. John Doe, 123 Main Street, St. Paul, 55105.
   • If the equipment was disposed of by a service provider, provide the business name, service provider name, and service provider registration number. Ex: ABC Inc, John Doe, MNSPXXXX.

7. To submit equipment changes, the registrant must review the text in red at the bottom of the Equipment tab. It is mandatory to check the box before clicking on Submit Equipment Changes.

8. Click on Submit Equipment Changes, on the bottom of the inventory list on the Equipment tab. The equipment will now be removed from the Equipment tab.

9. The registrant will receive a message at the top of the screen verifying the changes have been completed. MDH will receive notification of the deleted equipment.

10. An inventory of all In Use equipment can be accessed on the Equipment tab through the Printable Equipment Report.
New Equipment Notification

Equipment that has been acquired by the registrant must be added to the Equipment tab and applicable fees paid prior to first use. If this equipment is replacing equipment that has been disposed of, complete the Disposal/Removal Notification section above before adding the new equipment.

1. Login to X-ray Registrant Verification System
2. Locate facility on the welcome page, click on “view” for facility with the equipment changes.
3. Go to Equipment tab

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<thead>
<tr>
<th>Demographics</th>
<th>Contacts</th>
<th>Equipment</th>
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4. Click on Add Equipment button. The new equipment will be added to the inventory list in sequential order.

5. Click on new equipment Console #. Enter all mandatory fields. For questions, please review the Field Definition guide on our Registration Forms webpage at http://www.health.state.mn.us/divs/eh/radiation/xray/forms/index.html.

6. To submit equipment changes, the registrant must review the text in red at the bottom of the Equipment tab. It is mandatory to check the box before clicking on Submit Equipment Changes.

Please review the equipment above. It is the registrant’s responsibility to ensure all data is correct and make any changes as they occur in the X-ray Registrant Verification System. Refer to Minnesota Rules, Chapter 4732 regarding the importance and impact of this verification.
7. Click on Submit Equipment Changes, on the bottom of the inventory list on the Equipment tab. The equipment will now be added to the inventory list.

8. The registrant will receive a message at the top of the screen verifying the changes have been completed.

9. MDH will receive notification of the new equipment and will proceed with the billing process.