

# Verification System Frequently Asked Questions

## X-RAY UNIT

### 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. Facilities 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 have 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](mailto: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](mailto: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?

Go to your facility Equipment tab. Click on the console you would like to replace and click on the red “Replace Console” box. Enter all mandatory information about the new console, as well as the disposition of the old console. Click on Submit when complete and refresh your screen to see the change.

### Can I pay with credit card?

Yes. If you’re facility is due for registration, you will be directed to an invoice after you conduct your review after clicking on Submit at the bottom of each tab. Once you’re directed to the invoice screen, you’ll have an opportunity to make an electronic payment.

### How do I register new equipment?

You can add new equipment by clicking on the “Add Equipment” box in the Equipment tab. Enter all the mandatory fields for the new piece of equipment, and the online system will direct you to the invoice screen. At that time, you can either make an electronic payment, or print the invoice and mail a business check payment to the address below.

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*To obtain this information in a different format, call: 651-201-4545.*