

Frequently Asked Questions Concerning X-Ray Equipment Registration & Inspection

Registration

1. Do I have to register equipment I am not using, or if it is not operable?

Yes. All equipment must be registered with the Ohio Department of Health.

2. How do I get rid of my equipment?

You can contact one of the organizations found on the "Charitable Organizations" list or the "Equipment Disposal Companies" list. These lists can be found on the "Guides" link on the X-ray Registration & Inspection homepage. You can also check with local hospitals to see if they would be interested in your equipment.

3. Do I need to notify the State if I sell my practice or retire?

Yes. You must terminate your registration to relinquish your responsibility for that x-ray equipment. In order to terminate your registration you must send written documentation to the Ohio Department of Health along with a completed "*Notice of Transfer / Disposal*" form (which can be found on the "Forms" link on the X-ray Registration & Inspection home page).

4. Do I need to notify the state if I change the number of x-ray tubes I have?

Yes. If you add any x-ray units you must notify the department in writing within 10 days of acquiring the units. This can be done with an "*Amendment*" form (which can be found on the x-ray registration & inspection homepage). In addition, if you reduce the number of x-rays units, you must notify the Department to relinquish responsibility of the unit(s). This can be done by completing the "*Notice of Transfer/ Disposal*" form.

5. Why was I sent two separate invoices for my equipment? Is this correct?

Yes. One invoice is for the renewal of your registration for the x-ray equipment you possess, which is required every two years. The second invoice is for the inspection that was performed on your equipment by an inspector for the Department.

6. Why didn't I get a new Certificate of Registration after my inspection?

You only receive a new Certificate of Registration following a renewal of your registration or if there has been a change in any of the information contained on your current certificate (i.e. number of units).

7. When will I get my Certificate of Registration?

You will receive your Certificate of Registration after you pass your first inspection by the Department.

8. **What do I need to do if I move?**

Within 10 days of your move, you must notify the department. This can be done by completing the "Amendment" form (found on the x-ray registration & inspection homepage) and sending it to the department.

9. **Can I use my equipment prior to getting my Certificate of Registration?**

Yes. You may use your x-ray equipment prior to receiving your Certificate of Registration. You will be inspected by the department within the first year and will receive your certificate upon passing the inspection.

Inspection

1. **How often will I be inspected?**

The frequency of inspection is determined by your facility type. Most facilities will be inspected every two years. The exceptions to this is for dental offices, which are inspected every five years, and industrial facilities which are inspected every three years.

2. **Why am I being inspected again?**

Inspections are done on a routine basis according to your renewal schedule (see Question #1). An additional inspection will be conducted when there is a change of ownership, change of address, request for an inspection, or a complaint involving the registrant.

3. **What do I need to have for my inspection?**

To properly prepare for your inspection, go to the "Guides" link on the x-ray registration & inspection homepage. Print and review the applicable documents. Have the necessary documentation stated in these documents ready for the inspector to review. Also, go to the "Rules" link on the x-ray registration & inspection homepage and review all rules.

4. **Will my inspection be announced or scheduled?**

In most cases yes. Most of our inspections are announced and scheduled in advance with each facility. However, the department does have authority to conduct an unannounced inspection if there has been a complaint against your facility or if there is a reason to believe there are items of noncompliance.