

The Following information is from the Georgia Department of Community Health

Subject: X-ray registration information

Basics for registration:

- *Application: signed by responsible individual
- *affidavit: for the same individual signing the application
- *picture id for the same individual signing the application
- *payment coupon and 300 dollar (one time unless you move) fee
- *Shielding plan-Instructions attached (one sheet for each room with x-ray equipment) Either performed by staff, physicist or company that performed the installation
- *Initial survey of the equipment by either staff from our Department or a qualified expert (as designated in our rules and regulations).
- *review rules and regulations for X-ray chapter 290-5-22-keep shortcut on laptop or print for future.

These steps are for new ***facilities, relocated facilities and change of ownership***. If you add or delete a machine, then send us a notification with the machine information, contact information and registration number if you have it. The registration number will be on the approval letter/form after the initial inspection passes. There is no annual renewal or registration fee unless the above ***changes*** take place.

If you have questions, I may be reached at 404-657-5400 or babelcor@dch.ga.gov. You may also contact Alice Honea at 404-291-6769 for assistance in scheduling an initial survey.

- **How to get to the HFR website and review the Regulations**

1. Google: Georgia Department of Community Health and open
2. Scroll down to Divisions and Offices and select Healthcare Facility Regulation (HFR)
3. Scroll down to HFR Rules and Regulations
4. Scroll down to X-ray and open for review

290-5-22-.01 General Provisions. Amended.

Payment to be submitted to P.O. Box on the coupon