

Change mailing/billing address or phone/fax number

The screenshot shows the Ohio Department of Health X-Ray Registration and Inspection website. The main navigation bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The page title is 'Ohio Department of Health X-Ray Registration and Inspection'. The main content area has a sidebar on the left with 'Apply for a New Registration' and 'If you have any questions, please contact ODH at (614) 995-4727'. The main content area has a header with 'Amend', 'Print Certificate', and 'Contact ODH' buttons. Below this is the 'Identification' section with 'Facility: ABC Dental Associates Inc'. The 'Addresses and Communications' section is expanded, showing 'Source', 'Mailing', and 'Billing' information. The 'Radiation Sources' section is also expanded, showing a table of X-ray tubes.

Select the Amend button.

Select the small circle in front of Add tubes or update mailing/billing address or phone/fax numbers

Allow the record to open in edit mode

Online Amendment Instructions

Before you begin, it may be helpful to print out specific instructions from the link above. If you have questions, please call (614) 995-4727 or e-mail xrayreg@odh.ohio.gov. Remember to print your certificate after your approved changes. (Only accounts in compliance with a zero balance will show the PRINT CERTIFICATE button.)

Self-Approved Amendments

- Add tubes or update mailing/billing address or phone/fax numbers
IRRP change (Form [HEA5526](#))
Facility move (Form [HEA0152](#))

ODH-Approved Amendments

Select one of the amendment types below to reduce tube count or make corrections to your record.

- Tube reduction
- Facility name correction
- Tax identification number correction
- Responsible officer change (not IRRP change)
- Facility type change

Error corrections or wrong tube category - If you added/decreased an incorrect amount of tubes, or if your registration shows the wrong tube category, please call 614-995-4727. DO NOT SUBMIT **ONLINE** additions or reductions for the correction of errors. Staff will assist you in correcting your record.

Description	Operable X-ray Tubes Registered	Inoper Tubes
Extraoral with Panorax	1	0
CT (Computed Tomography)	1	0
Total # of X-ray Tubes	2	0

Change mailing/billing address or phone/fax number

Enter corrections for your facility to include:
Mailing/Billing Address and Telephone/Fax numbers or County corrections

Amendments
Amend the information about the facility and then click Save. After that you have made will automatically be approved and will appear on the public website.

Identification
Facility: ABC Dental Associates Inc
Facility Type: Dental Office
Reg #: 02-A-04377-001

Registration Dates
Expiration Date: 07-31-2012 Latest Amend Date: 05-03-2012
Last Inspection Date: 01-24-2012 Last Partial Inspection Date:

Individual Responsible for Radiation Protection
IRRP: Alfred B. Cranes DCS
E-Mail: arnutta@buitasmiles.com

Addresses and Communications
Mailing Address (For Letters and Certificates only)
* Phone: 614 644 2727 Ext. 1111 Fax: 614 466 0381
* Street Address 1: 123 N High St Ste 123
Street Address 2:
* City: Worthington
* State: Ohio * Zip: 43085 County: Franklin

Billing Information (For Invoices only)
 Check if same as Mailing Address
* Phone: 614 644 2727 Ext. 1111 Fax: 614 466 0381
* Street Address 1: 123 N High St Ste 123
Street Address 2:
* City: Worthington
* State: Ohio * Zip: 43085 County: Franklin

Source Location (Where Radiation-Generating Equipment is located)

	Registered	Registered	Tube(s)	Tube(s)
Radiographic	0	0		
Dental	0	0		
C.T.	0	0		
Fluoroscopy	0	0		
Therapy >= 1 MV (Linear Accelerator)	0	0		
Radiographic (Mobile)	0	0		

Non-Medical - Analytical

Description	Operable Currently Registered	Inoperable Currently Registered	Add # of Operable Tube(s)	Add # of Inoperable Tube(s)
Gauging Unit	0	0		
Electron Microscope/Photoelectron Spectrometer	0	0		
Open Beam Analytical	0	0		
Closed Beam Analytical	0	0		
Hand-held Analytical	0	0		

Non-Medical - Radiographic & Irradiation Devices

Description	Operable Currently Registered	Inoperable Currently Registered	Add # of Operable Tube(s)	Add # of Inoperable Tube(s)
Particle Accelerator	0	0		
Bomb Detection Unit	0	0		
Enclosed System (Evolve Admittance)	0	0		
Enclosed System (Allows Admittance)	0	0		
Radiographic (non-enclosed or Temp. job site)	0	0		
C-arm (Mini)	0	0		
Particle Accelerator <250 Kvp	0	0		

Miscellaneous

Description	Operable Currently Registered	Inoperable Currently Registered	Add # of Operable Tube(s)	Add # of Inoperable Tube(s)
Tube Only	0	0		

Select Save

Save

Change mailing/billing address or phone/fax number

The screenshot shows a web browser window displaying the Ohio Department of Health X-Ray Registration and Inspection portal. The page includes a navigation menu with 'Instructions', 'Home', and 'Logout'. The main content area is titled 'Apply for a New Registration' and contains several sections of registration information. At the top right, there are buttons for 'Amend', 'Print Certificate', and 'Contact ODH'. The 'Identification' section lists the facility as 'ABC Dental Associates Inc', a 'Dental Office' with registration number '02-A-04377-001'. The 'Registration Dates' section shows an expiration date of '07-31-2012', a latest amend date of '04-27-2012', a last inspection date of '01-24-2012', and a last partial inspection date. The 'Individual Responsible for Radiation Protection' section lists 'Alfred B Cranes DDS' as the IRRP with email 'dentist123@abcdentist.com'. The 'Responsible Officer' section lists 'Alfred B Cranes DDS' as the name and 'DDS' as the title. The 'Addresses and Communications' section is divided into three columns: 'Source', 'Mailing', and 'Billing'. All three columns list the same address: '123 N High St Ste 123, Worthington, OH 43085, Franklin County'. Contact information for each column is also provided. The 'Radiation Sources' section contains a table with columns for 'Description', 'Operable X-ray Tubes Registered', and 'Inoperable X-ray Tubes Registered'. The table lists 'Extraoral with Panorax' and 'CT (Computed Tomography)', both with 1 operable tube and 0 inoperable tubes. A total row shows 2 operable tubes and 0 inoperable tubes.

Description	Operable X-ray Tubes Registered	Inoperable X-ray Tubes Registered
Extraoral with Panorax	1	0
CT (Computed Tomography)	1	0
Total # of X-ray Tubes	2	0

The corrections are immediate.

You can print a new certificate for your facility if your account has a zero balance.