



Adding X-Ray to Your Office

This is provided as a service of the Colorado Chiropractic Association and is meant to be used as a guide. We have attempted to make it as comprehensive as possible, but individual situations may vary.

Preparing for an x-ray machine

- Use a vendor registered with the Colorado Department of Public Health and Environment:
- https://colorado.gov/pacific/sites/default/files/HM_xray-CO-registered-xray-svc-co.pdf
- Designate a Radiation Safety Officer, and register your facility by filling out a R-4 form online:
- <https://fs20.formsite.com/HMWMD/xrayr4/index.html>
- If anyone besides the chiropractor will be taking x-rays, they will need to be on a list of approved operators in the facility along with their credentials for taking x-rays
- CAs can be trained to take x-rays through the CCA's X-Files Training classes offered throughout the year.
http://www.coloradochiropractic.org/events/event_list.asp
- Prior to installation, the vendor must have a Shielding Design from a CDPHE certified Qualified Expert or Registered Medical Physicist

Preparing for your 1st Inspection

- Once your machine is installed, CDPHE will notify you that you have 90 days to get an inspection. They will provide you the following link of Qualified Inspectors. This is a complete list. You will need someone on the list who is approved for "Healing Arts: General Diag Radiographic Machines"
- <https://drive.google.com/file/d/0BxPP71U9O6xzaXo5aEJqQTQ1UjQ/view>
- The Qualified Inspectors are allowed to charge what they wish for the inspection + \$60 for the cost of the blue metallic certification sticker. A typical charge for an annual chiropractic x-ray machine inspection is about \$285 (\$225 for inspection + \$60 sticker)
- You are required to get an annual inspection during the same month each year.
- Parts of the inspection include:
 - o Shielding design for the facility
 - o Dosimetry badges
 - o List of approved operators and their certifications (not needed for the DC)
 - o Posted Notice to Employees
- https://www.colorado.gov/pacific/sites/default/files/HM_rmform-orrh-15-notice-to-employees.pdf
 - o Proper Tube Rating charts, Technique and Protocol charts, Owner's Manual
- On subsequent inspections, the inspector should ask to see:
 - o Documentation of annual ALARA (As Low As Reasonably Achievable) radiation safety review with staff
 - o Dosimetry badge records
 - o QA/QC testing performed on digital panels or film processors
 - For film processors, CDPHE requires daily testing with a sensitometry strip and a densitometer
 - For a computerized or digital radiography system, CDPHE requires regular QC testing of the plates according to manufacturer specifications found in the owner's manual or testing that is approved by a Register Medical Physicist

To obtain a shielding design, schedule an x-ray inspection, or for help with any of your x-ray related questions we recommend contacting Atom Physics. 303.748.5499 | Atomphysics.com