

# Radiology Compliance Branch

## RADIATION PROTECTION SECTION



Division of Health Service Regulation • N.C. Department of Health and Human Services

### Company Services Form Instructions For Service Providers

#### Section 1 Business Information:

- If a currently registered facility, enter your registration number and business name.
- Select the purpose for submitting this Company Service Form.
- Use the directions to the right of your selection to ensure you submit all required forms to process.

#### Section 2 Third Party, Outsourcing or doing Business under Another Name Information:

- Select the company status. (DBA, 3<sup>rd</sup> Party, Corporation, Bio-Med Dept., Outsourced, Shared Services)
- List registration number from your Notice of Registration or license number.
- Enter the business name, address and company contact information applying for services or updates.

#### Section 3 Company Service Class(s):

- Determine which service classes your company plans to furnish. (Class I, VI, VIII)
- Select all modalities (3b) associated with the classes selected in previous step that your company plans to furnish services.
- If a Service Class or Modality is not listed, in the box marked "OTHER" (3c to right of modality column) please explain.

#### Section 4 Credentials Information:

- Select all requirements for each Class to be submitted along with this Company Services Form.
- Include with this form, the supporting documentation under each class.
- Incomplete forms and supporting documentation cannot be processed.

#### Section 5. Legal Owner or Radiation Protection Representative Signee:

- Date, name and signature are required for this page. Electronic Signatures are acceptable.
- Do not skip sections of this Company Services Form. **Unsigned and undated application will delay processing of your application.**

#### When is a Company Services Form Required?

- **If registering initially or updating company services the Company Service Form is required.**
- **Updates are required *whenever changes occur to the information that would render this application or your Notice of Registration no longer accurate.***
- **X-ray equipment/facility registration is required within 30 days following initial operation of the facility and each X-Ray unit. X-Ray units installed in separate buildings, in vehicles, under a different roof, or under different administrative control require separate registration.**

#### Submission of Company Services Form:

Preferred method is e-mail to: [XrayNORS@dhhs.nc.gov](mailto:XrayNORS@dhhs.nc.gov) In the email subject line include name of the facility, if registered include your registration number.

Or mail to: **Radiation Protection, 5505 Creedmoor Road, 1645 MSC, Raleigh, NC 27699-1600.** We do not accept fax transmissions. Submit one transmission only, e-mail is preferred.