

Qualified Inspectors X-Rayport

From the desk of Brian Vamvakias, Unit Leader

As the X-Ray Certification Unit is developing a new database system, we have discovered that a large amount of missing information is the result of a lack of communication between the facility and the X-Ray Certification Unit when an x-ray machine is added or removed. It would be very helpful if both the Service Companies and Qualified Inspectors provided guidance to the facility concerning the requirement to update a facility's registration information. If a Service Company or QI is working with a new facility or a new owner at an existing facility, please direct the facility to register using the [X-ray Certification Unit's web page](#). Also, if the x-ray machine inventory is changing, it is very important that the facility complete a Disposition of Radiation Machines form so overdue notices are not sent for machines that are no longer at the facility. Both Service Companies and Qualified Inspectors have an opportunity to provide this information as helpful customer service to their clients and help the X-Ray Certification Unit operate effectively. More registration information can be found in the article below.

Qualified Inspector and Service Company listings

The X-ray Certification Unit publishes a list of Qualified Inspectors and Service Company information on the [X-ray and Mammography web page](#). The contact information shown with each listing comes from initial or renewal applications. Be sure to review your contact information and contact Tracey Luty of the X-ray Certification Unit by email (tracey.luty@state.co.us) with corrections. Remember, regulations require that the X-ray Certification Unit must be notified within 30 days of any changes to your registration information.

If your name is not present on the listing either your registration may be expired or, as a Qualified Inspector, you may have checked the box on the renewal application which states, "Provides services to a private employer." QIs that provide services to a private employer are not published.

Registration Application Status

These listings are updated monthly. Also on the [X-ray and Mammography web page](#) are links to reports that list the status of applications

received and being processed by the X-ray Certification Unit for Quality Inspectors and Service Companies. These status reports are updated approximately every 2 weeks. If you have any questions about an application status, please contact Tracey Luty by email (tracey.luty@state.co.us).

If additional information or documentation has been requested to process your registration application, the additional information must be provided in 30 days of the request. Otherwise, the application will be considered abandoned and will be denied. Any fees submitted will be forfeited by the applicant. Further consideration of the application will not be made without a new application and fees.

A new feature with the QI and SC reports includes upcoming registration expiration dates. The X-ray Certification Unit attempts to send courtesy reminders for upcoming registration expirations. However, due to email address changes, personnel changes at the service companies, etc., the courtesy reminders do not always reach your office. It is your

responsibility to submit your application to renew your registration at least 30 days prior to the expiration date. We hope we have made checking your expiration date easier.

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Facility Registration Forms

The current version of the Facility Registration forms most used can be found on the [X-ray and Mammography webpage](#):

[R-4 Application for Registration Healing Arts Facility](#)

[R-4 Application for Registration Non-Healing Arts Facility](#)

These forms are interactive and will populate with information previously submitted by the facility. These forms can be submitted electronically, online.

Additionally, the [R-4a: Registration of Radiation Machines](#) and the [R-61: Disposition of Radiation Machines](#) forms can be found on the [X-ray and Mammography webpage](#). These PDF formatted forms can be completed electronically, however they must be saved and submitted as an email attachment or printed and submitted by mail.

These are the only versions of the facility registration and disposition of x-ray machine forms that the X-ray Certification Unit will now accept. If an older version of any of these forms is submitted to the X-Ray Certification Unit, it will be rejected and the current version will be required.

Question of the month



Adding a digital radiography (DR or CR) image capture to an existing system

Q: What are the requirements for a clinic to add a digital capture system to an existing table and x-ray system? Is it required to recertify the x-ray machine?

A: Yes, a facility that adds a CR capture/reader would need an inspection on that machine. This is in accordance with **Colorado Rules and Regulations Pertaining to Radiation Control Part 2.5.1.4:**

Each radiation machine system shall be evaluated within ninety (90) calendar days of installation or service that could potentially affect radiation output or technique settings. Such service includes, but is not limited to, the repair or replacement of high voltage generators, tube heads, consoles or image receptor systems.

Presumably, the technique settings may change going from analog to digital (CR) capture. This would require a new inspection. The service company that installs the CR system would need to notify the X-Ray Certification Unit of the installation within 15 days, just as they would with a new installation.

For Computed Radiography readers used in the Healing Arts, **Part 6, Section 6.3.5.8** states:

The registrant shall ensure that computed and digital radiography cassettes and cassette readers used for primary image interpretation are evaluated periodically according to specifications of the manufacturer and/or a registered medical physicist and/or a nationally recognized organization; for example, in AAPM Report 93, in a program reviewed annually by a registered medical physicist.

Submit 59-1 and R 59-2 CE reports electronically

The X-Ray Certification Unit encourages all Qualified Inspectors to submit their Certification Evaluation (CE) reports electronically. Over the last several months, the X-Ray Certification Unit has worked on the processes to receive CE reports as attachments in our mail system. In order to process the CE reports as electronic documents, the following rules must be observed.

1. The CE attachment must be in Adobe (PDF) format.
2. The email containing the attachment must be sent to the following email address: cdphe_xray_qisc@state.co.us. Please do not send emails with attached CE reports to the staff's work email addresses as this may cause a significant delay in the processing of the CE report.
3. Each CE must be attached as a separate file.
4. The file name for each attachment must begin with the facility's registration number. It is helpful to also include the blue CE Label number in the file name. *For example, Dr. Bill Smith, DDS, has three intra oral machines in his office which has a facility registration number of 12345. When the CE reports for this facility are emailed to the X-ray Certification Unit, each CE report must be in a separate attachment file and each attachment must start with "12345."*
5. CE reports must be sent to the X-ray Certification Unit within 15 days of the inspection as required by Part 2 of the Radiation Regulations.
6. Attachments of CE reports must be legible. Illegible reports will be returned to the QI for correction. An overdue notice may be sent to the facility if the CE data entry is delayed.
7. CE must be correct and complete. Incorrect or incomplete CE Reports will be returned to the QI for correction. The QI will also be required to provide the facility with the correct report. An overdue notice may be sent to the facility if the CE data entry is delayed.
8. At this time, the X-Ray Certification Unit requests that you send your CE Report emails with a "Read Receipt" notification. Our email system does not reliably send an automatic receipt notification email.

These rules are necessary so that the CE reports can be processed in a timely manner. The X-Ray Certification Unit has one team member to process over 7000 CE reports each year. We realize that these rules put a burden of effort on the QI, but they are necessary so that we can work more efficiently using electronic documents.

Stored Credit Card Information

Many credit card holders are being sent new cards due to potential compromises of their accounts or because the credit card issuer has added the microchip technology to the card. If you have received a new card and you have your credit card information on file with the X-ray Certification Unit, please contact us to update the expiration date and CVV code. We have encountered several rejected charges due to changes to the expiration date or CVV code.

No grace period on inspections



Q: My blue label says the inspection expiration date is June 2015. What is my grace period to have the machine inspected after June 2015?

A: There is no grace period for inspections. Per the *Colorado Rules and Regulations pertaining to Radiation Control, 2.5.1.1, subparagraphs 2-4:*

(2) Each certification evaluation subsequent to the initial certification evaluation shall be completed in or prior to the same calendar month as the previous certification evaluation.

(3) The calendar month of a certification evaluation of a machine in any month prior to the month in which it is due shall become the calendar month in which the subsequent certification is due.

(4) A certification evaluation conducted after the month in which it was due shall not change the month in which subsequent certification evaluations are due.

Therefore, in the scenario above for a machine with an annual certification frequency:

- An inspection conducted in May 2015 would make the inspection expiration date May 31, 2016.
- An inspection conducted on June 14, 2015 would make the inspection expiration date June 30, 2016.
- An inspection conducted on July 1, 2015 would be past due and make the inspection expiration date June 30, 2016. The machine CE must have a past due violation citing regulation number 2.5.1.1.

Any facility using an x-ray machine past due for an inspection is in violation of the 6 CCR 1007-1 regulations and could be subject to further enforcement actions.

Have you missed a copy of the Qualified Inspectors Rayport?

If you have missed the past issues or accidentally deleted the email that brought it to you, all past issues of the Qualified Inspectors Rayport are available on the X-ray Unit's website: [Qualified Inspectors Rayports](#).



January 2015



February 2015



March 2015



April 2015



June/July 2015

Email from the state now encrypted

Email sent from the State of Colorado will be scanned for sensitive information and may be encrypted to ensure confidentiality. Please see the documentation on Page 6 that outlines how to handle email you may receive from the State of Colorado that is encrypted.



COLORADO
Department of Public
Health & Environment

X-Ray Certification Program

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Radiation Regulations: www.colorado.gov/cdphe/radregs



Zix Secure Email Portal

How To Retrieve Emails

For Users External to the State of Colorado

Information

Beginning September 8, 2015 all emails sent to and from most State of Colorado employees will be scanned by a secure encryption tool called Zix. Messages containing certain keywords will automatically be encrypted to ensure confidentiality. Additionally, state employees will have the ability to manually encrypt messages when they send them.

These instructions are for users outside the Colorado government and are not Zix customers who need to retrieve an email that has been encrypted by Zix.

Overview

- If an email message sent to you has been encrypted by Zix, it will automatically be sent to the State of Colorado's Zix Secure Email Portal.
- You will be notified via email and prompted to login to this portal to view the message.
- You will go through a one-time registration process in order to create an account that allows you to view the message and any future messages in the portal. In turn, once registered, you can now use this portal to send encrypted messages to state employees.
- Emails received will be accessible for 14 days before they are permanently deleted from the portal.

This process for retrieving encrypted email messages applies to anyone who receives an email that does not use Zix -- whether it be members of the public or certain State of Colorado agencies.

Instructions

1. When you receive an email that has been encrypted by Zix, you will receive an an email notification in your inbox that looks like this:



2. Either click on “Open Message” or copy and paste the link in the email into the address bar of your Internet browser.
3. If you are a first time user: You will be taken to the Register Account page of the State of Colorado Secure Email Portal, which looks like this:



Register Account

Enter your email address and a password to register and begin sending and receiving secure messages.

Email Address:
jacquelyn.pyun@gmail.com

Password:

Re-enter Password:

Password Rules

Passwords must be at least 6 characters in length, and meet 2 of the following conditions:

- Contain both alphabetic and numeric characters
- Contain both uppercase and lowercase characters
- Contain at least one special character, such as: -!@#%^^&

Passwords cannot match email address.

For Customer Support, send an email message to support@state.co.us.

Secured by **ZIX**corp

Your email address will be pre-populated; you will just need to create (and confirm) a password. Then click “Register.”

4. If you are not a first time user: You will be taken to the main page of the State of Colorado Secure Email Portal page, which looks like this:



| | | |
|--|--|---|
| Email Address: jacquelyn.pyun@gmail.com | Sign In | |
| Password: <input type="password"/> | | |
| Forgot your password? Reset | New to secure email? Register | Need more assistance? Help |

For Customer Support, send an email message to support@state.co.us

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Use your previously set up Zix account to login by entering in your email and password.

If you have forgotten your password, click on the "Forgot your password" button on the bottom left of this page to retrieve it.

5. Once you are registered for the first time, or logged in to your account, you will be taken to your inbox where you can read, compose, reply to, forward and delete messages.

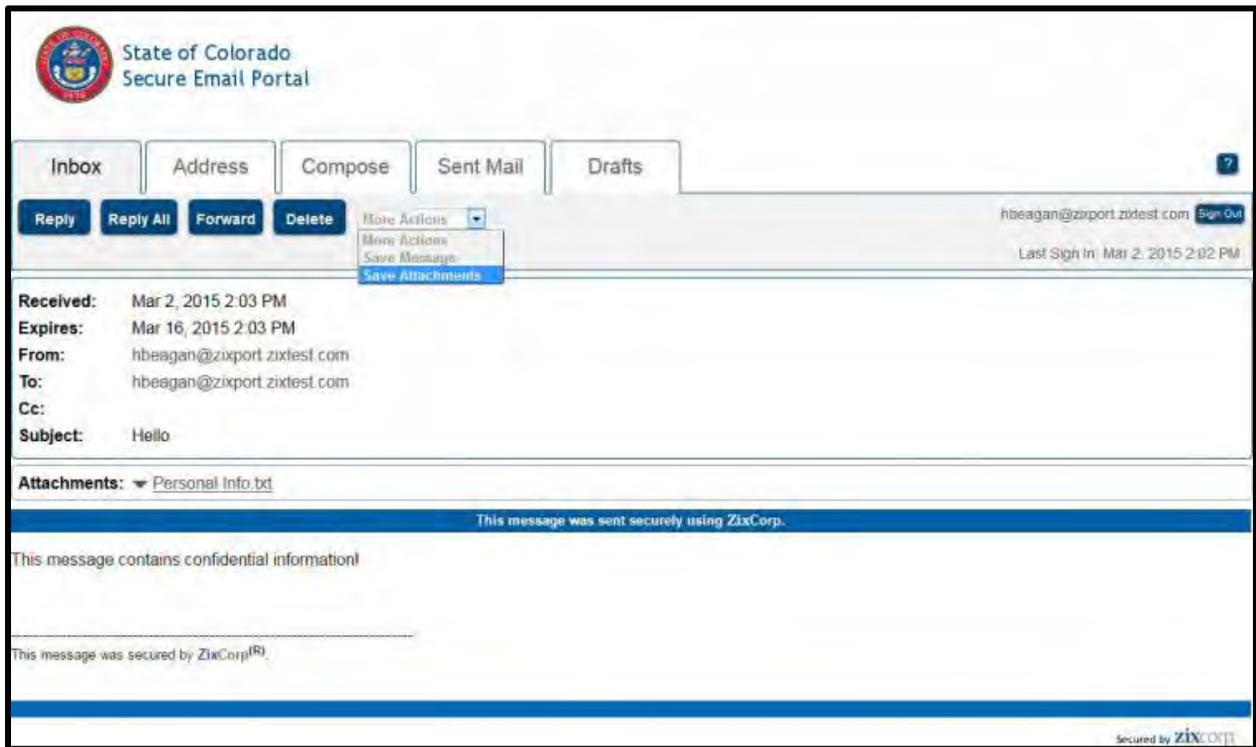
Main inbox dashboard:

| Inbox | Address | Compose | Sent Mail | Drafts | ? |
|--------------------------|---------------------|-----------------|----------------------|--------|-------------------------------------|
| Refresh | Delete | | | | snguyen@zixcorp.com Sign Out |
| You have no new messages | | | | | |
| Select | From | Subject | Date | | |
| <input type="checkbox"/> | someone@state.co.us | ZixPort Message | Mar 19, 2015 9:54 AM | | |

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What it looks like when you open an email in the portal:





To compose a new message in the portal, simply click on the "Compose" tab:



You can also store draft messages and view your sent mail using the tabs along the top.

If you have any difficulties retrieving a message from the new Secure Email Portal, please contact the sender or our [Service Desk](#).