

How much does a registered inspection reduce my annual x-ray invoice?

A satisfactory registered inspection will qualify the registrant to receive a “reduced fee” invoice that is 18% of the normal invoice.

Who can inspect x-ray machines to qualify my facility for receiving the reduced fee?

Only registered inspectors approved by DRH who have paid their annual registration fee for that calendar year are allowed to inspect x-ray machines for the reduced fee.

How can I find a registered inspector to inspect my facility?

DRH maintains a [public list of registered inspectors](#) who are approved, along with the classes of x-ray machines they inspect, and the regions they work in. Please note that this list is not exhaustive. Some registered inspectors have elected not to appear on this public list.

How often does my x-ray machine need to be inspected?

The frequency of inspection is tied to the class of the x-ray machine:

- Class I – Every 4 years
- Class II, V – Every 2 years
- Class III, IV, VI, VII – Every year

What documents do I need to include in my x-ray inspection submission to qualify for the reduced fee?

All registered inspector x-ray inspections must be submitted to xray.registration@tn.gov and should include at the minimum:

- (1) A signed and dated certification of compliance
- (2) A facility checklist (if applicable)

- (3) Inspection checklists for each x-ray unit inspected with the machine's control number, as well as the make/model and serial numbers for both the control panel and the tube
- (4) If noncompliance issues were found during the inspection, proof that the noncompliance issue has been addressed and resolved

Please note that it is the registrant's responsibility to submit these documents, not the registered inspector.

What is the best format to submit my x-ray inspection?

Please submit all x-ray inspections as a single PDF for speed of processing.

My registered inspector found an issue of noncompliance during the inspection. Does that mean we won't receive the reduced fee?

No, if the noncompliance issue is resolved and proof submitted within 60 days of the inspection date, then the inspection can still qualify for the reduced fee.

Is there a deadline for how long I have until I submit my x-ray inspection to receive the reduced fee?

Yes, you have 60 days from the date of the inspection to submit your x-ray inspection. All inspections received after 60 days will not qualify for the reduced fee. Please save a copy of your original email submission as proof in case there is a question of when the inspection was submitted.

If a registered inspector inspects my x-ray units, when do I see the reduced fee on my invoice?

The reduced fee is not applied to your annual x-ray invoice until the following year. For example, if all your x-ray units are inspected and submitted in a satisfactory manner in 2026, the reduced fee will be applied to your 2027 invoice.

All of my x-ray machines were inspected except one. So why does my invoice show the normal fee for all the machines?

The reduced fee program operates on an all or nothing basis. Even one x-ray unit that is not inspected and submitted in a satisfactory manner will cause the entire invoice to reflect the normal fee.

What do I need to do if I acquire a new x-ray machine?

You must register all newly acquired x-ray machines within 10 days of possession. The installer will send a separate FDA form, but it is your responsibility to complete DRH's registration form and submit it to xray.registration@tn.gov. The installer cannot and will not register the machine for you.

What do I need to do if I remove an x-ray machine from my facility's registration?

Until the x-ray unit is deleted from your registration, it is assumed that you still possess it, and you are required to pay for the machine on your annual invoice and inspect it. This means that if the machine is not inspected it could cause you to miss out on receiving the reduced fee.

If you sell or dispose of an x-ray machine, it is your responsibility to delete the machine from your registration. Please contact our registration section at xray.registration@tn.gov for more information.

I recently registered a new x-ray machine. Do I need to have it inspected within a certain timeframe to receive the reduced fee?

Yes, all newly acquired x-ray machines must be inspected within 3 months of the possession date to qualify for the reduced fee. Please note that these 3 months start with the possession date, not the registration date. Always immediately

contact your registered inspector to let them know when you have acquired a new x-ray unit.

Do I still need to inspect an x-ray machine if it is broken or not being used?

Yes, every x-ray machine on your registration needs to be inspected, even if it is temporarily inoperable or in storage. For these x-ray machines, the appropriate inspection checklist must still be completed but the inspector can mark the "Unit is in storage and not being used" checkbox and leave the question portion blank.

If the unit is permanently inoperable but is being kept for parts or otherwise retained, it is no longer subject to registration and can be removed from the registration as salvaged. Notification is required along with a deletion form which can be emailed to xray.registration@tn.gov to remove the unit from registration. Please note that if a machine reported as salvaged is later returned to operational status, fees and penalties may be applied retroactively from the date it was declared inoperable.

I have decided to stop using a registered inspector. Do I need to do anything else?

Yes, you must inform DRH at least 90 days prior to the due date for your next inspection. This notice allows DRH to send out a state inspector to inspect x-ray machines before they become overdue. Per [SRPAR 0400-20-10-.27\(6\)](#), "Should the registrant fail to notify the Division within this time frame, a penalty consistent with T.C.A. § 68-202-212(b) may be assessed." This civil penalty can be up to \$5,000 per day.

Where can I find the regulations that apply to the registered inspection program?

The regulations that specifically apply to the registered inspector program are located in [SRPAR 0400-20-10-.24 and .27](#).

