ANNUAL EQUIPMENT CONFIRMATION

1 Log into the Practice Resource Portal

STEP 1 — Select Business - Radiation Facility

STEP 2 — Navigate to Radiation Facility in the left-hand menu
- Radiation Facility - Annual Confirmation

STEP 3 — Information Page
- Review Instructions
- Press Start

STEP 4 — Facility Name
- Select the facility from the drop-down menu

STEP 5 — Facility Information
- Review Information - If edits are needed, go to Radiation Facility - Update Existing Facility Information in the left-hand menu

STEP 6 — Employer or Employer Designated Dentist
- Review Information - if edits are needed, go to Radiation Facility - Update Existing Facility Information in the left-hand menu

STEP 7 — Equipment Information
- Review list of all active equipment - If edits are needed, go to Radiation Facility - Update Existing Facility Information in the left-hand menu

STEP 8 — Quality Assurance Questionnaire
- Answer the yes/no questions
- Choose Dosimetry Provider from drop down menu, select Dosimetry date

STEP 9 — Supporting Documentation
- Upload proof of dosimetry

STEP 10 — Attestation
- Check the box for Attestation
- Sign

STEP 11 — Payment
- Provide your Credit card information to complete payment

You will receive an email confirming that your Annual Equipment Confirmation is submitted for review. Once the status is changed to approved, you will be notified by a second email. If you have multiple facilities with radiation equipment, you will need to complete a Radiation Facility Annual Equipment Confirmation for each individual facility.