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X-ray Program



Important X-ray Registration Information June 2007



Important Change in Paying Your X-ray Registration Fees:

The Department of Health's (DOH) X-ray Program is forming a partnership with the Master License Service (MLS) at the Department of Licensing (DOL). MLS helps businesses by providing a "one stop" service for obtaining and renewing their state and local licenses.

What is the Master License Service?

MLS streamlines business licensing and registration by using one application, one payment, and one license issued by DOL. MLS currently processes many state licenses, registrations and permits, and fourteen city licenses. Each registration/license/permit is printed as a line item "endorsement" on the Master License document. Online X-ray renewal should be available by early 2008.

What are the benefits to X-ray registrants when DOH becomes part of the MLS?

- Registrants will save time and effort by renewing or making application for multiple licenses in one customer-friendly place – by mail, online, or in local offices.
- Registrants will have a single expiration date, one application, and one financial transaction (check or credit card) for all business licensing currently handled by the MLS Program.
- Registrants will be able to call one place, the MLS call center, to get their generic business licensing questions handled.
- Registrants may pay license/registration fees online by credit card.
- There will be simplified X-ray registration fees.

Are there any disadvantages or costs to X-ray registrants?

DOL charges a \$15 master business application processing fee and a \$9 annual application renewal fee. During this transition, DOL will not charge our current registrants the initial \$15 processing fee. All registrants will be required to pay the \$9 annual application renewal fee with their regular X-ray registration renewal and any other license renewals they may have through DOL.

In the future, any new X-ray registrant who doesn't already have a MLS account will be required to pay the \$15 master business application processing fee.

Is my professional license being added to the MLS?

No. All DOH health care provider licensing and credentialing will continue to be issued and renewed by DOH's Health Professions Quality Assurance Office.



What other state agencies and local licensing are currently handled through the MLS?

State Agencies:

- Agriculture – 7 license categories
- Ecology – underground storage tanks, waste tires, used batteries
- Employment Security – unemployment insurance
- DOH – shopkeeper (OTC)
- Liquor – 95 license types
- L&I – industrial insurance, minor work permits
- Revenue – tax registration, cigarette sales
- Secretary of State – corporations, LLCs
- Lottery – retailer license
- DOL – 11 license categories

Cities:

Anacortes	Bellevue	Duval
Gig Harbor	Issaquah	Marysville
Monroe	Richland	Sammamish
Skykomish	Spokane Valley	Sultan
Tumwater	Zillah	

What are the next steps?

X-ray registrants are being mailed a questionnaire and are being asked to complete and return it to DOL. DOL will use that information to match the business with an existing MLS account or to create a new MLS account for each business. If a business does not already have a Unified Business Identifier number, one will be assigned.

DOL will begin mailing renewal notices to businesses in mid-August, 2007 for those registrations requiring renewal by October 1. Registrants with renewal dates of January 1, April 1, or July 1 will receive renewal notices from DOL approximately six weeks prior to their existing renewal date.

If you already have an MLS account, your first X-ray registration renewal through MLS may be prorated to change your current expiration month to match the expiration date of your current MLS account. After you complete the renewal, you will receive a *Registrations and Licenses* document listing all your licenses and registrations on file with MLS.

The transition of all X-ray accounts to MLS will be completed by the end of 2007.

What is the Unified Business Identifier?

Your Unified Business Identifier (UBI) number is a nine-digit number linking your business to the Department of Revenue (DOR), the Department of Licensing, and the Office of the Secretary of State, and, if you have employees, the departments of Employment Security and Labor and Industries.

The number has accumulated several different names throughout the years. You may see or hear it referred to as a *registration number*, *DOR reporting number*, *tax registration account number*, or *resale number*. Your UBI number should be noted on all correspondence and information you submit regarding your business.

How do I find out if I already have an MLS account or a UBI?

You can find out your UBI by going to the DOR or DOL Web sites.

DOR – www.dor.wa.gov - select "Look up a Business (BRD)."

DOL – www.dol.wa.gov - select "Business Licensing" and then select "Check status of a

business or professional license." By filling in your business information you will be able to find out if you have a state or local license issued by DOL, and your business's UBI.

You can also find out by contacting DOL by phone at (360) 664-1400.

Will we receive any more invoices/billings from DOH for our X-ray registration?

Yes, DOH will continue to bill registrants for plan review and re-inspections. DOL will bill for new and renewal registration fees, or changes in fees due to added X-ray tubes.

Beginning approximately mid-August 2007, all new and renewal X-ray registrations will be handled only through MLS.



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What if I have questions about X-ray inspections, plan reviews, fees, or health and safety?

We have not changed any of the health and safety or regulatory requirements to obtain or keep your X-ray registration. Contact the X-ray Program at 1-800-299-9729 if you have questions regarding these matters or go to our Web page at www.doh.wa.gov/ehp/rp. We are currently beginning the rule revision process to amend our current rule to simplify the fee structure and change the instructions on how to pay the X-ray registration fees in order to partner with the MLS program. We will keep you notified as we progress through the rule revision process and you will be notified by letter on how you may comment on any proposed fee changes. You may also visit our Web site at www.doh.wa.gov/ehp/rp for more information.

