While there is no absolute, generally the equipment purchase process consists of the following phases:

1. Fact finding:
    a. Meet with the customer to discuss what they want to accomplish and what they need.
    b. During this phase we gather information that will assist the customer in making product selections that will fit the needs of the practice.
        i. For example, is there a need for specific equipment in the x-ray room such as an elevating table, tilting wall holder, high heat rated x-ray tube, etc.?
        ii. Other questions will involve the types of studies that will take place such as standing knees, scoliosis, long-bone, chest only, etc.
    c. Other questions will involve the proposed area for the x-ray room.
        i. What are the dimensions of the x-ray room?
        ii. What is the occupancy/use of areas adjacent to the proposed x-ray room?
        iii. What is the configuration of the available power for the x-ray room including voltage, phase, and available amperage?
            1. If the customer is unaware of the incoming power we can work with the customer's electrician or building owner to make these determinations.
    d. We will also cover the various radiation regulatory requirements of planning, approvals, registration, and inspections of x-ray equipment.
        i. These requirements vary greatly depending on the regulations of the state and local jurisdiction.

2. Presentation Phase:
    a. Using the information we gathered in the first phase, we begin to choose solutions and products for the customer.

b. We gather several types of information including brochures, pictures, and illustrations, technical specifications, and other information that will help a customer.
c. We may also prepare a sketch of the room design for approval by the customer.
    i. This is a collaborative process during which we may meet with or speak to the customer several times to ensure that we are working towards a solution that will meet their needs.
d. Once a customer has decided on a specific equipment configuration and room design, we will prepare a sales agreement for presentation to the customer.

    i. This agreement will have several sections that cover the following:
        1. An exact listing of the equipment to be provided
        2. A complete description of the work we are to perform
        3. A complete description of the customer's responsibilities
        4. Equipment and labor warranties
        5. Price and payment terms including deposit amount
        6. Other contract terms and conditions

e. We will then meet to discuss the details of the sales agreement and answer any immediate questions.
f. Once the customer has had the opportunity to review the agreement and we have satisfactorily answered all questions, we will both sign the agreement and the customer will give us the deposit outlined in the agreement.

3. Planning Phase:
    a. The overall goal in this phase is to ensure that all plans, specifications and initial radiation regulatory requirements are completed.
    b. One of the first items to be addressed is the requirement for radiation shielding.
        i. In general, most x-ray facilities are required by governmental regulation to have a radiation shielding plan prepared by a person registered and/or authorized to prepare such a plan.
        ii. In some cases, Omni can prepare this plan; in others we can help you locate a person authorized to prepare the shielding plan.
        iii. In either case, we will prepare a drawing of the x-ray room including usage and construction of areas adjacent to the x-ray room and other pertinent information for submission to the person authorized to prepare the shielding plans.

c. Depending on the radiation regulations in the location of the x-ray facility, the customer may have to submit the shielding plan to a governmental agency for prior approval.
    i. We can assist the customer with the documentation to be submitted with the shielding plan.
d. Once prepared, an additional copy of the shielding plan will be given to the customer for submission to their contractor.
    i. The contractor must install the shielding in accordance with the shielding plan.
e. Using the technical specifications of the equipment selected by the customer, we will prepare a Build Out Plan for submission to the customer for submission to the building contractor.
    i. This plan will spell out the specific requirement for the structural, electrical, and network items that will be needed to install and operate the equipment.
    ii. Some of the information in the plan will include the location of the Operator's Barrier, high voltage electrical requirements and location of disconnect box, location of emergency cut-off switch (if required), wall supports for the tube stand and wall holder, network connection outlets, electrical outlets, etc.
    iii. The contractor will use this Build Out Plan and the radiation shielding plan to complete the x-ray room prior to the installation of the x-ray equipment.

4. Installation Phase:
    a. Usually takes one to five days depending on the complexity of the project, most take two to three days.
    b. To begin, the equipment will be delivered, un-packaged and set in place.
    c. Next, we will start the assembly, wiring, and alignment.
    d. When required, we will then anchor the equipment to the structure of the room.
    e. The equipment is then calibrated and tested.
        i. The testing results are recorded as a baseline of the performance of the equipment.
        ii. In some jurisdictions we are required to submit the test results to the governing radiation agency.

f. The last step in this phase is preparation and submission of required forms to various Federal, state and local jurisdictions that Omni has installed equipment that produces radiation.
    i. These reports are Omni's obligation; in the next Phase we will cover the reporting obligations of the owner/operator of the equipment.

5. Registration Phase:
    a. This means meeting the requirements of the governing radiation agency or agencies.
    b. The x-ray facility/equipment must be registered with the appropriate agency or agencies.
    c. This registration must be done by the equipment owner/operator.
        i. If requested, we will gladly assist you with this process.
        ii. The exact requirements and form(s) to be submitted vary by state and local jurisdiction. It can be complex but we can help.
    d. In some jurisdictions, the equipment will need to be tested and inspected by an independent inspector authorized to do this work.
        i. We can help you determine the requirements in your locality.

As if registration and the possible requirement for an inspection are not complicated enough, there is also the question of when the equipment can be used on patients. Once again, the answer is: it depends. Some jurisdictions allow the equipment to be used immediately. Others may require that the independent inspection take place first. In some areas, the equipment registration process must be approved by the governing body before use. While complicated, it need not be overwhelming. We can help.