CLINICAL LABORATORY IMPROVEMENT AMENDMENTS (CLIA) APPLICATION FOR CERTIFICATION

CLIA IDENTIFICATION NUMBER			
D			
(If an initial application leave blank, a number will be assigned)			
FEDERAL TAX IDENTIFICATION NUMBER			
TELEPHONE NO. (Include area code) FAX NO. (Include area code)			
MAILING/BILLING ADDRESS (If different from facility address) send Fee Coupon or certificate			
NUMBER, STREET			
CITY STATE ZIP CODE			
S CORPORATE ADDRESS (If different from facility) send Fee Coupon or certificate NUMBER, STREET			
CITY STATE ZIP CODE			
FOR OFFICE USE ONLY Date Received			

II. TYPE OF CERTIFICATE REQUESTED ((Check only one) Please refer to the accompanying instructions for inspection and certificate testing requirements)

Certificate of Waiver (Complete Sections I – VI and IX – X)

Certificate for Provider Performed Microscopy Procedures (PPM) (Complete Sections I – X)

Certificate of Compliance (Complete Sections I – X)

Certificate of Accreditation (Complete Sections I – X) and indicate which of the following organization(s) your laboratory is accredited by for CLIA purposes, or for which you have applied for accreditation for CLIA purposes.

The Joint Commission	🗌 AOA	AABB
CAP	COLA	ASHI

If you are applying for a Certificate of Accreditation, you must provide evidence of accreditation for your laboratory by an approved accreditation organization as listed above for CLIA purposes or evidence of application for such accreditation within 11 months after receipt of your Certificate of Registration.

NOTE: Laboratory directors performing non-waived testing (including PPM) must meet specific education, training and experience under subpart M of the CLIA regulations. Proof of these qualifications for the laboratory director must be submitted with this application.

III. TYPE OF LABORATORY (Check	the one me	ost descriptive o	f facility type)			
 01 Ambulance 02 Ambulatory Surgery Center 03 Ancillary Testing Site in Health Care Facility 04 Assisted Living Facility 05 Blood Bank 06 Community Clinic 07 Comp. Outpatient Rehab Fac 08 End Stage Renal Disease Dialysis Facility 09 Federally Qualified Health Center 10 Health Fair 11 Health Main. Organization 12 Home Health Agency 	1 1 1 1 1 :ility 1 2		e Care Facilities f vith Intellectual ratory fice ed lab?	23 24 25 26 27 27 28	Practitioner Oth Prison Public Health La Rural Health Clin School/Student I Skilled Nursing I Nursing Facility Tissue Bank/Rep Other <i>(Specify)</i>	boratories nic Health Service Facility/
IV. HOURS OF LABORATORY TES	TING (List tim	nes during which lab	oratory testing is per	formed in HH:MM fo	ormat) If testing 24	4/7 Check Here
	ONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
TO:						
(For multiple sites, attach the additional i	nformation u	ising the same for	mat.)			
V. MULTIPLE SITES (must meet one	of the regu	ulatory exceptio	ns to apply for t	his provision in	1-3 below)	
 No. If no, go to section VI. Indicate which of the following regutant is not at mobile unit providing laboratory under the certificate of the designation. Yes No If yes and a mobile unit is provide the application. Is this a not-for-profit or Federal, of 15 moderate complexity or war multiple sites? Yes No If yes, provide the number of sites site below. Is this a hospital with several laboration or street address and units of Yes No 	ilatory except a fixed locar testing, heat ing the labor State or locar aived tests p es under the poratories loc	ptions applies to tion, that is, a la alth screening fa ary site or home pratory testing, r cal government er certificate) pu certificate	boratory that m airs, or other tem base, using its a record the vehicl laboratory enga ublic health testi and list ous buildings on	operation. oves from testing porary testing l ddress? e identification ged in limited (n ng and filing fo name, address a the same camp	number(s) (VINs not more than a r a single certific and test perform	ay be covered) and attach to combination cate for ned for each me physical
If yes, provide the number of site hospital and specialty/subspecialt If additional space is needed, che	y areas perf	ormed at each s	ite below.			within
NAME AND ADD					SPECIALTY/SU	BSPECIALTY
NAME OF LABORATORY OR HOSPITAL DEPART	MENT					
ADDRESS/LOCATION (Number, Street, Location	if applicable)					
CITY, STATE, ZIP CODE	TELEPHONE	NO. (Include area co	ode)			
NAME OF LABORATORY OR HOSPITAL DEPART						

TELEPHONE NO. (Include area code)

Form CMS-116 (01/14)

CITY, STATE, ZIP CODE

ADDRESS/LOCATION (Number, Street, Location if applicable)

In the next three sections, indicate testing performed and annual test volume.

VI. WAIVED TESTING

Identify the waived testing (to be) performed. Be as specific as possible. This includes each analyte test system or device used in the laboratory.

e.g. (Rapid Strep, Acme Home Glucose Meter)

Indicate the ESTIMATED TOTAL ANNUAL TEST volume for all waived tests performed _

Check if no waived tests are performed

VII. PPM TESTING

Identify the PPM testing (to be) performed. Be as specific as possible. e.g. (Potassium Hydroxide (KOH) Preps, Urine Sediment Examinations)

Indicate the ESTIMATED TOTAL ANNUAL TEST volume for all PPM tests performed _____

For laboratories applying for certificate of compliance or certificate of accreditation, also include PPM test volume in the specialty/subspecialty category and the "total estimated annual test volume" in section VIII.

Check if no PPM tests are performed

If additional space is needed, check here 🗌 and attach additional information using the same format.

VIII. NON-WAIVED TESTING (Including PPM testing if applying for a Certificate of Compliance or Accreditation)

If you perform testing other than or in addition to waived tests, complete the information below. If applying for one certificate for multiple sites, the total volume should include testing for ALL sites.

Place a check (\checkmark) in the box preceding each specialty/subspecialty in which the laboratory performs testing. Enter the estimated annual test volume for each specialty. Do not include testing not subject to CLIA, waived tests, or tests run for quality control, calculations, quality assurance or proficiency testing when calculating test volume. (For additional guidance on counting test volume, see the instructions included with the application package.)

If applying for a Certificate of Accreditation, indicate the name of the Accreditation Organization beside the applicable specialty/ subspecialty for which you are accredited for CLIA compliance. (The Joint Commission, AOA, AABB, CAP, COLA or ASHI)

SPECIALTY / SUBSPECIALTY	ACCREDITING ORGANIZATION	ANNUAL TEST VOLUME	SPECIALTY / SUBSPECIALTY	ACCREDITING ORGANIZATION	ANNUAL TEST VOLUME
HISTOCOMPATIBILITY 010			HEMATOLOGY 400		
Transplant			Hematology		
Nontransplant			IMMUNOHEMATOLOGY		
MICROBIOLOGY			🗌 ABO Group & Rh Group 510		
Bacteriology 110			Antibody Detection (transfusion) 520		
Mycobacteriology 115			Antibody Detection (nontransfusion) 530		
Mycology 120			Antibody Identification 540		
Parasitology 130			Compatibility Testing 550		
Virology 140			PATHOLOGY		
DIAGNOSTIC IMMUNOLOGY			🗌 Histopathology 610		
Syphilis Serology 210			🗌 Oral Pathology 620		
General Immunology 220			Cytology 630		
CHEMISTRY			RADIOBIOASSAY 800		
Routine 310			🗌 Radiobioassay		
Urinalysis 320			CLINICAL CYTOGENETICS 900		· · · · · · · · · · · · · · · · · · ·
Endocrinology 330			Clinical Cytogenetics		
Toxicology 340			TOTAL ESTIMATED ANNUAI	L TEST VOLUME:	

IX. TYPE OF CONTROL (check the one most descriptive of ownership type)				
VOLUNTARY NONPROFIT	FOR PROFIT	GOVERNMENT		
01 Religious Affiliation	04 Proprietary	□ 05 City		
🗌 02 Private Nonprofit		🗌 06 County		
🗌 03 Other Nonprofit		🗌 07 State		
		🗌 08 Federal		
(Specify)		🗌 09 Other Government		
		(Specify)		

X. DIRECTOR AFFILIATION WITH OTHER LABORATORIES

If the director of this laboratory serves as director for additional laboratories that are separately certified, please complete the following:

CLIA NUMBER	NAME OF LABORATORY

ATTENTION: READ THE FOLLOWING CAREFULLY BEFORE SIGNING APPLICATION

Any person who intentionally violates any requirement of section 353 of the Public Health Service Act as amended or any regulation promulgated thereunder shall be imprisoned for not more than 1 year or fined under title 18, United States Code or both, except that if the conviction is for a second or subsequent violation of such a requirement such person shall be imprisoned for not more than 3 years or fined in accordance with title 18, United States Code or both.

Consent: The applicant hereby agrees that such laboratory identified herein will be operated in accordance with applicable standards found necessary by the Secretary of Health and Human Services to carry out the purposes of section 353 of the Public Health Service Act as amended. The applicant further agrees to permit the Secretary, or any Federal officer or employee duly designated by the Secretary, to inspect the laboratory and its operations and its pertinent records at any reasonable time and to furnish any requested information or materials necessary to determine the laboratory's eligibility or continued eligibility for its certificate or continued compliance with CLIA requirements.

SIGNATURE OF OWNER/DIRECTOR OF LABORATORY (Sign in ink)

DATE

NOTE: Completed 116 applications must be sent to your local State Agency. SEE ATTACHED LIST OF STATE AGENCY CONTACT INFORMATION.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-0581. The time required to complete this information collection is estimated to average 30 minutes to 2 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, Attn: PRA Reports Clearance Officer, 7500 Security Boulevard, Baltimore, Maryland 21244-1850.

THE CLINICAL LABORATORY IMPROVEMENT AMENDMENTS (CLIA) APPLICATION (FORM CMS-116)

INSTRUCTIONS FOR COMPLETION

CLIA requires every facility that tests human specimens for the purpose of providing information for the diagnosis, prevention or treatment of any disease or impairment of, or the assessment of the health of, a human being to meet certain Federal requirements. If your facility performs tests for these purposes, it is considered, under the law, to be a laboratory. CLIA applies even if only one or a few basic tests are performed, and even if you are not charging for testing. In addition the CLIA legislation requires financing of all regulatory costs through fees assessed to affected facilities.

The CLIA application (Form CMS-116) collects information about your laboratory's operation which is necessary to determine the fees to be assessed, to establish baseline data and to fulfill the statutory requirements for CLIA. This information will also provide an overview of your facility's laboratory operation. All information submitted should be based on your facility's laboratory operation as of the date of form completion.

NOTE: WAIVED TESTS ARE NOT EXEMPT FROM CLIA. FACILITIES PERFORMING ONLY THOSE TESTS CATEGORIZED AS WAIVED MUST APPLY FOR A CLIA CERTIFICATE OF WAIVER.

NOTE: Laboratory directors performing non-waived testing (including PPM) must meet specific education, training and experience under subpart M (42 CFR PART 493) of the CLIA requirements. Proof of these requirements for the laboratory director must be submitted with the application. Information to be submitted with the application include:

- Verification of State Licensure, as applicable
- Documentation of qualifications:
 - Education (copy of Diploma, transcript from accredited institution, CMEs),
 - Credentials, and
 - Laboratory experience.

Individuals who attended foreign schools must have an evaluation of their credentials determining equivalency of their education to education obtained in the United States. Failure to submit this information will delay the processing of your application.

ALL APPLICABLE SECTIONS MUST BE COMPLETED. INCOMPLETE APPLICATIONS CANNOT BE PROCESSED AND WILL BE RETURNED TO THE FACILITY. PRINT LEGIBLY OR TYPE INFORMATION.

I. GENERAL INFORMATION

For an initial applicant, check **"initial application"**. For an initial survey or for a recertification, check **"survey"**. For a request to change the type of certificate, check **"change in certificate type"** and provide the effective date of the change. For all other changes, including change in location, director, lab closure, etc., check **"closure/other changes"** and provide the effective date of the change.

CLIA Identification Number: For an initial applicant, the CLIA number should be left blank. The number will be assigned when the application is processed. For all other applicants, enter the 10 digit CLIA identification number already assigned and listed on your CLIA certificate.

Facility Name: Be specific when indicating the name of your facility, particularly when it is a component of a larger entity, e.g., respiratory therapy department in XYZ Hospital. For a physician's office, this may be the name of the physician. NOTE: the information provided is what will appear on your certificate.

Physical Facility Address: This address is mandatory and must reflect the physical location where the laboratory testing is performed. The address may include a floor, suite and/or room location, but cannot be a Post Office box or Mail Stop.

If the laboratory has a separate mailing and/or corporate address (from the Facility Address), please complete the appropriate sections on the form.

Mailing Address: This address is optional and may be used if the laboratory wants to direct the mailing of the CLIA fee coupon and/or CLIA certificate to an alternate location, such as an accounts payable office. A Post Office box number or Mail Stop number may be used as part of the Mailing Address for this section.

Corporate Address: This address is optional and may be used if the laboratory wants to direct the mailing of the CLIA fee coupon and/or CLIA certificate to another location, such as, the main headquarters or home office for the laboratory. A Post Office box number or Mail Stop number may be used as part of the Corporate Address for this section.

Form Mailing: Select the address (Physical, Mailing, Corporate) where the CLIA fee coupon and CLIA certificate are to be mailed.

For Office Use Only: The date received is the date the form is received by the state agency or CMS regional office for processing.

II. TYPE OF CERTIFICATE REQUESTED

Select your certificate type based on the highest level of test complexity performed by your laboratory. A laboratory performing non-waived tests can choose Certificate of Compliance or Certificate of Accreditation based on the agency you wish to survey your laboratory.

When completing this section, please remember that a facility holding a: **Certificate of Waiver** can only perform tests categorized as waived;*

- Certificate for Provider Performed Microscopy Procedures (PPM) can only perform tests categorized as PPM, or tests categorized as PPM and waived tests;*
- Certificate of Compliance can perform tests categorized as waived, PPM and moderate and/or high complexity tests provided the applicable CLIA quality standards are met following a CLIA survey; and
- Certificate of Accreditation can perform tests categorized as waived, PPM and moderate and/ or high complexity non-waived tests provided the laboratory is currently accredited by an approved accreditation organization. (If your CMS-approved accreditation organization is not listed, contact your local State Agency for further instructions.)

*A current list of waived and PPM tests may be obtained from your State agency. Specific test system categorizations can also be found on the Internet at: http://www.accessdata.fda.gov/scripts/cdrh/cfdocs/ cfCLIA/clia.cfm.

III. TYPE OF LABORATORY

Select the type that is most descriptive of the location where the laboratory testing is performed.

If selecting 'mobile laboratory' (code 19), a mobile laboratory is defined as a movable, self-contained operational laboratory with its own personnel, equipment, and records. For record keeping purposes, include, on a separate sheet of paper, the vehicle identification numbers (VINs) of all vehicles used for mobile laboratory testing.

If selecting 'physician office' (code 21), also answer a related question regarding 'shared labs'.

A shared laboratory is when two or more sole practicing physicians collectively pool resources to fund one laboratory's operations. The definition of a shared laboratory may also include two or more physician group practices that share the expenses for the laboratory's operation.

If selecting 'Practitioner Other' (code 22), this type includes practitioners such as, dentists, chiropractors, etc.

IV. HOURS OF ROUTINE OPERATION

Provide only the times when actual laboratory testing is performed in your facility. Please use the HH:MM format and check box marked '24/7' if laboratory testing is performed continuously, e.g., 24 hours a day, 7 days a week. Do not use military time.

V. MULTIPLE SITES

You can only qualify for the multiple site provision (more than one site under one certificate) if you meet one of the CLIA requirements described in 42 CFR 493. 493.35(b)(1-3), 493.43(b)(1-3) and 493.55(b)(1-3) Hospice and HHA could qualify for an exception.

VI. WAIVED TESTING

Indicate the estimated total annual test volume for all waived tests performed. List can be found at: http:www.cms.gov/CLIA/downloads/waivetbl.pdf

VII. PPM TESTING

Indicate the estimated total annual test volume for all PPM tests performed. List can be found at: http://www.cms.gov/clia/downloads/ppmp.list.pdf

VIII. NON-WAIVED TESTING (INCLUDING PPM)

The total Estimated Annual Test volume in this section includes all non-waived testing, including PPM tests previously counted in section VII. Follow the specific instructions on page 3 of the Form CMS-116 when completing this section for test counting information. (Note: The Accrediting Organization column should reflect accreditation information for CLIA purposes only; e.g., CAP, etc.).

IX. TYPE OF CONTROL

Select the type of ownership or control which most appropriately describes your facility.

X. DIRECTOR OF ADDITIONAL LABORATORIES

List all other facilities for which the director is responsible and that are under different certificates. Note that for a Certificate of PPM, Certificate of Compliance or Certificate of Accreditation, an individual can only serve as the director for no more than five certificates.

Once the completed Form CMS-116 has been returned to the applicable State agency and it is processed, a fee remittance coupon will be issued. The fee remittance coupon will indicate your CLIA identification number and the amount due for the certificate, and if applicable the compliance (survey) or validation fee. If you are applying for a Certificate of Compliance or Certificate of Accreditation, you will initially pay for and receive a Registration Certificate. A Registration Certificate permits a facility requesting a Certificate of Compliance to perform testing until an onsite inspection is conducted to determine program compliance; or for a facility applying for a Certificate of Accreditation, until verification of accreditation by an approved accreditation organization is received by CMS.

If you need additional information concerning CLIA, or if you have questions about completion of this form, please contact your State agency.

VIII. NON-WAIVED TESTING

TESTS COMMONLY PERFORMED AND THEIR CORRESPONDING LABORATORY SPECIALTIES/SUBSPECIALITIES

HISTOCOMPATIBILITY (010)

HLA Typing (disease associated antigens)

MICROBIOLOGY

Bacteriology (110) Gram Stain Culture Susceptibility Strep screen Antigen assays (H.pylori, Chlamydia, etc.)

Mycobacteriology (115)

Acid Fast Smear Mycobacterial culture Mycobacterial susceptibility

Mycology (120) Fungal Culture DTM KOH Preps

Parasitology (130) Direct Preps Ova and Parasite Preps Wet Preps

Virology (140) RSV (Not including waived kits) HPV assay Cell culture

DIAGNOSTIC IMMUNOLOGY

Syphilis Serology (210) RPR FTA, MHATP

General Immunology (220)

Allergen testing ANA Antistreptolysin O Antigen/Antibody (hepatitis, herpes, rubella, etc.) Complement (C3, C4) Immunoglobulin HIV Mononucleosis assay Rheumatoid factor Tumor marker (AFP, CA 19-9, CA 15-3, CA 125)*

*Tumor markers can alternatively be listed under Routine Chemistry instead of General Immunology.

HEMATOLOGY (400)

Complete Blood Count (CBC) WBC count **RBC** count Hemoglobin Hematocrit (Not including spun micro) Platelet count Differential Activated Clotting Time Prothrombin time (Not including waived instruments) Partial thromboplastin time Fibrinogen Reticulocyte count Manual WBC by hemocytometer Manual platelet by hemocytometer Manual RBC by hemocytometer Sperm count

IMMUNOHEMATOLOGY

ABO group (510) Rh(D) type (510) Antibody screening Antibody identification (540) Compatibility testing (550)

PATHOLOGY

Dermatopathology Oral Pathology (620) PAP smear interpretations (630) Other Cytology tests (630) Histopathology (610)

RADIOBIOASSAY (800)

Red cell volume Schilling test

CLINICAL CYTOGENETICS (900)

Fragile X Buccal smear Prader-Willi syndrome FISH studies for: neoplastic disorders, congenital disorders or solid tumors.

CHEMISTRY

Routine Chemistry (310) Albumin Ammonia Alk Phos ALT/SGPT AST/SGOT Amylase Bilirubin Blood gas (pH, pO2, pCO2) BUN Calcium Chloride Cholesterol Cholesterol, HDL CK/CK isoenzymes CO2 Creatinine Ferritin Folate GGT Glucose (Not fingerstick) Iron LDH/LDH isoenzymes Magnesium Potassium Protein, electrophoresis Protein, total PSA Sodium Triglycerides Troponin Uric acid Vitamin B12

Endocrinology (330) Cortisol HCG (serum pregnancy test) T3

T3 Uptake T4 T4, free TSH

Toxicology (340)

Acetaminophen Blood alcohol Blood lead (Not waived) Carbamazepine Digoxin Ethosuximide Gentamicin Lithium Phenobarbital Phenytoin Primidone Procainamide NAPA Quinidine **Salicylates** Theophylline Tobramycin Therapeutic Drug Monitoring

Urinalysis** (320)

Automated Urinalysis (Not including waived instruments) Microscopic Urinalysis Urine specific gravity by refractometer Urine specific gravity by urinometer Urine protein by sulfosalicylic acid

** Dipstick urinalysis is counted in Section VI. WAIVED TESTING

NOTE: This is not a complete list of tests covered by CLIA. Other non-waived tests and their specialties/ subspecialties can be found at http://www.cms.gov/Regulations-and-Guidance/Legislation/CLIA/Downloads/SubjecttoCLIA.pdf and http://www.cms.gov/Regulations-and-Guidance/Legislation/CLIA/Downloads/Iccodes.pdf. You may also call your State agency for further information. State agency contact information can be found at: http://www.cms.gov/Regulations-and-Guidance/Legislation/CLIA/Downloads/CLIASA.pdf.

GUIDELINES FOR COUNTING TESTS FOR CLIA

- For histocompatibility, each HLA typing (including disease associated antigens), HLA antibody screen, or HLA crossmatch is counted as one test.
- For **microbiology**, susceptibility testing is counted as one test per group of antibiotics used to determine sensitivity for one organism. Cultures are counted as one per specimen regardless of the extent of identification, number of organisms isolated and number of tests/procedures required for identification.
- For general immunology, testing for allergens should be counted as one test per individual allergen.
- For hematology, each measured individual analyte of a complete blood count or flow cytometry test that is ordered and reported is counted separately. The WBC differential is counted as one test.
- For **immunohematology**, each ABO, Rh, antibody screen, crossmatch or antibody identification is counted as one test.
- For **histopathology**, each block (not slide) is counted as one test. Autopsy services are not included. For those laboratories that perform special stains on histology slides, the test volume is determined by adding the number of special stains performed on slides to the total number of specimen blocks prepared by the laboratory.
- For cytology, each slide (not case) is counted as one test for both Pap smears and nongynecologic cytology.
- For clinical cytogenetics, the number of tests is determined by the number of specimen types processed on each patient; e.g., a bone marrow and a venous blood specimen received on one patient is counted as two tests.
- For chemistry, each analyte in a profile counts as one test.
- For **urinalysis**, microscopic and macroscopia examinations, each count as one test. Macroscopics (dipsticks) are counted as one test regardless of the number of reagent pads on the strip.
- For all specialties/subspecialities, do not count calculations (e.g., A/G ratior, MCH, T7, etc.), quality control, quality assurance, or proficiency testing assays.

If you need additional information concerning counting tests for CLIA, please contact your State agency.