

**DIRECTIONS FOR THE CLIA WAIVER APPLICATION
FOR EMS ORGANIZATIONS
Revised March 7, 2012**

To get the CLIA Waiver application, you can either contact:

CLIA PROGRAM
Division of Licensing & Regulatory Services
41 Anthony Avenue, Station #11
Augusta, ME 04333-0011
(207) 287-9339
FAX: (207) 287-9304
Contact: Dale Payne
Dale.payne@maine.gov

Or, go to the Federal Health and Human Services website by pasting this URL in your browser:

http://www.cms.gov/CLIA/06_How_to_Apply_for_a_CLIA_Certificate_International_Laboratories.asp#TopOfPage

Once there, scroll down to “**Related links inside CMS**”

Click on CMS 116- FORM and INSTRUCTIONS

Download or print off application/instructions. The following instructions apply to EMS Services:

Section I)

- A. Check Initial Application;
- B. Leave CLIA Number blank;
- C. Name of your organization;
- D. Either your organization or municipality Federal Tax ID #;
- E. Your phone Number;
- F. Your organization Mailing Address (Location and billing if different);
- G. Name of Service Director

Section II) Type of certificate- *Certificate of Waiver*

Section III) Type of Laboratory

- A. For Non- Transporting/Volunteer Services - check “Mobile Laboratory”;
- B. For Transporting Services - check “Ambulance”

Section IV) Hours of Laboratory Testing- EMS Services must provide coverage 24 hrs./day, 7 days a week. Enter 24hrs in each day of the week.

Section V) Multiple Sites- Select no

Section VI) Waived Testing- You should list all test systems that you are using (i.e. Glucometer, Lactate Pro, etc) **Total Annual Test Volume-** Estimate how many calls you would have for Blood Glucose or lactate draws

Skip Sections VII & VIII

Section IX Type of Control- What type is your service? Municipalities or Volunteer Services- 05 or 09

Section X Complete only if the director for this application is also the director for another service