

Waived HIV Test Only Laboratory – Online, Initial Application Check List

If you plan on opening a laboratory that will be performing **only** waived HIV tests then this is the correct application to complete. If you plan on conducting any other tests besides a waived HIV test then withdraw this application and begin a new application for the correct laboratory type.

- \$150 online payment will be required.
- Be prepared to enter the names, professions (such as nurses), license/certificate numbers and expiration dates for each individual performing the waived HIV tests. Include in this list individuals that are currently certified as an office laboratory assistant.
- Ensure that each individual who will be performing tests that is not currently certified/licensed has completed a Certificate of Completion of Training by the Southern Nevada Health District’s Office of Disease Surveillance (ODS) – HIV Rapid Testing, Counseling, Safety, and Certificate program OR has submitted an online application to become an office laboratory assistant. Be prepared to upload the training certificate for each individual who has taken the training into the system.
- Be prepared to enter the name of the laboratory director. When requested in the system, for the Lab Director Qualification choose “Waived HIV Test Only Laboratory Director”. The laboratory director shall be responsible to:
 - Select and supervise all laboratory procedures;
 - Report the findings or results of laboratory tests;
 - Actively participate in the operation of the laboratory to the extent necessary to assure compliance with the provisions of this chapter;
 - Be responsible for the proper performance of all work in the laboratory and of all subordinates; and
 - Retain the health care and other regularly maintained records of the laboratory in accordance with regulations adopted by the Board pursuant to NRS 652.135.
- Be prepared to upload a copy of the laboratory director’s driver’s license or complete the laboratory director verification/proof of identity form and submit it as instructed on the form by going to: <http://dphh.staging.nv.gov/uploadedFiles/dphhnv.gov/content/Reg/MedicalLabs/Docs/Forms/DIRECTOR%20PROOF%20OF%20IDENTITY%20DOCUMENT.pdf>
- Complete and submit the following documents with your license application:
 - Upload a completed, signed, dated **CLIA application (CMS 116 form)** with your online licensure application (*CLIA will send you a bill – PAY TO the PO BOX on the back of the bill you will be receiving*). The CLIA application can be found at: <http://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/downloads/cms116.pdf>
 - Upload a completed Disclosure of Ownership and Control Interest Statement (Form 1513) with your online licensure application. The form can be found at: <http://dphh.nv.gov/uploadedFiles/dphhnv.gov/content/Reg/MedicalLabs/Docs/Forms/disclosureofownership0001.pdf> Instructions to complete the disclosure form can be found at: <http://dphh.nv.gov/uploadedFiles/dphhnv.gov/content/Reg/MedicalLabs/Docs/Forms/InstructionsCompletingDisclosureOwnershipControlInterestStatementForm1513.pdf>

Notes:

- The DBA name and all other information submitted in the CLIA application and any other supporting documents must match what was provided in the licensure application. Failure to comply with these instructions will result in a delay of your application.

PENDING APPLICATIONS/UPLOADING DOCUMENTS

Check “**View Pending Online Application(s)**” – to view the status of a pending application, to review or print your application or to withdraw an application that has not been submitted.

If your license is pending because you still need to upload a document, click on “**View Pending Online Application(s)**”, click on “View Details” and use the Documents link to upload your document.

If you are unable to upload a document directly into the system include the online transaction number when you submit it by fax to 775-684-1073, email it to pbhmedlabs@health.nv.gov or mail it to:

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