

Exempt Laboratory, Outpatient Center – Online, Initial Application Check List

- \$500 online payment will be required.
- Be prepared to enter the name and license number of the Licensed Laboratory that will be overseeing the Outpatient Center.
- Be prepared to enter the names, professions, license/certificate numbers and expiration dates for each individual performing testing in the laboratory including the tests to be performed by each individual. 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 becomes a certified office laboratory assistant by going to the website, going to the New Applicants Apply Here section and clicks on the “To apply for Medlab Personnel, Director or Supervisor “ link and submits an online office laboratory assistant application.
- The director of the laboratory is the director of the licensed laboratory. Be prepared to include the name and license number of the licensed laboratory director.
- 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://dpbh.staging.nv.gov/uploadedFiles/dpbhnavgov/content/Reg/MedicalLabs/Docs/Forms/DIRECTOR%20PROOF%20OF%20IDENTITY%20DOCUMENT.pdf>
- All laboratories that perform tests for the purposes of diagnosis or treatment of patients (medical) must also:
 - 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://dpbh.nv.gov/uploadedFiles/dpbhnavgov/content/Reg/MedicalLabs/Docs/Forms/disclosureofownership0001.pdf> Instructions to complete the disclosure form can be found at: <http://dpbh.nv.gov/uploadedFiles/dpbhnavgov/content/Reg/MedicalLabs/Docs/Forms/InstructionsCompletingDisclosureOwnershipControllInterestStatementForm1513.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.
- If testing is conducted for non-medical purposes such as a urine drug screening for employment purposes, then a CLIA application and Disclosure Statement are not necessary.

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:

Nevada Division of Public and Behavioral Health
Bureau of Health Care Quality and Compliance
Medical Laboratory Services
727 Fairview Drive, Suite E
Carson City, NV 89701