

## Registered Laboratory – Online, Initial Application Check List

**You must have a laboratory license if any of the following are performed in your business:**

- 1) Manipulation of a person for the collection of a specimen in Nevada;
- 2) Laboratory tests, such as urine analysis, fingerstick glucose, urine drug tests or any other laboratory test in Nevada; and/or
- 3) Worker compensation drug testing on a Nevada specimen regardless of which State your laboratory is located.

- \$1,500 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 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 or licensed nurses that are performing non-waived tests, such as chemistry panels, CBC's, ACT's, etc. becomes a certified office laboratory assistant by going to the licensing 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.
- Be prepared to enter the name and Registered Laboratory Director license number of the laboratory director. If the laboratory director is not licensed as a Registered Laboratory Director he or she must go to the licensing website and submit a Registered Laboratory Director application.
- 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/dpbhngov/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/dpbhngov/content/Reg/MedicalLabs/Docs/Forms/disclosureofownership0001.pdf> Instructions to complete the disclosure form can be found at: <http://dpbh.nv.gov/uploadedFiles/dpbhngov/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.
- For the federal, CLIA laboratory program if an office laboratory assistant is performing non-waived tests, the individual must have a high school diploma.
- 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 submitting it by fax to 775-684-1073, email to [pbhmedlabs@health.nv.gov](mailto:pbhmedlabs@health.nv.gov) or mail to:

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