

Lab Changes that Require a CMS-116 Form Submission within 30 Days of Change

Lab Director
Changes for All
Certificate Types
Except CoW

Ownership

Certificate Type

Reinstatement or
Reactivation of
Certificate

Adding a Multi-
site Exception--
including adding
Temporary Sites

Lab Changes that Only Require Written Notification

Laboratory
Name

Lab Location
Physical
Address Change

Mailing/Billing
and/or
Corporate
Address

Tax ID (EIN)

Specialty or
Subspecialty
Change

Total Test
Volume

Telephone or
Fax Number

Email Address
and/or Opt-in
for Email
Notifications

Accreditation
Organization

Multi-site
Information
Change

CoW Lab
Director

Voluntary
Closure or
Termination

Reinstatement
without Gap
(Less than 6 Months)

Technical Supervisor
High Complexity
Testing

Lab Changes that Only Require Written Notification (cont.)

- Acceptable Written Notification Formats:
 - Email Preferred—Send to DHSDQACLIA@WI.GOV.
 - Letter, Fax, CMS-116 Form
- Must Include the Following Information:
 - Laboratory Name
 - CLIA Number
 - Name of the Laboratory Director and/or Owner
 - Change(s) and Effective Date
 - If making changes for multiple CLIA certificates, may send information on a spreadsheet.