CLIA Waiver Application Instructions for EMS Agencies

1. Go to the CLIA website, located here.
2. Click on the CMS 116 CLIA Application
3. Section I: Fill out completely.
4. Section II: Mark the box “Certificate of Waiver”.
5. Section III: Mark either the ambulance box, or other and specify type of service.
6. Section IV: Mark the 24/7 box.
7. Section V: Mark no for multiple testing locations. Go to section VI.
8. Section VI: Identify the type of glucometer you will be using. Estimate the total annual test volume.
10. Section VIII: Skip and go to section IX.
11. Section IX: Select ownership type.
12. Section X: Fill out if applicable, most likely will not be filled out by EMS Agencies.
13. Sign and date.
14. Email the completed form to BCHS-CLIA@michigan.gov, or fax with cover sheet to 517-241-3354.
15. Upon receipt, the application will be processed and a confirmation letter will be sent to the e-mail or address provided on the CLIA application. Applications are processed within 30 days of receipt.
16. After the application has been successfully entered into the federal system, the following Tuesday a fee coupon will be generated by our federal contractor in Baltimore and sent to the facility.
17. When payment has been received by the CLIA program and processed by the federal contractor in Baltimore, your CLIA certificate will be mailed out. When the laboratory receives the CLIA certificate, they may start testing and billing for the test(s) performed.
18. Please send the CLIA certificate of confirmation letter with your life support agency renewal paperwork.

Please contact Derek Flory the EMS Agency Licensing Coordinator with any questions.

Email: Floryd@michigan.gov
Phone: 517-335-8382