



Michigan Department of Health and Human Services  
Bureau of EMS, Trauma and Preparedness  
Division of EMS and Trauma  
P.O. Box 30207  
Lansing, MI 48909-0207  
[MDHHS-MichiganEMS@Michigan.gov](mailto:MDHHS-MichiganEMS@Michigan.gov)  
Phone: (517) 241-3025  
Fax: (517) 335-9434  
Website: [www.michigan.gov/ems](http://www.michigan.gov/ems)

## 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 yes for multiple testing locations. And yes for #1
8. Section VI: List glucometer as the waived test to be performed. Estimate the total annual test volume.
9. Section VII: Skip.
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](mailto: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 the 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, the agency 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.

For any questions regarding the CLIA Waiver Application please contact the State of Michigan CLIA Office.

Email: [BCHS-CLIA@michigan.gov](mailto:BCHS-CLIA@michigan.gov)

Phone: 517-241-2648, extension #4