LABORATORY FIELD SERVICES

MULTIPLE SITE LICENSE: ADD/RENEW SECONDARY SITE

ONLINE APPLICATION SYSTEM
USER MANUAL
version 06.2021
WHEN TO USE THIS MANUAL

Use this manual if you have a multiplets license and you are:
A) Adding a secondary site.
   -OR-
B) Renewing a secondary site separately.

A
E.g.: You need to add a secondary site to your existing primary site.

B
E.g.: You renewed CLR-90000327 but forgot to renew the secondary site such as CLR-90000327-2, -3, etc.
ADD/RENEW SECONDARY SITE

1 Click the Business to start.

Welcome to Laboratory Facilities

My Business - Select a business to begin renewal

[Image of a button labeled "HEALTH CARE HOSPICE 55-5555555"

2 Click the [Action] button next to the Primary Site.
Select one of the multiple site criteria.

Select the site you are adding/renewing. Then click [Next].

If you don’t see the site on the list, you can click the [Add Site] button.
5. Complete all the required fields for the secondary site you are adding. Then click [Next].

CLIA ID must match the primary site’s CLIA ID.
Select the appropriate “Highest Testing Complexity” and “Federal Certificate Type.”

Complete the required fields. Then, click [Next].

Uploading LAB 144A form is not required if Certificate Type is “Waiver” or “PPMP.”
7. Click [Add From Existing Personnel] button to select the Laboratory Director. Then, click [Submit].

8. Click [Continue Application].

- All sites under the multiple site license must have the same Laboratory Director.
- LAB 116 is not required if Certificate Type is “Waiver.”
Choose the multiple site criteria and make sure all the sites for this application are selected before clicking [Next].
Review the Business Information. Click [Next].
The system will show the Primary Site's information. Click [Next].
To review the secondary site information, click the caret to expand. Then, click [Next].

Upload all the appropriate required documents such as CMS 116 (required) and 501(c)(3) (if applicable). Then, click [Next].
14. The fee for each secondary site is $28. Click [Next].

15. Review attestation. Sign with your mouse cursor. Click [Accept] before clicking [Submit].
16 Click [Shopping Cart]

Add Secondary Site (AMS-143)

Please proceed to Shopping Cart to finalize your transaction.

17 Select the items to pay, then click [Proceed to Checkout].

Select the Items to be Included in the Transaction

Shopping Cart

Cart Items
Select Fee Type Reference Number Testing Site Name Laboratory Testing Site Address Total
1 Application AMS-143 PRIMARY SITE 850 MARINA GATEWAY SUITE 101 RICHMOND, CA 94804-0103 $0.00
2 Multiple Site Application AMS-143-1 SECONDARY SITE 850 MARINA GATEWAY SUITE 303 RICHMOND, CA 94804-0103 $28.00

Total Qty: 2 Total Price: $28.00
Complete the required fields marked with asterisks (*). Read the authorization statement, then check the box if you agree. Click [Submit].

Click [Close] to go back to your dashboard.