

COLA Technical Bulletin

► 2017-3: Notification of change in Lab Director

IMPORTANT INSTRUCTIONS FOR NOTIFYING COLA WHEN YOUR LAB HAS A CHANGE IN LAB DIRECTOR

As of February of 2017, COLA is now responsible for notifying the CMS CLIA program of changes in Lab Director for COLA accredited laboratories. It is important that the information that COLA provides to the CLIA program is current and accurate. To assure that CLIA has the correct information for your CLIA certificate, please follow the instructions for notification of Lab Director changes:

1. When your laboratory has a change in Lab Director, you will now need to notify COLA only. You will not need to submit a CMS 116 form to your state CLIA office for a change in Lab Director.
 - Exceptions: if your laboratory is located in the states of Washington, New York, or California you still need to submit the name and qualifications to the state agency in addition to submitting to COLA. Labs located in other states which require state laboratory licensure should contact the state agency for guidance on submission of Lab Director changes to the state agency.
 - You will still need to submit changes in the laboratory name, ownership, or address to your state CLIA office, using the CMS 116 form.
2. Submit the following supporting qualifying documents for the new Lab Director to COLA as soon as you are aware that there will be a change in Lab Director:
 - Lab Director Signature and Qualifications Form – located in the Forms selection under the My Lab Information tab on COLAcentral®; and effective date of the change.
 - For physician Lab Directors:
 - Submit a copy of the current medical license, resume or CV detailing experience directing/supervising a laboratory including the level of complexity or documentation of 20 CME credits from an approved Lab Director training course (moderate complexity labs only).
 - For non-physician Lab Directors:
 - Submit a copy of qualifying degree, resume/CV detailing experience of directing/supervising a laboratory including the level of complexity, and board certifications (for PhD high complexity Lab Directors).
 - Do not use the Personnel page on COLAcentral® to update your Lab Director. Instead, upload the notification and the name and qualifications of the new Lab Director to the Document Repository in COLAcentral® so that COLA can verify the qualifications before the change is made in the COLA and CLIA database.

Note: If you have questions about Lab Director qualifications or qualifying documentation, please call COLA for guidance or email us at labsupport@cola.org.