



2015 Medical Test Site License Renewal Instructions

Current Medical Test Site (MTS) licenses expire on June 30, 2015. The MTS rules require licensees to submit the license renewal fee a minimum of 30 days before the license expires.

2015 MTS license renewal process for all laboratories:

- We'll mail a **Notice To Renew** fee statement for the two-year relicensing period to your facility on April 1.
- Review and update the printed information on both sides of the statement. See below for a description of the printed information found on the statement.
- Return your updated statement with your payment to the address on the form.
- We'll send your updated license to the mailing address shown on the bottom left of the front of the statement.

Contact Customer Service at 360-236-4985 or the Laboratory Quality Assurance (LQA) Office at 253-395-6746:

- You need to change your license type if:
 - You perform provider performed microscopy (PPMP) testing and you have a certificate of waiver license.
 - You perform only waived tests and you have a PPMP license.
 - You perform tests not classified as waived or PPMP. See the LQA website under MTSA laws for a list of waived and PPMP tests
 - You no longer perform any moderate or high-complexity testing – and you have a categorized or accredited license.
 - Your accreditation status has changed and you are no longer accredited
- You no longer need an MTS license; you no longer perform any PPMP, waived, moderate, or high-complexity testing; you retired; the office closed; etc.

Printed information found on Notice To Renew fee statement:

Make sure you check the information printed on the form for accuracy. The information on the statement is entered into the MTS computer system and the Centers

for Medicare and Medicaid Services (CMS) CLIA computer system. Government reimbursement agencies such as Medicare and Medicaid access the information in the CMS database. They use it to reimburse provider medical claims. Inaccurate information may jeopardize your reimbursement for laboratory testing from Medicare and Medicaid.

Printed information from the front side of the Notice to Renew fee statement:

- MTS License type and number
 - MTSW (certificate of waiver)
 - MTSP (provider performed microscopy)
 - MTSC (categorized) – inspected by Laboratory Quality Assurance staff)
 - MTSA (accredited) – inspected by accreditation agency staff)
- Name of facility: The name listed should be the name you routinely use to identify your facility.
- Address information:
 - Mailing address (lower left of card)
 - Site address: This is the physical location of the facility.
- Telephone number: Be sure the area code and phone number are correct.
- Fax number: Add the fax number if it is not listed.

Printed information from the reverse side of the Notice to Renew fee statement:

- Owner Federal Tax ID Number (EIN): This should be the number used for tax reporting purposes. When a facility originally applies to an insurance company for reimbursement eligibility, the insurance company requires a Tax ID Number.
- Owner Name: The name of the owner registered with the Washington State Department of Revenue or Secretary of State's Office.
- Personnel: Verify or add the information for the following categories:
 - Lab Director Name: director of the laboratory. If there is a new director, complete the "Credential Status Change" form found under the "Supplemental Material" listing on the LQA website
 - Lab Contact Name: full name of the person we can contact to verify information about the facility, to schedule on-site inspections, and discuss problems.
 - Microbiology Contact Name: supervisor of the microbiology department.
- Email Address: Please list an email address, if available, for the personnel categories listed above.

Questions?

Please call Customer Service at 360-236-4985 or the LQA Office (253-395-6746) with any questions you have on the license renewal process or completing the renewal application form. It's better to call than provide incorrect information.