



## INSTRUCTIONS FORM CMS-209

This form will be completed by the laboratory. It will be used by the surveyor to review the qualifications of technical personnel in the laboratory.

### Instructions

1. Only one person may be listed as the laboratory director (D).
2. For a moderate complexity laboratory, list the positions of D, CC, TC and TP. For a high complexity laboratory, list the positions of D, CC, TS, GS and TP. For cytology, list D, CC, TS, CT/GS and CT.
3. Do not list individuals that only perform waived testing, no testing, and administrative functions.
4. Use a separate line for individuals performing more than one CLIA position.
5. For 4(a) TC/TS:  
When listing those individuals holding technical consultant/technical supervisor (TC/TS) positions, use the following grid to indicate the specialty(subspecialty) in which they presently function. Record the number corresponding to the specialty/subspecialty in the appropriate column (TC/TS). When an individual functions as a TC/TS in more than one specialty/subspecialty, use a line for each specialty/subspecialty.

**GRID:**

- |                          |                           |
|--------------------------|---------------------------|
| 1. Bacteriology          | 10. Clinical Cytogenetics |
| 2. Mycobacteriology      | 11. Histocompatibility    |
| 3. Mycology              | 12. Radiobioassay         |
| 4. Parasitology          | 13. Histopathology        |
| 5. Virology              | 14. Oral Pathology        |
| 6. Diagnostic Immunology | 15. Cytology              |
| 7. Chemistry             | 16. Dermatopathology      |
| 8. Hematology            | 17. Ophthalmic Pathology  |
| 9. Immunohematology      |                           |

### EXAMPLE

EMPLOYEE NAMES			a.								b.	DATE OF SURVEY _____
			POSITION HELD								M OR H	
LAST NAME	FIRST NAME	MI	D	CC	TC	TS	GS	TP	CT/GS	CT		
Smith	John				1					M		
						4				H		
						6				H		

### FOR OFFICIAL USE ONLY

Indicate the applicable regulatory citation under which the following individuals are qualified: Each laboratory director, technical consultant, technical supervisor, clinical consultant, general supervisor, cytology supervisor, and those testing personnel and cytotechnologist sampled during the survey process.

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