

1. Overview

When a healthcare practice undergoes a change of ownership, it is essential to update all Clinical Laboratory Improvement Amendments (CLIA) to reflect the new ownership structure. This process ensures compliance with federal and state regulations and maintains the validity of laboratory operations.

2. Recommended Actions

- **Legal Consultation:** Engage legal counsel to confirm all regulatory requirements for updating CLIA waivers in your jurisdiction.
- **Notification Timeline:** Report the change of ownership to the appropriate state agency within the required timeframe (commonly within 30 days post-closing but verify with your state's regulations).
- **Notification Method:** Most state CLIA programs require notification "by letter" for changes of ownership. Confirm the preferred method with your state agency.

3. Documentation

- **Required Forms:** Some states may require submission of a new CMS 116 form for status changes. However, changes of ownership may only require a formal notification letter. Review your state's program handbook or website for specific requirements. [Click here for CMS 116](#)

4. Contact Information

MISSOURI CLIA LABORATORY PROGRAM
Bureau of Diagnostic Services: Dept. of Health & Senior Services
920 Wildwood, PO Box 570, Jefferson City, MO 65102

Kansas Department of Health & Environment
1000 SW Jackson Street, Topeka, KS 66612

The CMS website also provides a telephone number and email address:
(573) 751-6318 CLIA@health.mo.gov

5. Best Practices

- **Mailing:** Send the notification letter to the physical address provided by the state CLIA program.
- **Verification:** If you have questions or need to confirm whether a CMS 116 form is required for a change of ownership, contact the program by phone or email before submitting documentation.
- **Recordkeeping:** Retain copies of all correspondence and submitted forms for your records.