

LAB

# Director Update

The Joint Commission is responsible for updating the CMS CLIA 116 online form for our accredited labs when a change in medical lab director occurs. The change must first be completed within The Joint Commission lab survey application. An automatic review of credentials will take place, along with an email confirmation once a lab director update is completed in the application. Then, The Joint Commission will update the name of the lab director to the CMS CLIA 116 form exactly as it was entered into the lab application.

Here is how to update your lab director:

- Log onto The Joint Commission Connect
- Go to the Survey Process tab > Applications > Laboratory (see screenshot below)
- Click Update Application
- Go to Tab 6 and either click the NEXT button or use the left side navigation links to choose Lab Director(s) (see screenshot)
- We only collect lab director information for moderate and/or high complexity CLIA numbers
- Only one lab director may be listed per CLIA number. To replace an existing director, first de-activate the current director first
- De-activating a director requires an end date
- Click the +Add button to add the new director
- Add the director's information, credentials, and experience and Save
- Please double check that the lab director's name is spelled correctly
- When finished, go to Tab 9 Submission, type your name and title, and Submit Application

Two Screenshots included:

Screenshot of Joint Commission Connect Home Screen



# Screenshot of the Lab Director screen

The screenshot displays the 'Survey Details' page in a web application. At the top, there is a navigation bar with nine tabs: 1 Your Organization, 2 Accreditor of Record, 3 CLIA Numbers, 4 Initial/Early Survey, 5 CLIA/Site Details, 6 Survey Details (highlighted with a red arrow), 7 Applicable Manuals, 8 Summary, and 9 Submission. Below the navigation bar, there is a breadcrumb trail 'back to My Dashboard' and a title 'Survey Details' with 'Print Page | Tab' options. A sidebar on the left lists various sections: Survey Details, Avoid Dates, Assisted Reproductive Technology, Conflict of Interest, Lab Advantage, Lab Director(s) (highlighted with a red arrow), Main Site/Distance/DBA, Observers, Travel Instructions, and Hours of Operation. The main content area is titled 'Lab Director(s)' and contains a green-bordered box with instructions: 'Please click "Add" if a new Laboratory Director has been appointed and listed on a Certificate of Accreditation or Certificate of Registration. Director information is only collected for CLIA certificates under which moderate and/or high complexity testing is conducted.' Below this is a table with a '+ADD' button and a table header with columns: CLIA, Current Lab Director, Education, Start Date, and Status. The table body is empty, showing 'No records found'. To the right of the table is a 'Help' section with a blue header and a close button. The help text includes a link: 'Click here for the CLIA Regulations on Personnel', a note: 'For active Lab Directors, details can be edited at any time by clicking on "View/Edit" Note: Name and CLIA number cannot be edited; any new Lab Directors must be added as a separate entry.', and a partial instruction: 'If you do not see a CLIA in the drop-down menu: 1 The CLIA may be listed as Waived'.

back to [My Dashboard](#)

## Survey Details

Print Page | Tab

### Lab Director(s)

Please click "Add" if a new Laboratory Director has been appointed and listed on a Certificate of Accreditation or Certificate of Registration. Director information is only collected for CLIA certificates under which moderate and/or high complexity testing is conducted.

**+ADD**

CLIA	Current Lab Director	Education	Start Date	Status
No records found				

### Help

[Click here for the CLIA Regulations on Personnel](#)

For active Lab Directors, details can be edited at any time by clicking on "View/Edit"

Note: Name and CLIA number cannot be edited; any new Lab Directors must be added as a separate entry.

If you do not see a CLIA in the drop-down menu:

- 1 The CLIA may be listed as Waived