



CLIA AO Upload Template

Job Aid

Purpose and File Structure

This guide explains how to complete the CSV template used to submit CLIA facility and specialty information through the iQIES AO Upload function. It focuses on section order, positional fields, verified CLIA AO codes, and preparation checks for a first-time user.

```
table:header
<one header data row>
table:facility
<one or more facility data rows>
table:specialty
<specialty data rows>
table:trailer
<number of facility rows>
```

Section	Contents	Expected Data Rows
table:header	Submitting AO, file creation date, and file name	Exactly 1
table:facility	Facility, survey, director, and contact data	1 or more
table:specialty	Specialties associated with facilities	As applicable
table:trailer	Number of facility data rows	Exactly 1

File Preparation Rules

- Save the file as comma-separated values with a .csv extension.
- Keep the sections in this order: header, facility, specialty, trailer.
- Enter section markers exactly as shown.
- Use YYYY-MM-DD for all dates.
- Do not reorder positional fields.
- For blank optional fields, keep the comma that holds the field position.
- The trailer count must equal the number of facility data rows.
- Protect coded values that begin with zero when editing in spreadsheet software.

Blank optional fields

Two commas in sequence represent a blank value. Do not delete the comma position.

Verified CLIA AO codes

Enter the ao_clia_cd for the submitting accreditation organization as aoCode in the header data row.

CLIA AO Code	Accreditation Organization	Abbreviation
01	The Joint Commission (TJC)	JC
02	Accreditation Commission for Health Care (ACHC)	ACHC
03	American Association of Blood Banks (AABB)	AABB
04	College of American Pathologists (CAP)	CAP
05	Commission on Office Laboratory Accreditation (COLA)	COLA
07	American Society for Histo Compat & Immuno (ASHI)	ASHI
08	American Association for Laboratory Accreditation (A2LA)	A2LA

Example

CAP code

For the College of American Pathologists (CAP), enter 04 as the AO Code (aoCode).

Complete The Header Section

table:header

04,2026-10-01,CAP_AO_Upload_Test_04.csv

Column	Data	Required	Instruction	CAP example
1	aoCode	Yes	Enter the verified CLIA AO code.	04
2	createdDate	Yes	Enter YYYY-MM-DD.	2026-10-01
3	fileName	Yes	Enter the uploaded CSV file name.	CAP_AO_Upload_Test_04.csv

Complete The Facility Section

Add one row for each facility. Each row must retain all 22 fields in this exact order.

#	Column	Required	What to enter
1	cliaNumber	Yes	CLIA provider number
2	name	Yes	Facility name
3	name2	No	Second name line
4	addressLine1	Yes	Primary street address
5	addressLine2	No	Second address line
6	city	Yes	City
7	stateCode	Yes	Two-character state code
8	zip	Yes	Five-digit ZIP
9	remarksCode	Yes	Approved remarks code
10	totalVolume	Yes	Survey total annual test volume
11	surveyDate	Yes	YYYY-MM-DD
12	directorLastName	Yes	Director last name
13	directorFirstName	Yes	Director first name
14	directorMiddleInitial	No	Middle initial
15	directorSalutation	No	Salutation code
16	directorTitleCode	No	Title code
17	directorDescription	Conditional	Required when title code is 17

#	Column	Required	What to enter
18	directorPhoneNumber	No	Director phone
19	directorEmail	No	Director email
20	additionalEmail1	No	Additional email
21	additionalEmail2	No	Additional email
22	feeCouponEmail	No	Fee coupon email

Complete The Specialty Section

```
table:specialty
99D9999999,320,2026-09-15,
99D9999999,330,2026-09-15,
```

Column	Field	Required	Instruction
1	cliaNumber	Yes	Match the related facility CLIA number.
2	specialtyCode	Yes	Enter an approved specialty code.
3	effectiveDate	Yes	Enter YYYY-MM-DD.
4	expirationDate	No	Enter YYYY-MM-DD when applicable; Otherwise blank.

Adding a Specialty

If you are adding a specialty, add the effective date, but don't put in an expiration date

Deleting a Specialty

If you are deleting a specialty, add the expiration date. If you are not deleting a specialty, do not put in an expiration date for that specialty.

Specialty code validation

The layout does not include the authoritative specialty code list. Confirm test values against the approved source.

Adding and Deleting Specialties

- If you are adding a specialty, make sure you just enter the effective date for that specialty record in the upload file.
- If you are deleting a specialty, make sure you add the expiration date to that specialty record in the upload file.

Complete The Trailer Section

table:trailer

1

Critical validation

The value must equal the number of facility rows. Do not count specialty rows.

Specialty Codes

Category Code	Laboratory Category	Specialty Code	Specialty / Subcategory
010	Histocompatibility	011	Histocompatibility Transplant
	Histocompatibility	012	Histocompatibility Non-Transplant
100	Microbiology	110	Bacteriology
	Microbiology	115	Mycobacteriology
	Microbiology	120	Mycology
	Microbiology	130	Parasitology
	Microbiology	140	Virology
200	Diagnostic Immunology	210	Syphilis Serology
	Diagnostic Immunology	220	General Immunology
300	Chemistry	310	Routine Chemistry
	Chemistry	320	Urinalysis
	Chemistry	330	Endocrinology
	Chemistry	340	Toxicology
400	Hematology	400	Hematology
500	Immunohematology	510	ABO Group & Rh Type
	Immunohematology	520	Antibody Detection (Transfusion)
	Immunohematology	530	Antibody Detection (Non-Transfusion)
	Immunohematology	540	Antibody Identification
	Immunohematology	550	Compatibility Testing
600	Pathology	610	Histopathology
	Pathology	620	Oral Pathology
	Pathology	630	Cytology
800	Radiobioassay	800	Radiobioassay
900	Clinical Cytogenetics	900	Clinical Cytogenetics

Remarks Code

Note: Users can enter '00' or leave the column blank if the lab does not have a remark.

Code	Label	Description
11	Voluntary Merger Closure	The accreditation organization reported the laboratory as voluntarily closed or merged into another laboratory.
12	Lab No Longer Performing Tests	The laboratory is no longer performing testing under its accreditation.
13	Multiple to Single Site Certificate	The laboratory converted from a multiple-site certificate to a single-site certificate.
14	Lab Identified Under Shared CLIA Number	The laboratory was identified as operating under a shared CLIA number.
16	Duplicate Numbers Assigned to Same Lab	Duplicate CLIA numbers were assigned to the same laboratory.
31	Lab No Longer Affiliated	The laboratory is no longer affiliated with the accreditation organization.
32	Lab Accreditation Removed by Accrediting Organization	The accreditation organization removed the laboratory's accreditation.
33	Lab Not Affiliated with Accrediting Organization	The laboratory is not affiliated with the accreditation organization.
34	Lab Withdrawal Prior to Completion of Accreditation	The laboratory withdrew from accreditation before the accreditation process was completed.

Director Codes**Salutation Codes**

Code	Value
01	Dr
02	Mr
03	Ms
04	Mrs
05	Br
06	Sr
07	Rev

Title Codes

Code	Value
01	D.O.
02	D.P.M
03	MT (ASCP)
04	CLS (NCA)
05	Director
06	M.D.
07	Manager
08	Ph.D.
09	R.D.

Code	Value
10	R.N.
11	Administrator
12	N.P.
13	P.A.
14	C.N.A.
15	L.P.N.
16	E.M.T
17	OTHER
18	C.E.O

CAP Test-File Example

This example uses verified CAP AO code 04 and illustrative facility/contact data. Replace the illustrative data with approved test data if the test scenario requires a known provider or specific reconciliation outcome.

```
table:header
04,2026-10-01,CAP_AO_Upload_Test_04.csv
table:facility
99D9999999,CAP TEST CLIA LAB,,123 TEST STREET,,RESTON,VA,20190,41,5000,2026-
09-
15,DOE,JANE,M,01,06,,7035551234,jane.doe@example.org,ops@example.org,,billin
g@example.org
table:specialty
99D9999999,320,2026-09-15,
99D9999999,330,2026-09-15,
table:trailer
1
```

Illustrative values

Only the CAP AO code 04 is verified by the AO reference table. The CLIA number, remarks code, specialty codes, facility data, and contact data are illustrative test values.