



# iQIES Survey & Certification Job Aid

## CLIA Data Exchange

### Overview

CLIA Data Exchange consolidates CLIA-related working files in iQIES that are used for both internal and public consumption.

**Note:** It is necessary to have both a **CMS General User** role in iQIES and a **CLIA Admin** role to have access to CLIA Data Exchange. Refer to the [iQIES Onboarding Guide](#) for more information on requesting a role in iQIES.

### CLIA Dashboard/Landing Page

1. Log in to iQIES.
2. Click **CLIA Administration** from the top menu **Administration** tab. See *Figure 1, CLIA Administration*. The **CLIA Administration Dashboard** opens. See *Figure 2, Dashboard/Landing Page*.

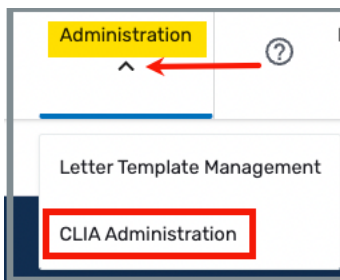


Figure 1: CLIA Administration



Figure 2: Dashboard/Landing Page

## CLIA Data Exchange

### Notes:

- Files in the CLIA Date Exchange are retained in:
    - Data Exchange for 60 days
    - AWS storage for 10 years before being permanently removed
  - Only authorized personnel can access the cloud-based folders after files have been removed
  - The file is downloaded on a weekly basis by authorized personnel
- Click **Data Exchange** on the left menu. See *Figure 3, Data Exchange Page*. The **Data Exchange** page opens.

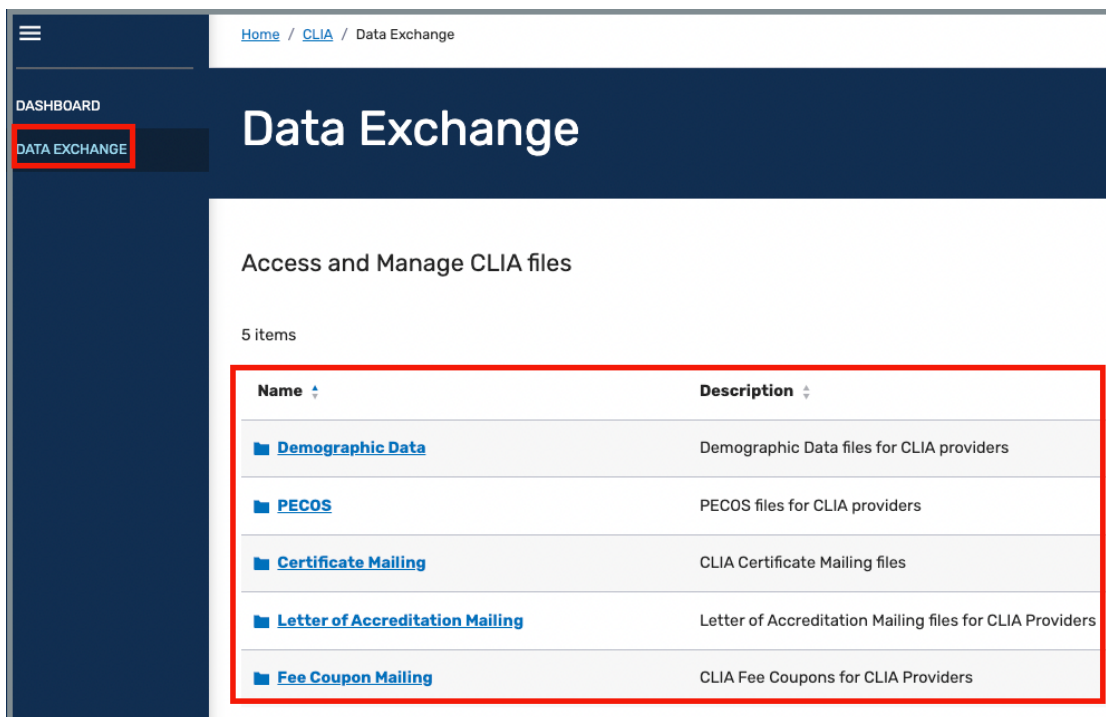


Figure 3: Data Exchange Page

### Notes:

- There are five folders in the **Data Exchange** folder. Each folder has numerous files. See *Table 1, Data Exchange Folders Detail*.
- Starting in April 2024, only labs that need paper records will be stored in the Data Exchange. Labs that have opted for electronic communication will be stored in the iQIES archive.

Table 1: Data Exchange Folders Detail

Folder Name	Explanation
<b>Demographic Data</b>	Demographic files are used to provide the backend data to the public facing QCOR lab lookup: <a href="https://qcor.cms.gov/main.jsp">https://qcor.cms.gov/main.jsp</a> CLIA demographic files are run weekly.
<b>PECOS</b>	PECOS files are run weekly.
<b>Certificate Mailing</b>	CLIA certificates are run weekly.
<b>Letter of Accreditation Mailing</b>	Available PDF letters for labs that need to update their Letter of Accreditation status
<b>Fee Coupon Mailing</b>	Lab payment coupons for bank processing for CLIA-related fees. There is a manifest text file that shows how many zip files were generated for that week’s coupon files. There can be multiple zip files for that week.

- Click any folder to review the contents. The folder opens with a list of included files. See *Figure 4, Detailed File Information* and *Table 2, Detailed File Information Callout*.

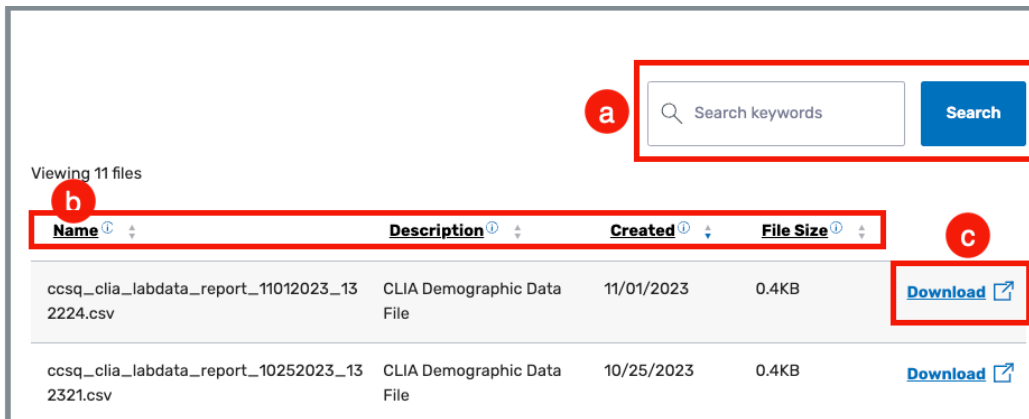


Figure 4: Detailed File Information

Table 2: Detailed File Information Callout

Callout	Detailed Explanation
<b>a</b>	Type a keyword or date to search for a specific file. Click <b>Search</b> .
<b>b</b>	Each heading shows detailed information about the recipient list. The headings can be sorted by clicking the arrows to the right of each heading. <b>Note:</b> The <b>Description</b> tab cannot be sorted.
<b>c</b>	Click <b>Download</b> to download the specific file.