



COVID-19 Testing and Reporting Processes

➤ Apply for a Clinical laboratory Improvement Amendment (CLIA) Certificate of Waiver or Revise Current Certificate

All testing sites must have their own CLIA Waiver Certificate. A CLIA number associated with the certificate is needed to order any tests through OSDH.

1. Complete the CLIA application at www.cms.gov/clia.
2. You may list the school as the sole lab, or you may choose to utilize the multiple site exception and list all the school sites. The primary site will be the address of the school district office.
3. Email the completed application to clia@health.ok.gov.
4. OSDH will process the application and send the school a bill/invoice from the Centers for Medicare & Medicaid Services (CMS) for \$180. Please note that CMS refers to this bill/invoice as a "coupon." The school will use this invoice to pay the CLIA fee online. The use of the word "coupon" on the invoice **does not** relate to a cost saving or fee exemption. The school will submit proof of their payment to OSDE for reimbursement.

For help regarding your CLIA application, contact:
OSDH Medical Facilities
clia@health.ok.gov
(405) 426-8470

➤ Reporting (Required to receive test kits from OSDH)

All facilities conducting on-site COVID testing are required to report all negative and positive test results daily to OSDH.

The designated COVID lab reporting site is SpringML.

To request SpringML access or with questions regarding lab reporting, contact:
OSDH Acute Disease Service
elronboarding@health.ok.gov
(405) 426-8710

Reporting is required to receive testing kits from OSDH. Support, for testing in this manner, from OSDH will continue while supplies last.

➤ Order PPE and Testing Kits

- You will need to create a user account with the OSDH Emergency PPE Supply Program —
- Big Commerce. If your organization already has an account, you can move to the next step.

Follow the steps below to set up your account:

1. Set up a user account with the OSDH Emergency PPE Supply Program. Visit [Oklahoma PPE Supply \(mybigcommerce.com\)](https://mybigcommerce.com) to begin.
2. Click on the Get Started Button and scroll down to insert the registration information.
3. Insert the following information:
 - a. Point of contact name
 - b. Phone number
 - c. Email address
 - d. Leave the order number blank
 - e. Company or Organization name
 - f. Verify CAPTCHA
 - g. Submit

NOTE: Accounts should be active within 24 hours. You will receive an email confirming your account is active.

- Once your account is active, you may begin ordering PPE and testing supplies. Please ensure you have your CLIA number on hand before ordering supplies.

Follow the steps below to begin ordering testing supplies and PPE:

1. Once the account is active, place orders for testing and PPE supplies at: <https://okppe.mybigcommerce.com>
2. Enter in order information:
 - a. Point of contact name
 - b. Phone number
 - c. Organization
 - d. Shipping address
 - e. Collection site
 - f. CLIA number
3. You will need to place your order by the 10th of the month prior to the month you will need the materials. For example, if you are ordering tests for February, you will need to place your order by January 10 to ensure you will have your tests by February.
4. Supplies will be shipped each month from the main OSDH warehouse in Oklahoma City.

Note: OSDH will attempt to maintain the following three Rapid Test Kits:

- AccessBio CareStart
- Quidel SARS Antigen QuickVue
- Abbott BinaxNOW

If OSDH does not have a test in stock, it will not be visible as an option to order. Please ensure your CLIA certificate is updated with clia@health.ok.gov for the test kits you are using.