

**NEW YORK STATE DEPARTMENT OF HEALTH  
WADSWORTH CENTER  
CLINICAL LABORATORY EVALUATION  
PROGRAM  
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**PATIENT SERVICE CENTER  
APPLICATION/LOCATION CHANGE  
FORM INSTRUCTIONS**

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To apply for approval of a new Patient Service Center (PSC) or to notify the Department of a change in location, the parent laboratory must complete and submit a PSC Application / Location Change form including the self-assessment documenting that the PSC will be operated in compliance with Department requirements. If the application is complete and the responses to the self-assessment questions are satisfactory, a letter will be issued granting approval to operate the new or relocated PSC for three months. An on-site survey will be conducted during this three-month period and if the PSC is found to be in compliance, the PSC approval certificate will be issued. Annual surveys of existing PSC's will no longer be performed routinely, but will be targeted based on responses to this self-assessment document, which will now be included as part of the annual reapplication package of the parent laboratory.

1. For those who answer yes to questions 1, 2, or 3 you must enclose a written lease or rental agreement, and a scale floor plan of the PSC that illustrates the relationship between the PSC and any other health services purveyor(s) and the placement of the PSC in relation to the entrance of the building. Please refer to Part 34-2 of 10NYCRR for additional information. This regulation is available on our website at [www.wadsworth.org/clep](http://www.wadsworth.org/clep) under "Statute and Regulations."

2. The following definitions are applicable:

- (a) A patient service center is a facility, fixed or mobile, operated by a clinical laboratory under permit, for the collection, drawing and/or temporary storage of materials derived from the human body, until forwarded to the clinical laboratory for testing.
- (b) The "parent laboratory" is the clinical laboratory under permit that operates or proposes to operate the PSC named on the application form.
- (c) "Adjacent to" means within 100 feet of.
- (d) Health services purveyor (HSP) means any person, firm, partnership, group, association, business corporation, not-for-profit corporation, professional corporation, limited liability company, or any agent, employee, fiduciary, employer or representative thereof, including, but not limited to, any entity that provides health related services, a physician, dentist, podiatrist, chiropractor, either in individual practice, group practice or employed in a facility owned by any person, group, association, firm, partnership, business corporation, not-for-profit corporation, professional corporation, limited liability company, hiring any one of the aforementioned practitioners who provides health or health related services.