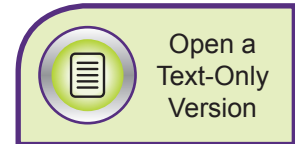


DEPARTMENT OF HEALTH AND HUMAN SERVICES
Centers for Medicare & Medicaid Services



**PECOS for Physicians and
Non-Physician Practitioners**

PROVIDER–SUPPLIER ENROLLMENT SERIES



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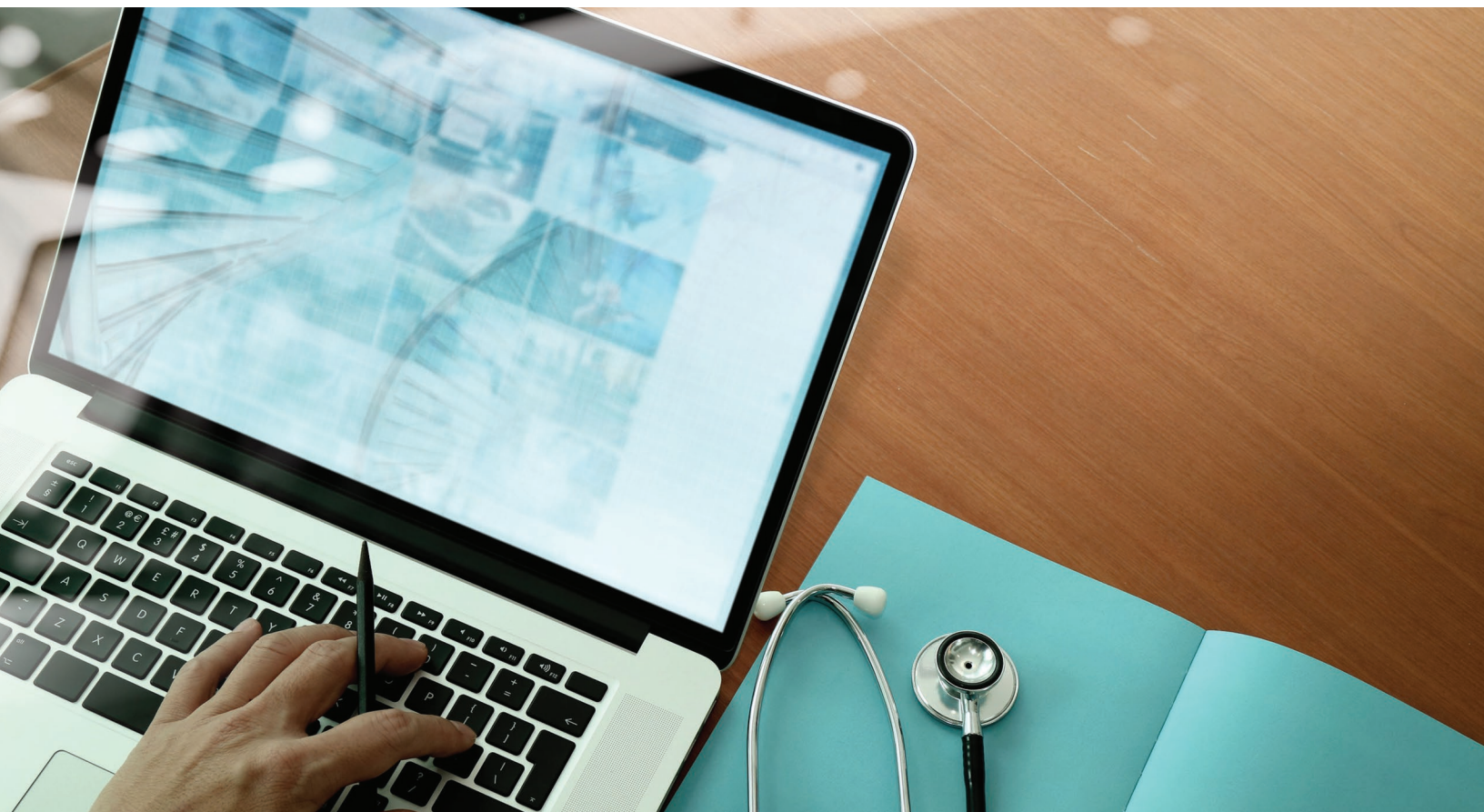
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The information in this publication applies only to the Medicare Fee-For-Service Program (also known as Original Medicare) and Part D prescribers.

Table 2. Hyperlink Table, at the end of the document, provides the complete URL for each hyperlink.





Provider Enrollment, Chain and Ownership System (PECOS) is an electronic Medicare enrollment system through which providers and suppliers can:

- Submit Medicare enrollment applications
- View and print enrollment information
- Update enrollment information
- Complete the enrollment revalidation process
- Voluntarily withdraw from the Medicare Program
- Track the status of a submitted Medicare enrollment application

This publication provides education to physicians, Non-Physician Practitioners (NPPs), and other Part B suppliers about how to use PECOS. Explore products in the [Medicare Provider-Supplier Enrollment series](#) for information for other provider types.

PECOS Is Easy!

We encourage you to use PECOS instead of the paper Medicare enrollment application. Advantages of using PECOS include:

- Completely paperless process, including electronic signature and digital document feature
- Faster than paper-based enrollment
- Tailored application process means you supply only information relevant to your application and specialty
- More control over your enrollment information, including reassignments
- Easy to check and update your information for accuracy
- Less staff time and administrative costs to complete and submit enrollment to Medicare

Medicare Enrollment Application Submission Options

Apply for enrollment in the Medicare Program, revalidate your enrollment, or change your enrollment information by using either:

- [PECOS](#)
- Appropriate paper enrollment application:
 - [Medicare Enrollment Application for Physicians and Non-Physician Practitioners \(Form CMS-855I\)](#)

- [Medicare Enrollment Application for Reassignment of Medicare Benefits \(Form CMS-855R\)](#)
- [Medicare Enrollment Application for Ordering/Referring Physicians and NPPs \(Form CMS-855O\)](#)

Take These Steps When Using PECOS to Enroll in Medicare



Step 1: Obtain a National Provider Identifier (NPI)



Step 2: Register in the Identity & Access Management (I&A) System



Step 3: Enter Enrollment Data Into PECOS



Step 4: Use PECOS to Check the Status of Your Pending Enrollment Application



Step 1: Obtain a National Provider Identifier (NPI)

Physicians, NPPs, and other Part B suppliers must obtain an NPI before enrolling in the Medicare Program. You can apply for an NPI in one of three ways:

1. **Online Application:** Apply through the online application process by visiting the [National Plan and Provider Enumeration System \(NPPES\)](#) website.
2. **Paper Application:** Complete, sign, and mail the [NPI Application/Update Form \(Form CMS-10114\)](#) paper application to the NPI Enumerator address listed on the form. To request a hard copy application from the NPI Enumerator, call 1-800-465-3203 or TTY 1-800-692-2326, or send an email to customerservice@npienumerator.com.
3. **Bulk Enumeration:** Give permission to have an Electronic File Interchange Organization (EFIO) submit your application data through a bulk enumeration process. For more information on this option, visit the [EFI](#) webpage.

Not Sure If You Have an NPI?

Search for your NPI on the [NPPES NPI Registry](#).

PECOS User ID and Password: Helpful Hints

- Do not use your birth date, Social Security Number, or any other personal identification information in your user ID or password.
- Do not share your user ID or password.
- You cannot change your user ID.
- If your account was not used in the last 365 days, you must re-verify your information and create a new user ID.
- Change your PECOS password periodically.
 - Your password expires every 60 days. If your password expires, you will be prompted to reset your password the next time you attempt to log in to PECOS.
- To change your password, visit [PECOS](#), click the “Forgot Password?” link, and follow the instructions.
- In most cases, you can change your password in less than 5 minutes.
- You can retrieve or reset your forgotten user ID and password online in seconds, without calling the EUS Help Desk.
 - When resetting your password, you have the option to answer three security questions or enter personal information.
 - If you need to retrieve a forgotten user ID, you can either enter your email address to have your user ID emailed immediately to you, or you can enter your personal information to have your user ID displayed on screen.



Step 2: Register in the Identity & Access Management (I&A) System

You must obtain an I&A System user ID and password to log in to PECOS. Follow these instructions:

1. Visit [PECOS](#).
2. Under the “Become a Registered User” section, select the “Register for a User Account” option. This will direct you to the PECOS I&A System screen where you register.
3. Create an I&A System user ID and password as part of the registration process (if you don’t currently have one).
4. Provide the requested information to the Centers for Medicare & Medicaid Services (CMS) External User Services (EUS) Help Desk.
5. The CMS EUS Help Desk verifies the information you furnished.
6. If approved by the CMS EUS Help Desk, you’ll receive an email notification.

For more information on registering for an I&A System account, including a quick reference guide and Frequently Asked Questions (FAQs), visit the [I&A System](#) website.



Step 3: Enter Enrollment Data Into PECOS

Once you register in the I&A System and obtain your NPI, you can apply for enrollment in the Medicare Program. Follow these instructions:

1. Log in to PECOS.
2. Initiate enrollment by selecting an existing enrollment or creating a new application. PECOS is a scenario-driven application—it presents a series of questions to retrieve only the information needed to process your specific enrollment scenario. Initially, you must select one of the application descriptions listed below. If you are reassigning all your benefits to a group practice or clinic, select “Group Member Only” (described in the third bullet).

- **Sole Owner of a Professional Association (PA), Professional Corporation (PC), or Limited Liability Company (LLC):** You are the only owner of a business, set up as a corporation, through which you provide health care services. Your business is legally separate from your personal assets.
- **Self-Employed/Sole Proprietor:** You provide all your health care services from a facility that you own, lease, or rent. You are the only owner of a business that provides health care services. You and your business are legally one and the same. You are

Ensure the Accuracy of Your Enrollment Record

The accuracy and completeness of PECOS data support critical CMS business functions, including the ability to make informed provider enrollment decisions; pay claims accurately; and combat fraud, waste, and abuse in Medicare and other health care programs. Update and review your provider enrollment information whenever any change is made to your practice, including address changes.

personally responsible for any of the business' financial obligations. You report the business' income and losses on your personal tax return.

- **Group Member Only:** You provide all of your health care services as an employee of a group practice or clinic. You have an arrangement with your employer to send in Medicare claims and get paid for the services you provide.
 - **Group Member and Is Self-Employed:** You provide health care services as an employee of a group practice or clinic. You have an arrangement with your employer to send in Medicare claims and get paid for the services you provide. You also provide health care services from a facility that you own, lease, or rent. The income you make through self-employment is part of your personal assets.
 - **Disregarded Entity:** You are the only owner of a business, set up as a corporation, through which you provide health care services. You and your business are considered legally one and the same.
3. Once PECOS determines your enrollment scenario and you confirm it is correct, it displays the topics required for submitting your application. To complete each topic, enter the required information on the screens that display.
4. At the end of the data entry process, PECOS:
- Ensures you entered all required data.
 - Displays a list of any other required documentation you must submit for the Medicare Administrative Contractor (MAC) to review.
 - Presents the option to electronically sign and certify the application.
 - Displays the name and mailing address of your MAC.
 - Allows you to print a copy of your enrollment application. We recommend you print a copy for your records. Users submitting an enrollment application in PECOS should **not** mail a copy of the printed enrollment application to the MAC; this copy is for your records.
 - Electronically transmits the enrollment application.
 - Sends you an email confirming the successful transmission of your enrollment application to the MAC.

Submit All Enrollment Materials Electronically

You no longer need to mail paper copies of your supporting documentation. For more information, refer to the [Digital Document Repository \(DDR\) How To Guide](#).

Electronic Funds Transfer (EFT)

CMS requires all providers use EFT if enrolling in Medicare, revalidating, or making any changes to their enrollment. The most efficient way to enroll in EFT is to complete the EFT information section in PECOS. When submitting a PECOS web application, you must:

- Complete the EFT information for your organization (if applicable)
- Upload a copy of a voided check/ bank letter that includes a legal business name
- Include the account number and routing number that match the numbers entered in PECOS

5. Once your PECOS application is electronically submitted, it is “locked,” meaning you cannot edit it unless your MAC returns the application to you for corrections through PECOS.

Your MAC will notify you if it requires additional information. To ensure timely processing, do not delay submitting the required supporting documentation (if you chose not to use the digital document feature). A MAC will not begin, and may not complete, processing a PECOS enrollment application without your electronic signature and required supporting documentation. Your effective date of filing an enrollment application is the date the MAC **receives** your electronic signature.

Important

Respond to any request(s) from your MAC as soon as possible, within 30 days of the request. Failure to respond to a request for information will delay processing of the application or cause your MAC to deny or reject it.

Step 4: Use PECOS to Check the Status of Your Pending Enrollment Application

There are two ways to use PECOS to check the status of your enrollment application:

1. Log in to [PECOS](#) and select “View Enrollments.” Under the “Existing Enrollments” section, find the application. The status of the application is displayed.
2. On the PECOS homepage, select the “Application Status” link under the “Provider & Supplier Resources” section to view the status of your enrollment application. You do not have to log in to PECOS to use this application status feature.

Questions?

Find answers in the [PECOS FAQs](#) publication, or review the [Provider Enrollment Revalidation Cycle 2 FAQs](#).

Resources

For more information about the Medicare enrollment process, visit the [Medicare Provider-Supplier Enrollment](#) webpage, which provides information about:

- PECOS, including how to update your records using PECOS
- Paper Medicare enrollment application forms
- FAQs
- Contact information for all MACs
- CMS updates on provider enrollment

Table 1. Resources Table

For More Information About...	Resource
CMS EUS Help Desk	To report PECOS navigation, access, or printing problems, contact the CMS EUS Help Desk. Find contact information, including email address, telephone numbers, and live chat, at EUS.custhelp.com
I&A System Account Registration	NPPES.cms.hhs.gov/IAWeb/register/startRegistration.do
MAC	Contact your MAC with any additional questions about the Medicare enrollment process CMS.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/contact_list.pdf
Medicare Learning Network® (MLN) Guided Pathways (GPs)	Provider Specific Medicare Resources CMS.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNEdWebGuide/Downloads/Guided_Pathways_Provider_Specific_Booklet.pdf
MLN Connects® National Provider Call “Streamlined Access to PECOS, EHR, and NPPES”	CMS.gov/Outreach-and-Education/Outreach/NPC/National-Provider-Calls-and-Events-Items/2013-11-15-NPC.html
MLN Matters® Special Edition Article SE1417, “Implementation of Fingerprint-Based Background Checks”	CMS.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/Downloads/SE1417.pdf
NPI	CMS.gov/Regulations-and-Guidance/Administrative-Simplification/NationalProvIdentStand
PECOS	PECOS.cms.hhs.gov/pecos/login.do
PECOS Technical Assistance Contact Information	CMS.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/CMS1243418.html
Video Resources	YouTube.com/playlist?list=PLaV7m2-zFKpia1McB1WKKkw2esAdiZRem

Table 2. Hyperlink Table

Embedded Hyperlink	Complete URL
Digital Document Repository (DDR) How To Guide	https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/DigitalDocumentRepository-HowToGuide.pdf
EFI	https://www.cms.gov/Regulations-and-Guidance/Administrative-Simplification/NationalProviderStand/efi.html
I&A System	https://nppes.cms.hhs.gov/IAWeb/login.do
Medicare Enrollment Application for Ordering/Referring Physicians and NPPs (Form CMS-855O)	https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/cms855o.pdf
Medicare Enrollment Application for Physicians and Non-Physician Practitioners (Form CMS-855I)	https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/cms855i.pdf
Medicare Enrollment Application for Reassignment of Medicare Benefits (Form CMS-855R)	https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/cms855r.pdf
Medicare Provider-Supplier Enrollment	https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll
Medicare Provider-Supplier Enrollment Series	https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/Medicare_Provider-Supplier_Enrollment_National_Education_Products.pdf
National Plan and Provider Enumeration System	https://nppes.cms.hhs.gov/NPPES/Welcome.do
NPI Application/Update Form (Form CMS-10114)	https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/CMS10114.pdf
NPPES NPI Registry	https://npiregistry.cms.hhs.gov
PECOS	https://pecos.cms.hhs.gov/pecos/login.do
PECOS FAQs	https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/ICN909015.html
Provider Enrollment Revalidation Cycle 2 FAQs	https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/Reval_Cycle2_FAQs.pdf



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