

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



**Safeguard Your Identity and Privacy Using PECOS**

**PROVIDER-SUPPLIER ENROLLMENT FACT SHEET SERIES**





Physicians and non-physician practitioners (NPPs) enrolled in Medicare, or planning to enroll in Medicare, should protect their information from identity thieves and those intending to commit fraud in the Medicare Program.

Internet-based Provider Enrollment, Chain and Ownership System (PECOS) provides an alternative to the paper enrollment process. It allows you to enroll, make changes to your enrollment, revalidate your enrollment, view your information on file with Medicare, or check the status of your application on the Internet. Importantly, PECOS allows you to view all provider enrollment applications submitted under your account.

This fact sheet outlines how to protect your Medicare enrollment information when using PECOS.

#### Please Note

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

## Keep Your Enrollment Information Up to Date

If you enrolled in Medicare or updated your Medicare enrollment information since 2003, your enrollment information is stored in PECOS. If you enrolled in Medicare but have not updated your information since 2003, please submit an initial enrollment application to establish an enrollment record in PECOS.

All Medicare providers and suppliers must revalidate their enrollment periodically. Generally, physicians and NPPs will revalidate their enrollment every 5 years from the date of their initial enrollment in the Medicare Program, or 5 years from the date of the last revalidation.

You will be notified when you are required to revalidate. **Do not submit a revalidation until asked to do so by your Medicare enrollment contractor.**

#### Revalidations

PECOS is the most efficient way to submit your revalidation information. For more information, refer to <https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/Downloads/SE1126.pdf> on the Centers for Medicare & Medicaid Services (CMS) website.

## Using PECOS Is Easy

Advantages of using PECOS include:

- Completely paperless process, including electronic signature and digital document feature;
- Faster than paper-based enrollment;
- Tailored application process that means you supply only information relevant to your application;
- More control over your enrollment information, including reassignments;
- Ease in checking and updating your information for accuracy; and
- Less staff time and administrative costs to complete and submit enrollment to Medicare.

### 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” at <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/DigitalDocumentRepository-HowToGuide.pdf> on the CMS website.

## PECOS Provides Security

Only you, authorized surrogates, authorized CMS officials, and Medicare enrollment contractors may enter and view Medicare enrollment information in PECOS. CMS officials and contractors receive security standards training and must agree to protect your information. We do not disclose your Medicare enrollment information to anyone, except when authorized or required by law.

### Protect Yourself and CMS Programs From Fraud

For more information on protecting your medical identity, refer to <https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/SafeMed-ID-Products.pdf> on the CMS website.

For more information on protecting yourself and the Medicare Program from fraud, refer to the following resources:

- “Medicare Fraud & Abuse: Prevention, Detection, and Reporting” fact sheet at <https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/CMS1243333.html> on the CMS website;
- Office of Inspector General (OIG) website at <https://oig.hhs.gov> on the Internet; and
- Stop Medicare Fraud website at <https://www.stopmedicarefraud.gov> on the Internet.

## Protect Your Enrollment Information

Follow the steps below to make sure your Medicare enrollment information does not fall into the hands of people who can use it to commit fraud.

To make it easier for you to access PECOS, you will use the same user identification (ID) and password for PECOS that you use for the National Plan and Provider Enumeration System (NPPES) and the Identity & Access Management (I&A) System. Keep your user ID and password secure for each of these websites.

Take the following steps to ensure the protection of your Medicare enrollment information.

 **Step 1: Log in to PECOS at <https://pecos.cms.hhs.gov/pecos/login.do>**

**Medicare Enrollment**  
for Providers and Suppliers

Home | Help | Logoff

Welcome to the Medicare Provider Enrollment, Chain, and Ownership System (PECOS)

(\*) Red asterisk indicates a required field.

PECOS supports the Medicare Provider and Supplier enrollment process by allowing registered users to securely and electronically submit and manage Medicare enrollment information.

**USER LOGIN**

You may use your NPPES or PECOS username and password to login.

\* User ID

\* Password

**LOG IN**

[Forgot Password?](#)

[Manage/Update User Profile](#)

If you are having issues with your User ID/Password and are unable to log in, please contact the Help Desk at 1-866-484-8049/TTY 1-866-523-4759.

**BECOME A REGISTERED USER**

You may register for a user account if you are: an Individual Practitioner, Authorized or Delegated Official for a Provider or Supplier Organization, or an individual who works on behalf of Providers or Suppliers.

[Register for a user account](#)

**Note:** If you are a Medical Provider or Supplier, you must [register for an NPI](#) before enrolling with Medicare.

Log in using your NPPES or I&A System user ID and password.

Figure 1. Log In



## Step 2: View Your Medicare Account

# Medicare Enrollment

for Providers and Suppliers

Home | Help | Logoff

Home

**Welcome John Provider**

**System Notifications**

**Note:** JavaScript must be enabled in your internet browser for PECOS to work properly. If JavaScript is currently disabled in your browser, refer to the Accessibility section in PECOS Help for instructions on enabling JavaScript.

From	To	Details
01/15/2014	12/31/2014	<p>Some features of PECOS are not compatible with IE 10 and IE 11 browsers. These issues can be remediated by enabling Compatibility View. For assistance, please contact your internal IT support helpdesk.</p> <p>For more details on this compatibility view settings for IE 10 please go to the following site <a href="#">🔗</a>.</p> <p>For more details on this compatibility view settings for IE 11 please go to the following site <a href="#">🔗</a>.</p>

**Manage Medicare and Account Information**

MY ENROLLMENTS

ACCOUNT MANAGEMENT

- Enroll in Medicare for the first time
- View and update existing Medicare information
- Continue working on saved applications

- Update your user account information, request or remove access to organizations
- Manage access to Medicare enrollments

**Help**

- + [User Account](#)
- + [Manage Access](#)

Click on “My Enrollments” to view all your current enrollments with Medicare.

Figure 2. My Enrollments

TIP

If you encounter a problem while using PECOS, refer to the following publications:

- “PECOS FAQs” at <https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/ICN909015.html> on the CMS website; and
- “PECOS Technical Assistance Contact Information” at <https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/CMS1243418.html> on the CMS website.



## Step 3: View Existing Associates

### My Enrollments

**New Application**

**! IMPORTANT:**  
If you are responding to a request for Revalidation, please do not select the "New Application" button. Instead, select one of your current enrollment records.

If your organization is currently enrolled in Medicare, but you do not see your current enrollment information, please complete and submit a Security Consent Form. To submit your Security Consent Form select the Account Management button on the Home Page and then choose the Security Consent Form option.

Before you get started, please review the following checklists of information necessary to complete an enrollment via Internet-based PECOS:

- [Checklist for Sole Proprietor or Solely Owned Organizations \(eg. LLC, PC\) using PECOS](#)
- [Checklist for Individual Physician and Non-Physician Practitioners using PECOS](#)
- [Checklist for Provider or Supplier Organization using PECOS](#)

To enroll in the Medicare program for the first time or to create a new enrollment, please click the "New Application" button below.

**NEW APPLICATION** >>

**Existing Associates**

In order to view Medicare applications and enrollments for an associate, please click on the "View Enrollments" button next to an associate listed below.

**Individuals**

Name: JOHN PROVIDER    NPI: 1234567890	<b>VIEW ENROLLMENTS</b> >>
--	----------------------------

### Help

- [+ Medicare Part A Services](#)
- [+ Medicare Part B Services](#)
- [+ Legal Business Name](#)
- [+ National Provider Identifier \(NPI\)](#)

Click on "View Enrollments" to view your enrollment information.

**Figure 3. View Enrollments**

- ✓ Log in to PECOS several times a year to review your Medicare enrollment information and ensure there are no unauthorized changes to your information.

### 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.



## Step 4: Check for False Applications and Enrollments

# Medicare Enrollment

for Providers and Suppliers

Home | Help | Logoff

Home > My Enrollments

### My Enrollments

**New Application**

**IMPORTANT:**  
If you are responding to a request for Revalidation, please do not select the "New Application" button. Instead, select one of your current enrollment records.

If your organization is currently enrolled in Medicare, but you do not see your current enrollment information, please complete and submit a Security Consent Form. To submit your Security Consent Form select the Account Management button on the Home Page and then choose the Security Consent Form option.

Before you get started, please review the following checklists of information necessary to complete an enrollment via internet-based PECOS:

- Checklist for Sole Proprietor or Solely Owned Organizations (eg. LLC, PC) using PECOS
- Checklist for Individual Physician and Non-Physician Practitioners using PECOS
- Checklist for Provider or Supplier Organization using PECOS

To enroll in the Medicare program for the first time or to create a new enrollment for this associate, please click the "New Application" button below.

**NEW APPLICATION**

### Existing Medicare Applications and Enrollments

Selecting an individual or organization enrollment allows you to:

- View and print Medicare information and electronic submission history
- Update existing Medicare information

**Filter Enrollments**

Please provide one or more of the following options to filter your enrollments. Clicking on the reset button will clear the options selected and load the full list of enrollments.

**Enrollment Type**  
All Types

**Provider/Supplier Type**  
All Provider/Supplier Types

**Enrollment Status**  
All Statuses

**State**  
All States

**NPI**

**Medicare ID**

Name: JOHN PROVIDER    NPI: 1234567890

### Existing Enrollments

Contractor: NOVITAS SOLUTIONS, INC.  
 Enrollment Type: 8551  
 Type/Specialty: GERIATRIC MEDICINE  
 Medicare ID: 601LL  
 View Medicare ID Report  
 State: MARYLAND  
 Status: APPROVED [View Approved Enrollment Record](#)

Current ADI Accreditation?: No

Type of Update	Status	Tracking ID	Action
Revalidation	RE-SUBMITTED <a href="#">View Re-Submitted Application</a>	T03152013000012	<input type="button" value="VIEW"/> <input type="button" value="E-SIGN"/>

Contractor: PALMETTO GBA  
 Enrollment Type: 8551  
 Type/Specialty: GENERAL PRACTICE  
 Medicare ID: MED9999  
 View Medicare ID Report  
 State: VIRGINIA  
 Status: APPROVED [View Approved Enrollment Record](#)

Current ADI Accreditation?: No  
 Practice Location:: 1015N QUINCY ST, ARLINGTON, VA 22201-4603

### Help

- Medicare Part A Services
- Medicare Part B Services
- Legal Business Name
- National Provider Identifier (NPI)
- Why do I see two statuses for one application on the My Enrollments page?

Review and validate that you submitted all enrollments listed.

Figure 4. Existing Medicare Applications and Enrollments

- ✓ If you notice any suspicious information (for example, information you did not submit), immediately report it to your Medicare enrollment contractor.



# Step 5: Report Identity Theft

Home > My Enrollments

### My Enrollments

#### New Application

**IMPORTANT:**  
If you are responding to a request for Revalidation, please do not select the "New Application" button. Instead, select one of your current enrollment records.

If your organization is currently enrolled in Medicare, but you do not see your current enrollment information, please complete and submit a Security Consent Form. To submit your Security Consent Form select the Account Management button on the Home Page and then choose the Security Consent Form option.

Before you get started, please review the following checklists of information necessary to complete an enrollment via internet-based PECOS:

- [Checklist for Sole Proprietor or Solely Owned Organizations \(eg. LLC, PC\) using PECOS](#)
- [Checklist for Individual Physician and Non-Physician Practitioners using PECOS](#)
- [Checklist for Provider or Supplier Organization using PECOS](#)

To enroll in the Medicare program for the first time or to create a new enrollment for this associate, please click the "New Application" button below.

**NEW APPLICATION**

#### Existing Medicare Applications and Enrollments

Selecting an individual or organization enrollment allows you to:

- View and print Medicare information and electronic submission history
- Update existing Medicare information

##### Filter Enrollments

Please provide one or more of the following options to filter your enrollments. Clicking on the reset button will clear the options selected and load the full list of enrollments.

**Enrollment Type**  
All Types

**Provider/Supplier Type**  
All Provider/Supplier Types

**Enrollment Status**  
All Statuses

**State**  
All States

**NPI**

**Medicare ID**

Name: JOHN PROVIDER    NPI: 1234567890

#### Existing Enrollments

Contractor: NOVITAS SOLUTIONS, INC.  
Enrollment Type: 8551  
Type/Specialty: GERIATRIC MEDICINE  
Medicare ID: 0001  
View Medicare ID  
State: MARYLAND  
Status: APPROVED [View Approved Enrollment Record](#)

Current ADI Accreditation?: No

Type of Update	Status	Tracking ID	Action
Revalidation	RE-SUBMITTED <a href="#">View Re-Submitted Application</a>	T031520130000012	<input type="button" value="VIEW"/> <input type="button" value="E-SIGN"/>

Contractor: PALMETTO GBA  
Enrollment Type: 8551  
Type/Specialty: GENERAL PRACTICE  
Medicare ID: 00009999  
View Medicare ID  
State: VIRGINIA  
Status: APPROVED [View Approved Enrollment Record](#)

Current ADI Accreditation?: No  
Practice Location: 1015N QUINCY ST, ARLINGTON, VA 22201-4603

#### Help

- [Medicare Part A Services](#)
- [Medicare Part B Services](#)
- [Legal Business Name](#)
- [National Provider Identifier \(NPI\)](#)
- [Why do I see two statuses for one application on the My Enrollments page?](#)

Contact your Medicare enrollment contractor if your application or enrollment information is incorrect.

Figure 5. Existing Medicare Applications and Enrollments

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## Additional Privacy Tips

Take the following additional actions to ensure your Medicare enrollment information is protected:

- **Change your password in the I&A System before accessing PECOS for the first time.** You cannot change your user ID, but you must change your password every 60 days.
- **Review your Medicare enrollment information several times a year to ensure no one altered your information without your knowledge.** Immediately report to your Medicare enrollment contractor any changes you did not submit.
- **Maintain your Medicare enrollment record.** You must report changes in your Medicare enrollment information, known as reportable events. Reportable events include changes in location, ownership, banking arrangements, or final adverse action(s).
- **Store copies of PECOS or paper enrollment applications in a secure location.** Do not allow others access to this information, as it contains your personal information, including your date of birth and Social Security Number. Do not leave copies behind at a photocopy machine or on your workspace.
- **Enroll in electronic Medicare payments, and ensure they go directly into your bank account.** At the time of enrollment, update, or revalidation, providers and suppliers that expect to get payment from Medicare must complete Form CMS-588, "Electronic Funds Transfer (EFT) Authorization Agreement." Completing the EFT Authorization Agreement enables Medicare to send payments directly to your bank account. Download the form at <https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/CMS588.pdf> on the CMS website.

## Resources

For more information about the Medicare enrollment process, visit the Medicare Provider-Supplier Enrollment web page at <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll> on the CMS website.

### Resources Table

For More Information About...	Resource
CMS External User Services (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 <a href="https://eus.custhelp.com">https://eus.custhelp.com</a>
I&A System Account Registration	<a href="https://nppes.cms.hhs.gov/IAWeb/register/startRegistration.do">https://nppes.cms.hhs.gov/IAWeb/register/startRegistration.do</a>
Medicare Enrollment Contractor	<a href="https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/contact_list.pdf">https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/contact_list.pdf</a>
Medicare Learning Network® (MLN) Guided Pathways (GPs)	<p>Provider Specific Medicare Resources</p> <p><a href="https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNEdWebGuide/Downloads/Guided_Pathways_Provider_Specific_Booklet.pdf">https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNEdWebGuide/Downloads/Guided_Pathways_Provider_Specific_Booklet.pdf</a></p> <p>All Other GP Resources</p> <p><a href="https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNEdWebGuide/Guided_Pathways.html">https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNEdWebGuide/Guided_Pathways.html</a></p>
MLN Connects® National Provider Call “Streamlined Access to PECOS, EHR, and NPPES”	<a href="https://www.cms.gov/Outreach-and-Education/Outreach/NPC/National-Provider-Calls-and-Events-Items/2013-11-15-NPC.html">https://www.cms.gov/Outreach-and-Education/Outreach/NPC/National-Provider-Calls-and-Events-Items/2013-11-15-NPC.html</a>
National Provider Identifier	<a href="https://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/NationalProvIdentStand">https://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/NationalProvIdentStand</a>
PECOS	<a href="https://pecos.cms.hhs.gov/pecos/login.do">https://pecos.cms.hhs.gov/pecos/login.do</a>
PECOS Technical Assistance Contact Information	<a href="https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/CMS1243418.html">https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/CMS1243418.html</a>
Video Resources	<a href="https://www.youtube.com/playlist?list=PLaV7m2-zFKpia1McB1WKKkw2esAdiZRem">https://www.youtube.com/playlist?list=PLaV7m2-zFKpia1McB1WKKkw2esAdiZRem</a>



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