

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



PECOS for Physicians and
Non-Physician Practitioners

PROVIDER-SUPPLIER ENROLLMENT FACT SHEET SERIES





Internet-based 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; and
- Track the status of a submitted Medicare enrollment application.

Please Note

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

This fact sheet provides education to physicians and Non-Physician Practitioners (NPPs) about how to use PECOS.

Medicare Enrollment Application Submission Options

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

- PECOS, located at <https://pecos.cms.hhs.gov/pecos/login.do> on the Internet; or
- The paper enrollment application, Form CMS-855I (and, if appropriate, Form CMS-855R), located at <https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/CMS-Forms-List.html> on the Centers for Medicare & Medicaid Services (CMS) website.

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; and
- Less staff time and administrative costs to complete and submit enrollment to Medicare.

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 and NPPs 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. Visit the National Plan and Provider Enumeration System (NPPES) at <https://nppes.cms.hhs.gov/NPPES/Welcome.do> on the Internet.

2. **Paper Application:** Complete, sign, and mail a paper application to the NPI Enumerator address listed on the form. For a copy of the application (Form CMS-10114, “NPI Application/Update Form”), refer to <https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/CMS10114.pdf> on the CMS website. 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 <https://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/NationalProvIdentStand/efi.html> on the CMS website.

Not Sure If You Have an NPI?

Search for your NPI on the NPPES website at <https://npiregistry.cms.hhs.gov> on the Internet.



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 at <https://pecos.cms.hhs.gov/pecos/login.do> on the Internet.
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 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.

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.

For more information on registering for an I&A System account, including a quick reference guide, Frequently Asked Questions (FAQs), and tutorials, visit <https://nppes.cms.hhs.gov/IAWeb/login.do> on the Internet.



Step 3: Enter Enrollment Data Into PECOS

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.

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 at <https://pecos.cms.hhs.gov/pecos/login.do> on the Internet.
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), and 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 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.

Electronic Funds Transfer (EFT)

CMS requires all providers use EFT if enrolling in Medicare, revalidating, or making any changes to their enrollment. It is easiest 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; and
- Include the account number and routing number that match the numbers entered in PECOS.

3. Once PECOS determines your enrollment scenario and you confirm it is correct, it displays the topics required for the submission of 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.
 - Allows you to print a copy of your enrollment application. We recommend you also print a copy for your records.
 - Displays a list of any other required documentation you must submit to the Medicare enrollment contractor.

- Presents the option to electronically sign and certify the application.
- Displays the name and mailing address of the Medicare enrollment contractor.
- Electronically transmits the enrollment application. Users who submit an enrollment application using PECOS should **not** mail a copy of the printed enrollment application to the Medicare enrollment contractor; this copy is for your records.
- Sends you an email indicating the successful transmission of your enrollment application to the Medicare enrollment contractor.

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

6. Your Medicare enrollment contractor 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 Medicare enrollment contractor will not begin, and may not complete, processing a PECOS enrollment application without your electronic signature and required supporting documentation. In addition, your effective date of filing an enrollment application is the date the Medicare enrollment contractor **receives** your electronic signature.

Important

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

PECOS User ID and Password: Helpful Hints

- Do not use your date of birth, 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 <https://pecos.cms.hhs.gov/pecos/login.do> on the Internet, 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 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 at <https://pecos.cms.hhs.gov/pecos/login.do> and click on “View Enrollments.” Under the “Existing Enrollments” section, find the application. The status of the application will be displayed.
2. On the PECOS homepage, click on 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?

Refer to the “PECOS FAQs” fact sheet at <https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/ICN909015.html> 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 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 https://eus.custhelp.com |
| I&A System Account Registration | https://nppes.cms.hhs.gov/IAWeb/register/startRegistration.do |
| Medicare Enrollment Contractor | Contact your Medicare enrollment contractor with any additional questions about the Medicare enrollment process https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/contact_list.pdf |
| Medicare Learning Network® (MLN) Guided Pathways (GPs) | <p>Provider Specific Medicare Resources https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNEdWebGuide/Downloads/Guided_Pathways_Provider_Specific_Booklet.pdf</p> <p>All Other GP Resources https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNEdWebGuide/Guided_Pathways.html</p> |
| MLN Connects® National Provider Call “Streamlined Access to PECOS, EHR, and NPPES” | https://www.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” | https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/Downloads/SE1417.pdf |
| NPI | https://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/NationalProvidentStand |

Resources Table (cont.)

| For More Information About... | Resource |
|--|---|
| PECOS | https://pecos.cms.hhs.gov/pecos/login.do |
| PECOS Technical Assistance Contact Information | https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/CMS1243418.html |
| Video Resources | https://www.youtube.com/playlist?list=PLaV7m2-zFKpia1McB1WKKkw2esAdiZRem |



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