



Related MLN Matters Article #: SE0634

Date Posted: May 10, 2006

Related CR #: N/A

Facilitating Your Medicare Enrollment

Key Words

SE0634, CMS-855, Enrollment, Application, SE0612, SE0632, CMS-588, NPI

Provider Types Affected

All Medicare physicians, providers, and suppliers

Key Points

- On May 1, 2006, the Centers for Medicare & Medicaid Services (CMS) issued the revised CMS-855 Medicare enrollment applications.
- Providers and suppliers should begin to use the new Medicare enrollment applications immediately.
- Initially, these applications will be available only from the CMS provider enrollment website.
- MLN Matters Special Edition SE0634 provides additional information regarding the submission of a Medicare enrollment application.

All Provider Enrollment Applications

- To ensure timely processing of their application, providers should make certain to completely fill out the application and provide all required supporting documentation at the time of filing.
- Section 17 of the Medicare enrollment application lists the types of supporting documentation that providers will need to submit with their enrollment application.
- In addition to providing the documentation previously required, all applicants are required to:
 - Submit their National Provider Identifier (NPI) and a copy of the NPI notification furnished by the National Plan and Provider Enumeration System with each enrollment application; and
 - Complete the Authorization Agreement for Electronic Funds Transfer (EFT) (CMS-588) when initially enrolling or – if they are currently not receiving payments via EFT - making a change to their enrollment information.
- To obtain a list of specific supporting documentation that providers must submit with their enrollment application, providers should contact the designated Medicare fee-for-service contractor serving their area before submitting their application.

Contractor Request for Additional Information

- At any time during the enrollment process, the provider's carrier or Fiscal Intermediary (FI) may request documentation to support or validate information that the provider has reported on the application.
- Applicants are responsible for providing this documentation in a timely manner.
- Failure to provide documentation in a timely manner may delay their enrollment into the Medicare program.

Applications Received Through June 2, 2006

- Medicare contractors will continue to accept the 11/2001 version of the Medicare enrollment applications through June 2, 2006, as long as the application is complete and contains the NPI notification from the National Plan and Provider Enumeration System (NPES).
- In addition, providers and suppliers who choose to use the 11/2001 version of the 855 will be required to complete and submit Section 1 or Section 4 (completed by the provider) of the 04/06 version of the CMS-855.
- Providing this information will ensure that Medicare is able to link existing Medicare identification number(s) to the NPI that the provider or suppliers plan to use for billing purposes.
- Specifically, Section 1 must be completed by Physician Assistants and providers reassigning all of their benefits, as this is where NPI data is reported.
- All other providers must furnish the NPI and Medicare Identification Number in Section 4 of the CMS-855; this is the only data that must be reported in Section 4.

Applications Received On or After June 5, 2006

All applications received on or after June 5, 2006, must be filed using the 04/06 version of the CMS-855 and contain all supporting documentation, including the NPI notification and the CMS-588.

Important Links

<http://www.cms.hhs.gov/MLNMattersArticles/downloads/SE0634.pdf>

For additional information regarding the Medicare enrollment process, including the mailing address and telephone number for the carrier or FI serving the provider's area, visit

<http://www.cms.hhs.gov/MedicareProviderSupEnroll> on the CMS website.

Special Edition article SE0612 and SE0632 contain helpful information about the Medicare enrollment process. Providers may review the articles at

<http://www.cms.hhs.gov/MLNMattersArticles/downloads/SE0612.pdf> and

<http://www.cms.hhs.gov/MLNMattersArticles/downloads/SE0632.pdf> on the CMS website.