



Related MLN Matters Article #: SE0717 **Revised**

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Initial Supplier Registration for Competitive Bidding Program for DMEPOS is Now Open

Key Words

SE0717, SE0713, CR5574, MM5574, DMEPOS, Competitive, Bidding, Registration

Provider Types Affected

All suppliers of durable medical equipment (DME) that wish to participate in the Medicare Competitive Bidding Program for durable medical equipment, prosthetics, orthotics, and supplies (DMEPOS)

Note: MLN Matters article SE0717 was impacted by the Medicare Improvements for Patients and Providers Act of 2008, which was enacted on July 15, 2008. That legislation delays the implementation of the DMEPOS competitive bidding program until 2009 and makes other changes to the program. SE0717 will be further revised and/or replaced as more details of the modified program are available.

Key Points

- The Centers for Medicare & Medicaid Services (CMS) will be using an on-line system to accept bids for the Medicare DMEPOS Competitive Bidding Program.
- Suppliers wishing to participate in the Medicare Competitive Bidding Program must first register and obtain a user identification (USER ID) number and password in order to submit their bids electronically to Medicare.
- The name of the on-line registration program is the Individuals Authorized Access to CMS Computer Services (IACS) system. To complete the initial registration and obtain a USER ID and password, suppliers should go to <https://applications.cms.hhs.gov>. The on-line registration will be available up to 14 days prior to the close of the bidding window.
- The process will require the supplier to have its authorizing official, the person identified in Section 15 on the CMS-855S application form, register and receive a USER ID and password. The authorized official's information must match the information on file at the National Supplier Clearinghouse (NSC).
- If an organization has one authorizing official but many NSC numbers, the organization needs to submit only one (1) registration request to obtain access to the IACS system.

- During the registration process, the bidding organization will have to report one of its NSC numbers, and the correspondence address associated with that NSC number will be used for mailing the IACS system USER ID and Password.
- If an organization has multiple authorizing officials for the same NSC number, only one authorizing official needs to obtain access to the IACS system.
- An authorizing official only needs one USER ID and password in order to submit bids for every company for which he/she was listed as such on the CMS-855S.
- Potential registrants should first read the CMS document entitled, "Individuals Authorized Access to CMS Computer Services (IACS): Competitive Bid Submission System/Durable Medical Equipment (CBSS/DME) User Guide", which may be found at http://www.cms.hhs.gov/MMAHelp/downloads/IACS_User_Guide_Attachment_E_v1.0_Final.pdf on the Competitive Bidding Implementation Contractor's (CBIC) website.
- If suppliers have any questions about the initial registration process, they may contact the Competitive Bidding Implementation Contractor's helpdesk at 1-877-577-5331. The helpdesk will be available Monday – Friday, 6:00 a.m. – 9:00 p.m. prevailing Eastern Standard Time and on Saturday, 9:00 a.m. – 3:00 p.m. prevailing Eastern Standard Time.
- Suppliers are required to register through IACS and get USER IDs and passwords before access to the CBSS/DME will be granted.
- The bidding window is not scheduled to open until late April 2007; however, suppliers planning to bid are strongly urged to register now, so any issues with USER IDs and passwords can be resolved before the bidding window opens. The issues could include:
 - Incorrect authorized official information maintained by the NSC as identified in Section 15 of the CMS-855S;
 - Incorrect authorized official Date of Birth or Social Security number;
 - NSC number does not match the Authorizing Official information; or
 - Incorrect correspondence address maintained by the NSC as listed on the CMS-855S in Section 2A.2.
- The USER ID and password will be mailed to the authorized official if his/her submitted information matches exactly the data on file for last name, date of birth, Social Security number and supplier number.
- The USER ID and password will be delivered in 2 separate mailings to the authorized official at the correspondence address (Section 2A.2) listed on the CMS 855S.
- It can take up to 15 days for the NSC to correct authorized official information. Correcting a correspondence address can take up to 45 days. These timeframes for correcting NSC data may be longer depending on the number of requests received by the NSC. This underscores the need to start early.
- **This first step** is the registration to gain access to on-line bidding materials—it is not the actual bidding process.

Important Note: For added security, when suppliers use their USER IDs and passwords to access the Competitive Bid Submission System for the first time, they will need to complete a brief authentication process. The information required for this process must also match the information in the NSC file. If suppliers successfully completed the initial registration and received their USER ID and password, they must enter their information exactly as they did for initial registration when completing the Competitive Bid Submission System authentication process. Failure to do so may delay their ability to use the system.

Important Links

The related MLN Matters article can be found at

<http://www.cms.hhs.gov/MLNMattersArticles/downloads/SE0717.pdf> on the CMS website.

Detailed instructions on how to register for CMS Application Access can be found in the IACS User Guide at http://www.cms.hhs.gov/MMAHelp/downloads/IACS_Request_Access_to_CMS_Application_ORG%2011-16-07.pdf on the CMS website.

Periodically, suppliers may also want to visit

http://cms.hhs.gov/CompetitiveAcqforDMEPOS/01_overview.asp to stay abreast of developments for this program.

Suppliers may also want to review the following related MLN Matters articles:

- SE0713: Accreditation Information for Suppliers of Durable Medical Equipment, Orthotics, Prosthetics, and Supplies can be found at <http://www.cms.hhs.gov/MLNMattersArticles/downloads/SE0713.pdf> on the CMS website.
- MM5574: Program Instructions Designating the Competitive Billing Areas and Product Categories Included in the CY 2007 DMEPOS Competitive Bid Program can be found at <http://www.cms.hhs.gov/MLNMattersArticles/downloads/MM5574.pdf> on the CMS website.