



Provider Inquiry Assistance

One-Time Mailing of Solicitation Letter to Physicians and Non-Physician Practitioners Who Are Currently Enrolled In Medicare But Who Do Not Have Enrollment Records In The Provider Enrollment, Chain and Ownership System (PECOS) – JA6842

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Key Words	MM6842, CR6842, R712OTN, Solicitation, Letter, PECOS, Enrollment
Contractors Affected	<ul style="list-style-type: none"> • Medicare Carriers • Part A/B Medicare Administrative Contractors (A/B MACs)
Provider Types Affected	Physicians and non-physician practitioners who are currently enrolled in Medicare but who do not have an established enrollment record in PECOS are affected.



Change Request (CR) 6842 advises physicians and non-physician practitioners that their Medicare contractor will be mailing the letter shown in the attachment to CR6842 if they do not have a record in PECOS. The letter will request that they take the steps to establish such a record and will explain how to do so.

Medicare Enrollment Information

Provider Needs to Know...	<ul style="list-style-type: none"> • Physicians (doctors of medicine or osteopathy, dental medicine, dental surgery, podiatric medicine, optometry, and chiropractic medicine), physician assistants, certified clinical nurse specialists, nurse practitioners, clinical psychologists, certified nurse midwives, or clinical social workers should establish and update a record in the Medicare PECOS if they do not already have a record in that system.
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Solicitation Letter Attached to CR6842

- Medicare contractors will be mailing the letter shown in the attachment to CR6842 if a provider does not have a record in PECOS.
- The letter will request that the provider take the steps to establish such a record and will explain how to do so.
- The letter will explain that Medicare records indicate the provider does not have an enrollment record in PECOS because they were enrolled in Medicare prior to implementation of PECOS and they have not submitted any updates or changes to their Medicare enrollment information in the past 6 (or more) years.
- Providers may establish their record in PECOS using an Internet application or with a paper form as explained in the following section.

Internet-based PECOS Enrollment Application

- Providers may use Internet-based PECOS to complete and send their enrollment application to the Medicare Carrier or A/B MAC via the Internet.
- Before beginning, they should be sure they have a National Provider Identifier (NPI). They should also have created a User ID and password in the National Plan and Provider Enumeration System (NPPES).
- They will need the NPPES User ID and password in order to access Internet-based PECOS.
- If the provider needs help creating an NPPES User ID and password, or if they are not sure they have created them, or cannot remember what they are, they may contact the NPI Enumerator for assistance at 1-800-465-3203.
- Providers may visit <http://www.cms.gov/MedicareProviderSupEnroll> to read the documents that are available about Internet-based PECOS on the Centers for Medicare & Medicaid Services (CMS) Provider/Supplier Enrollment webpage.
- Having that information at hand before they access the system, could avoid the need to contact the CMS End User Services Help Desk for assistance after they begin.

Paper Enrollment Application

- Providers may fill out the appropriate paper Medicare provider enrollment application(s) (CMS-855I and, if appropriate, the CMS-855R as well) and mail the application(s), along with any required additional supplemental documentation, to the Medicare Carrier or A/B MAC.
- These forms are downloadable from the CMS Provider/Supplier Enrollment web page (shown above) or the CMS forms page at <http://www.cms.gov/cmsforms/cmsforms/list.asp> on the CMS website

Background

- It is important that providers maintain their enrollment information to ensure they are eligible for future Medicare initiatives and incentives.
- A provider should know that if they **do not have an enrollment record in PECOS**:
 - Their information may not be current and updating their record in PECOS ensures payment accuracy for the services you provide to Medicare patients.
- It is possible that they may not be able to receive incentive payments from Medicare for meaningful use of certified electronic health records. These incentive payments are authorized by the American Recovery and Reinvestment Act of 2009. More information on this initiative, also known as Health Information Technology for Economic and Clinical Health Act, is available at http://www.cms.gov/Recovery/11_HealthIT.asp on CMS website.
- Many physicians and non-physician practitioners order items or services for Medicare beneficiaries. Providers need an approved enrollment record in PECOS to continue to refer or order items or services for their Medicare patients.
- If a provider does not have a current and active Medicare enrollment record, it is imperative that they take the necessary action to establish their enrollment record as soon as possible.

Operational
Impact

N/A

Reference
Materials

- The related MLN Matters article® can be found at <http://www.cms.gov/MLN MattersArticles/downloads/MM6842.pdf> on the CMS website.
- The official instruction (CR6842) regarding this change may be viewed at <http://www.cms.gov/Transmittals/downloads/R7120TN.pdf> on the CMS website.
- The following fact sheets may be viewed in the Medicare Learning Network Catalog at <http://www.cms.gov/MLNProducts/downloads/MLNCatalog.pdf> on the CMS website:
- *Fee-For-Service Provider Enrollment Reporting Responsibilities for Individual Physicians Enrolled in the Medicare Program* (Suggested for physicians);
 - *Fee-For-Service Provider Enrollment Reporting Responsibilities for Individual Non-Physician Practitioners Enrolled in the Medicare Program* (Suggested for non-physician practitioners); and
 - *Fee-For-Service Provider Enrollment Reporting Responsibilities for Physician Group Practices Enrolled in the Medicare Program* (Suggested for physician group practices).