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##LETDATE

##NAME  
##ADD1, ##ADD2  
##CITY, ##STATE ##ZIP

NPI: ##VAR14  
PTAN: ##VAR1

Dear ##NAME:

THIS IS A REVALIDATION REQUEST

IMMEDIATELY SUBMIT AN UPDATED

PROVIDER ENROLLMENT PAPER APPLICATION 855S FORM OR

REVIEW, UPDATE AND CERTIFY YOUR INFORMATION

VIA THE INTERNET BASED PECOS SYSTEM

In accordance with the Patient Protection and Affordable Care Act (PPACA) Section 6401, all new and existing providers must be reevaluated under the new screening guidelines implemented as a result of the PPACA in the Medicare Program by no later than March 23, 2015. To ensure compliance with the PPACA requirements, Medicare requires all enrolled suppliers of Durable Medical Equipment Prosthetics, Orthotics, and Supplies (DMEPOS) to revalidate enrollment information with the National Supplier Clearinghouse (NSC) every three years (reference 42 CFR § 424.57(e)). Furthermore, existing regulations at 42 CFR § 424.515(d) provide that CMS is permitted to conduct off-cycle revalidations for certain program integrity purposes. When CMS requests a DMEPOS supplier revalidate its enrollment, the supplier has 60 days from the date of this letter to submit complete enrollment information using one of the following methods:

**(1) Internet-based Provider Enrollment, Chain and Ownership System (PECOS).**

To revalidate via the Internet-based PECOS, go to <http://www.cms.hhs.gov/MedicareProviderSupEnroll>. This system allows you to review information currently on file, update and submit your revalidation via the internet. Once submitted, be sure to print, sign, date, and mail the certification statement along with all required supporting documentation. In order for us to process the revalidation, the original signature and documentation must be received within seven (7) days of internet submission.

In order to access the PECOS, your Authorized Official must register with the PECOS Identification and Authentication system. If you have not registered, do so now by going to <https://pecos.cms.hhs.gov>. To avoid any registration issues, review the PECOS related documents available on the CMS Web site [www.cms.gov/MedicareProviderSupEnroll](http://www.cms.gov/MedicareProviderSupEnroll). This registration process can take up to three (3) weeks. If additional time is required to complete the revalidation, you may request one 60-day extension, which will begin the date requested.

**(2) Paper Application Process**

To revalidate by paper, download the current CMS 855-S Medicare Enrollment application from the CMS Web site at [www.cms.gov/cmsforms](http://www.cms.gov/cmsforms). Mail your completed application and all required supporting documentation to the NSC at the address provided on page 3 of the

application. Please note the CMS 855-S form will not be pre-populated with the information currently on file.

All suppliers responding to a revalidation request are required to submit an enrollment fee via Pay.Gov prior to submitting the application (reference 42 CFR 424.514). The fee for all revalidations submitted during calendar year 2011 is \$505 and for calendar year 2012 is \$523. You can submit your fee by electronic check, debit or credit card. If you feel you qualify for a hardship exception waiver, submit a letter and financial statements to request a waiver in lieu of the enrollment fee along with your application or certification statement. Revalidations are processed only when fees have cleared or the hardship waiver has been granted. You will be notified by mail if your waiver request has been granted or if a fee is required. For more information regarding hardship exception waivers view the MLN Matters Article at <http://www.cms.gov/MLN MattersArticles/downloads/MM7350.pdf>.

Please review the following tips to avoid delays in processing:

- a. Include a copy of all applicable federal, state licenses and certifications
- b. Include a copy of the certificate of insurance (not a binder) for your comprehensive liability insurance in the amount of \$300,000. The NSC must be listed as a certificate holder
- c. Ensure the certification statement is signed and dated (blue ink is recommended)
- d. Remit enrollment fee via Pay.Gov and include a copy of your receipt or submit a letter and financial statements to request a hardship exception waiver

Failure to submit a timely revalidation will result in deactivation of your billing privileges. If additional time is required to complete the revalidation, you may request one 60-day extension, which will begin the date requested. Please include a copy of this Request for Revalidation letter along with your certification statement and other documents.

As part of the revalidation process you will receive an unannounced site visit from Overland Solutions, Inc (OSI) or the NSC Supplier Audit and Compliance Unit (SACU) to verify compliance with the supplier standards.

For more information regarding the revalidation process, please visit the NSC Web site at [www.palmettogba.com/NSC](http://www.palmettogba.com/NSC) and click on "Supplier Enrollment". You may also call us at (866) 238-9652, between 9:00 AM – 5:00 PM, ET.

Sincerely,

Nancy C Parker, Director