



NATIONAL PROVIDER ENROLLMENT CONFERENCE

59 Million Patients, 2 Million Providers, **ONE** Mission

Submitting Your Enrollment Online

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Session Overview



- **PECOS**
 - What is PECOS?
 - Benefits of Using PECOS
- **I&A Overview & Registration Process**
 - What is the I&A?
 - Account Registration
- **I&A Connections**
 - Employer Connections - AO's/DO's/SEU's
 - Surrogacy Connections
- **Q&A**



PECOS

What is PECOS?

The Provider Enrollment Chain and Ownership System (PECOS) is a national database of Medicare provider and supplier enrollment information. PECOS is used to collect and maintain the data submitted on CMS 855 enrollment form.



PECOS Provider Interface (PECOS PI) - <https://pecos.cms.hhs.gov> can be used to:

- Submit an initial Medicare enrollment application
- View or submit changes to your existing Medicare enrollment information
- Submit a Change of Ownership (CHOW) of the Medicare-enrolled provider
- Add or change reassignment of benefits
- Reactivate an existing enrollment record
- Withdraw from the Medicare Program

Key Features of PECOS



- Track your application
- Upload digital documents
- Submit electronic signatures
- Fast track view of Medicare enrollment information
- Pay application fee (Pay.gov)
- Submit or update EFT (CMS - 588) information
- Revalidation Notification Center

Benefits of Using PECOS



- Faster processing times
- Easier to make changes to enrollments
- Greater control and accuracy
- Easier to revalidate

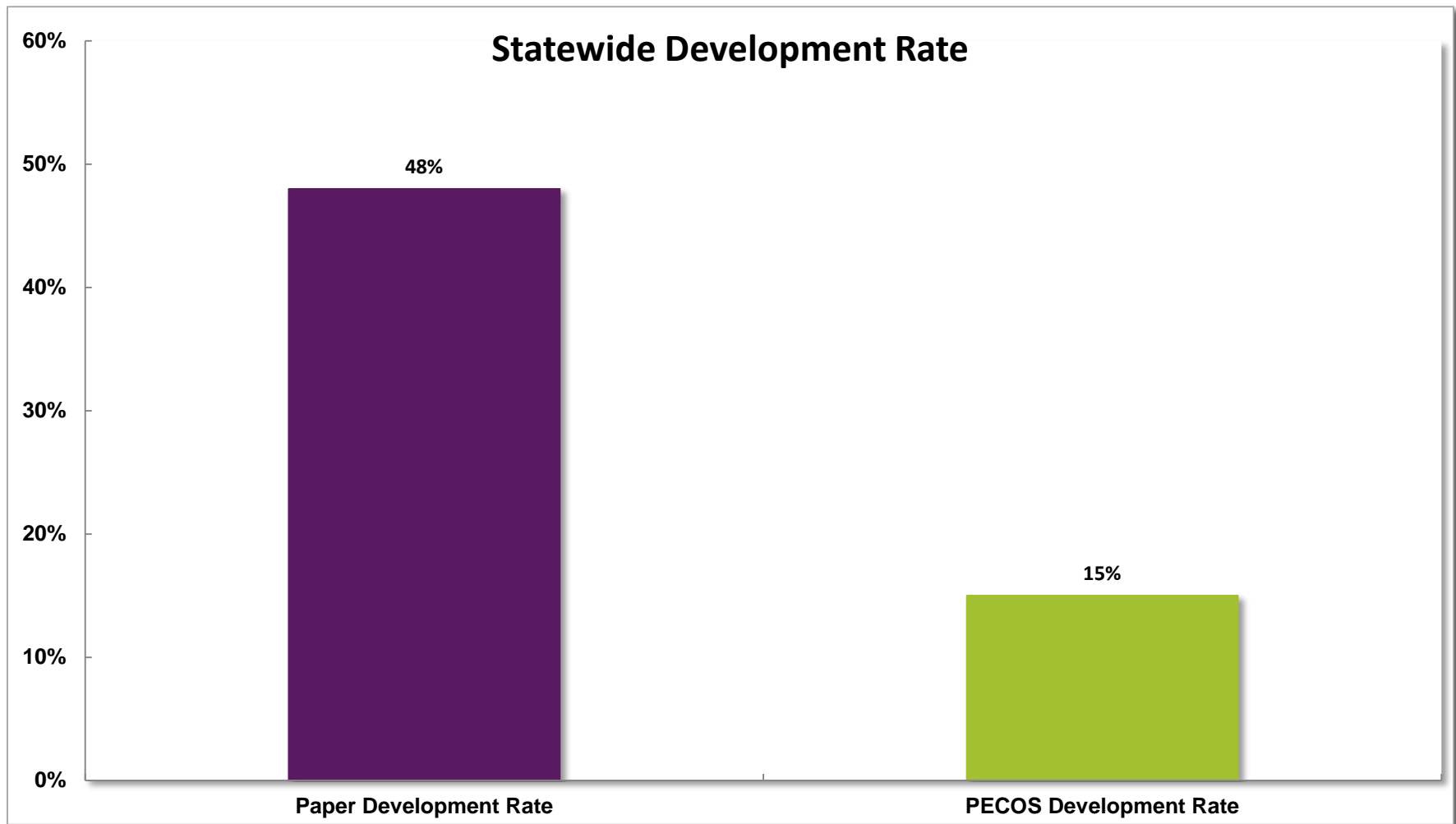
Fewer developments

- ✓ Built in efficiencies that are in-efficiencies in paper
- ✓ Required fields
- ✓ Checks information before submission
- ✓ Supporting documentation uploaded previously
- ✓ Errors and warnings during submission process

Statewide Development Rate



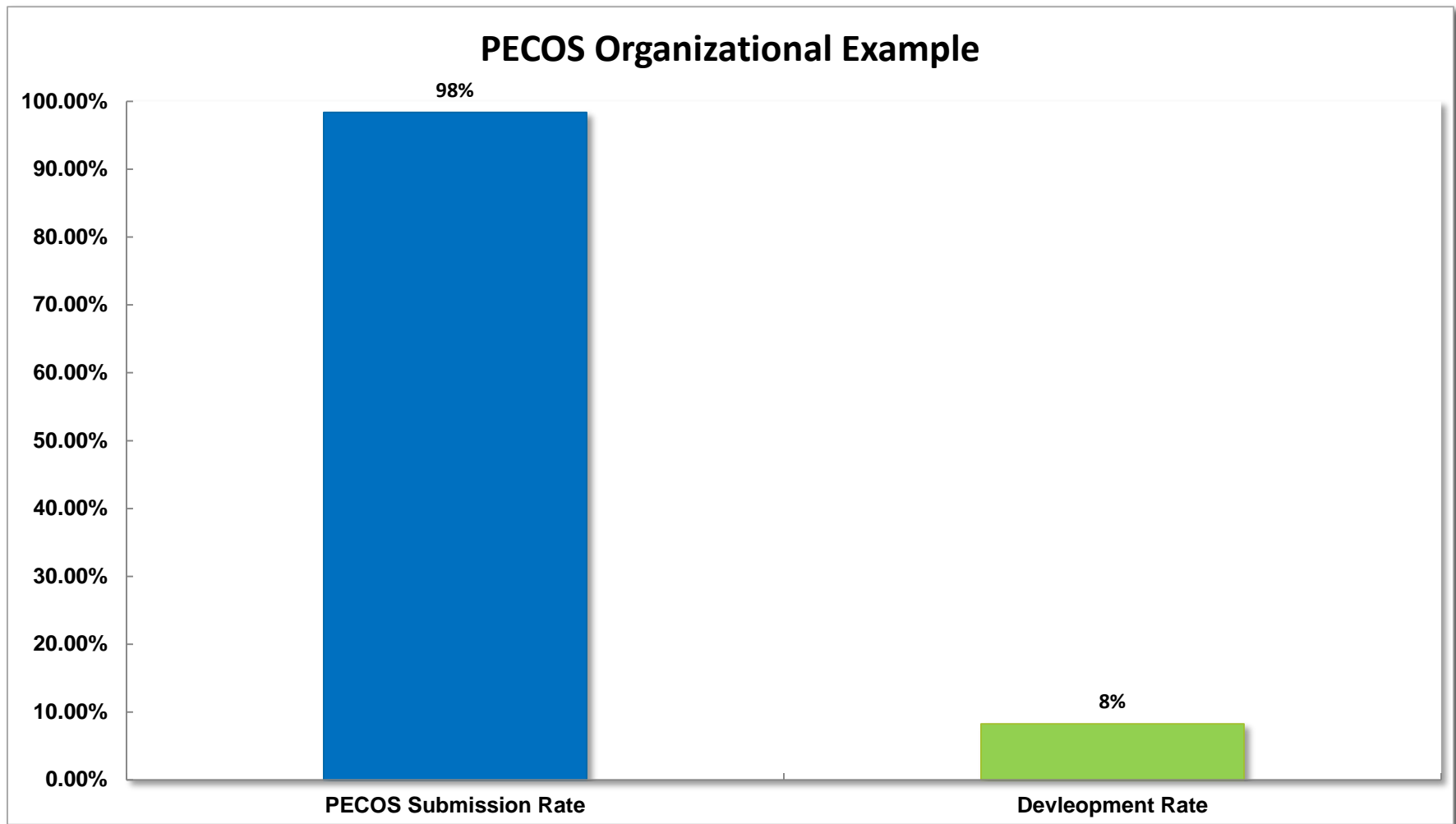
What is happening to development rates in one state in 2017?



Example from a PECOS Organization



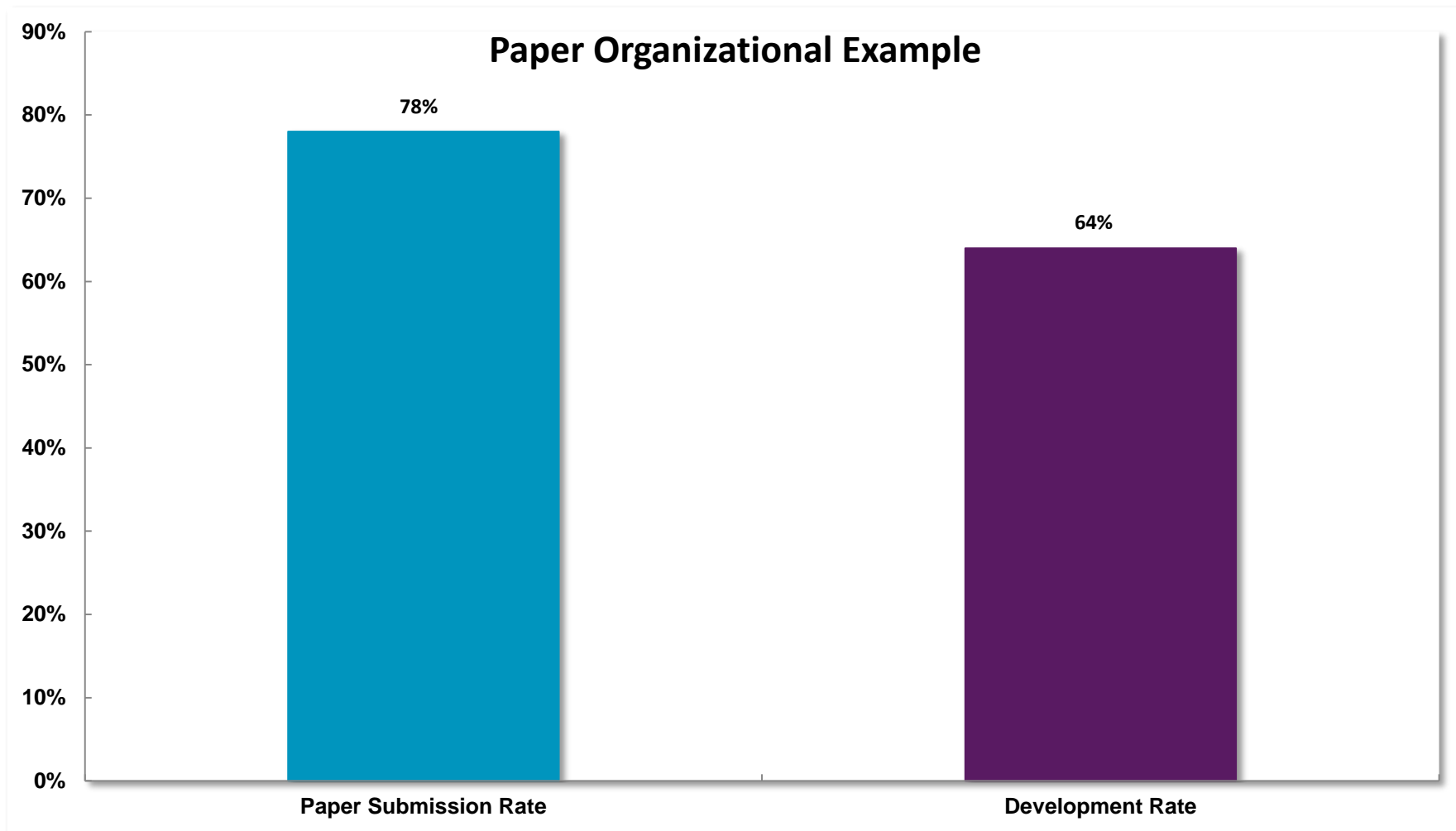
What did an organization in that state experience in their PECOS submissions?



Example from a Paper Organization



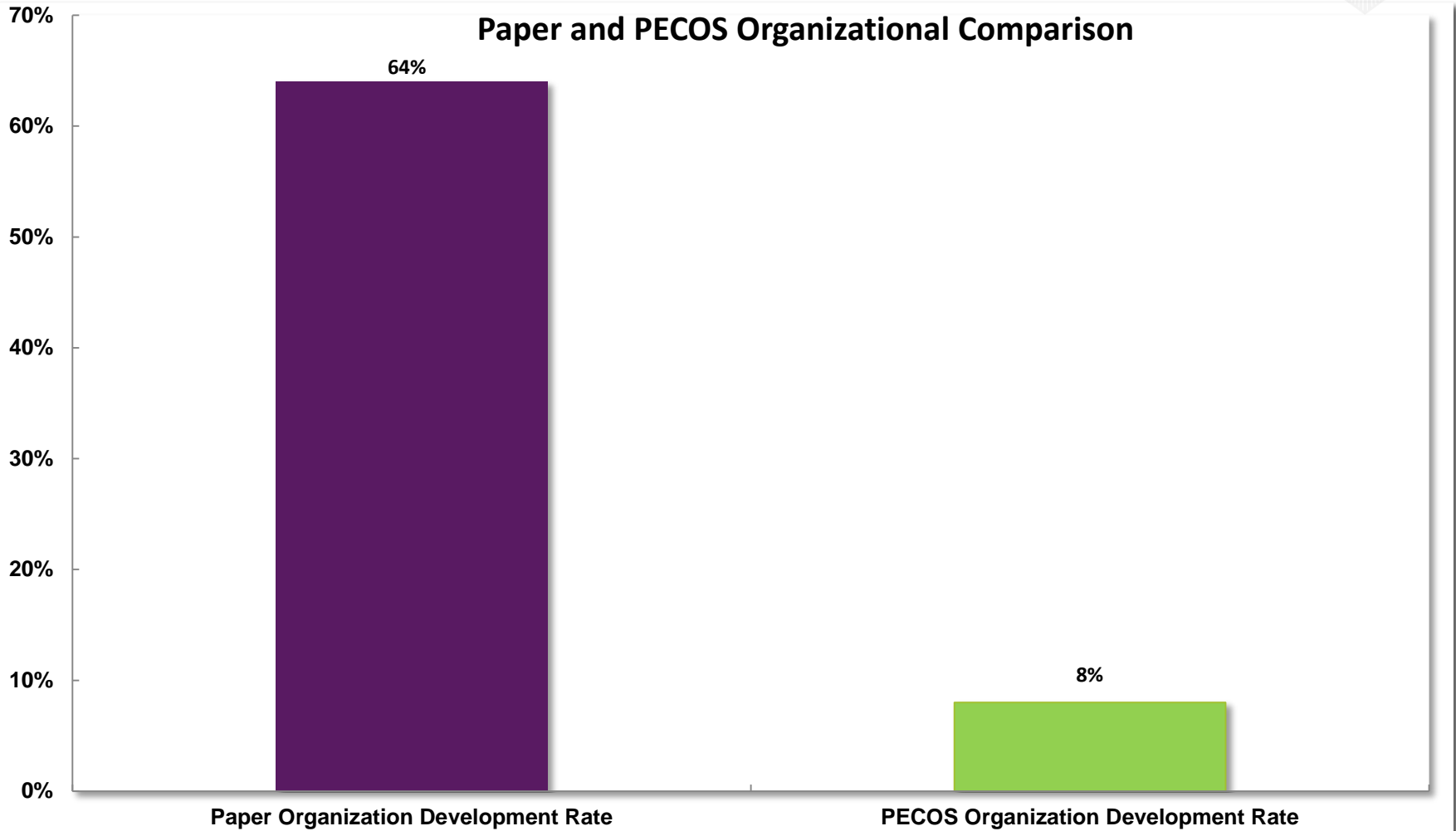
What did an organization in that state experience in their paper submissions?



Who do you want to be?



What development rate do you want? The 64% paper or the 8% PECOS?



Before we get started



Get familiarized with the following Providers

XYZ Health Group, Inc.



- Submitting via paper and wants to save money by switching to PECOS

Dr. Doc Jefferson



- A doctor that works for XYZ Health Group, Inc.
- Wants to focus on seeing Medicare beneficiaries

Before we get started



Get familiarized with the following User Types

Andy Author



- The CEO of XYZ Health Group
- In the audience and is now convinced they need to submit via PECOS
- Wants to give authority to someone else to manage the process

Linda Delegate



- Currently the manager of Revenue Cycle at XYZ Health Group, Inc.
- Oversees Provider Enrollment for Medicare in her job description
- Has been tasked with setting up the organization to submit via PECOS

Jim Staffman



- Currently submitting the paper applications for XYZ Health Group, Inc.
- Reports to Linda Delegate



The Identity & Access Management System (I&A)

What is I&A?



I&A is the Identity & Access system used by CMS to allow users to access and control access to PECOS, NPPES and EHR

One account to access multiple systems



Identity & Access Management System

[?](#) Help

Authorized users are able to sign in to the Identity & Access Management System. If you are a new user you must first [register](#).

Sign In

* indicates required field(s)

* **User ID:**

One account to access multiple systems

Create one account with the Identity & Access Management System to manage access to NPPES, PECOS, and EHR incentive programs, manage staff, and authorize others to access your

information. [Create Account Now](#)

Who can get an I&A Account?



Anyone can get an account in I&A. What you have access to (PECOS, NPPES, EHR) is dependent on your role and connections.

Real World Examples

Individual Providers

Third Party Users

Office Assistants

Administrative User

Linda Delegate

Dr. Jefferson

Organizational Representatives

Summer Interns

Lawyers

Andy Author

Jim Staffman

You!

How do we get started?



<https://nppes.cms.hhs.gov/IAWeb>

CMS Centers for Medicare & Medicaid Services

Identity & Access Management System [Help](#)

Authorized users are able to sign in to the Identity & Access Management System. If you are a new user you must first [register](#).

Sign In

* indicates required field(s)

* **User ID:**

* **Password:**

Sign In

[Forgot Password](#)

[Retrieve Forgotten User ID](#)

[Enter your PIN](#)

One account to access multiple systems

Create one account with the Identity & Access Management System to manage access to NPPES, PECOS, and EHR incentive programs, manage staff, and authorize others to access your information. **Create Account Now**

PECOS Use this system to register for Medicare or update your current enrollment information.

EHR Register to receive EHR incentive payments for eligible professionals and hospitals that adopt, implement and upgrade or demonstrate meaningful use with certified EHR technology.

NPPES Use this system to apply for and manage National Provider Identifiers (NPIs).

Quick Reference Guide
Overview of features and tools to manage your account.

Frequently Asked Questions
Answers to common questions about registration, who should register, and how to manage your account.

- Follow the Web URL above
- Accept the Terms and Conditions
- Click the “Create Account Now” button

User Registration Walkthrough

A screenshot of the first page of the user registration process. It features a light blue background with several input fields and a submit button. The fields are labeled with red asterisks: "* E-mail Address:", "* Confirm E-mail Address:", and "* Enter the text from the image above:". The image above the third field shows the text "gch67" with a black line over it. To the right of the image is a circular refresh icon and a "Listen to audio" link. At the bottom, there is a "Submit" button with a right-pointing arrow and a "Cancel" link.

First page of the user registration process.

Email address is a unique field and the system will not allow you to create an account with an email that already exists.

Public Access to:

- Help
- Quick Reference Guide
- FAQ

User Registration - Step 1 of 3

Step 1 asks you for the standard information shown on the screen here. You are also prompted to set up your security questions for future password resets.



The user is also shown the **progress bar** at the top to show what step

they are in during the account creation process.

A screenshot of the user registration form showing required fields. The form has a light blue background and a red asterisk at the top left indicating required fields. The fields are: "* User ID:", "* Password:", and "* Confirm Password:". Each field has a corresponding input box.

User Registration Walkthrough



User Registration - Step 2 of 3

Step 2 asks you for the account profile information shown here. Information is used for SSN verification.



The progress bar indicates that you are currently on Step 2 and that Step 1 is complete.

User Registration - Step 3 of 3

A confirmation screen with a progress bar at the top showing Step 1 (User Security) as complete, Step 2 (User Info) as complete, and Final Complete as the next step. Below the progress bar is a message: "Congratulations, your account has been successfully created." Below the message is a list of instructions for different user types. At the bottom is a "Continue To Homepage" button.

Step 1 ✓ User Security Step 2 ✓ User Info Final Complete

🔔 Congratulations, your account has been successfully created.

- If you are an Individual Provider, you will be able to see all associations with your NPI.
- If you are an Authorized Official or a Delegated Official, you will need to add your employer(s) to manage staff and connections associated with your employer(s).
- If you are a Staff End User, you will need to ask an Authorized Official or Delegated Official associated with your employer to invite you to work on the behalf of the employer.

Continue To Homepage ▶

A registration form with the following fields:

- * First Name:
- Middle Name:
- * Last Name:
- Suffix:
- * Business Phone Number:
- Fax Number:
- * Date of Birth: (MM/DD/YYYY)
- * SSN:
- Primary E-mail Address:
- * Personal Phone Number:
- * Home Address Line 1:
- Home Address Line 2:
- * City:
- * Country:
- * State/ Province/ Territory:
- * Postal/ ZIP Code:

Step 3 is the confirmation screen and you are done. Click “Continue to Homepage” to continue.

Home Tab – After Registration



The screenshot shows the CMS Identity & Access Management System interface. At the top, the CMS logo and 'Centers for Medicare & Medicaid Services' are displayed, along with the user's login status 'Logged in as AAppletonAO' and a 'Sign Out' link. The page title is 'Identity & Access Management System' with a 'Help' icon. Below the title are three tabs: 'Home', 'My Profile', and 'My Connections'. The 'Home' tab is active, showing a welcome message: 'Welcome to the Identity and Access Management System!'. It asks 'Are you an Individual Provider?' and 'Are you responsible for an Organization?'. A 'News & Alerts' box contains 'EUS Contact Information' for External User Services (EUS) at PO Box 792750, San Antonio, Texas 78279, with a link to <https://eus.custhelp.com>. Below this, there are links for 'Quick Reference Guide' and 'Frequently Asked Questions', both with PDF icons. The 'Quick Reference Guide' is described as an 'Overview of features and tools to manage your account.' and the 'Frequently Asked Questions' as 'Answers to common questions about registration, who should register, and how to manage your account.'

Home Page

After you create an account and click “Continue to Homepage”, 2 options:

Individual Provider?

– Go to NPPES and register for an NPI number.

Responsible for an Organization?

- Go to My Profile tab

My Profile Tab – After Registration



Home | **My Profile** | My Connections | My Staff

My Profile

My Information

i Your profile has been updated successfully.

Name: Andy Author **Home Address:** Baltimore MD 21244-1849 United States

Date of Birth: **SSN:** XXX-XX-

Business Phone Number: **Personal Phone Number:**

Fax Number: [Modify My Information](#)

Primary E-mail Address: [Modify Primary E-mail](#)

Password
Your Password will expire in **25 day(s)**. [Change Password >](#)

Security
[Change Security Questions & Answers >](#)

Employer Information

Employer ▼	My Role with this Employer ▼	My Status with this Employer ▼	PECOS	EHR	NPPES
No Employer Exists					

My Profile Tab

After you create your account, if you are not a provider, click the My Profile Tab

Here:
You can modify information, change password or security questions.

At the very bottom is Employer information. This is where to connect to an organization.

Blank due to no connections

If you wish to add an employer, click "Add an Employer". [Add an Employer](#)



User Registration Q&A



Common Questions during I&A Registration:

What is the standard timeframe for setting up an I&A Account when I'm setting up a new Tax ID for the first time?

- Approval should occur immediately
- If it does not, reach out to the appropriate External User Services (EUS) contacts to get the approval expedited.

How often do I have to change my password?

- Passwords expire every 60 days.
Note: There is a password section on the My Profile tab which will tell you how many days until your password expires.

User Registration Q&A



Who do I contact for registration issues in the I&A?

- <https://eus.custhelp.com/>
- Contact Number: (866) 484-8049

CMS External User Services For Medicare Providers

Support Home Answers Ask a Question Your Account

Answers

Advanced Search

Find the answer to your question Search

Results 1 - 10 of 169

I forgot my PECOS/EHR/IA password, is there a link to reset my password?

To reset your password, you may use the following password reset link or you may contact ELIS for assistance. <https://nppes.cms.hhs.gov/IAWeb/warning.do?wdurl=/forgotpassword.do> Note: this link will...

Date Updated: 05/01/2017

If my password expires, does it impact my NPI or Medicare Enrollments?

- No, an expired password simply means that you cannot log in to the I&A or PECOS, NPPES, EHR until you reset your password.

User Registration Q&A



What if I forget my password?

- On the I&A login page, select the Forgot Password link and enter your User ID
- You will then be required to either answer 3 of your 5 Security Questions or enter specific information about your account (last 4 digits of your SSN, Date of Birth, First Name, Last Name, Personal Phone Number, Home Zip/Postal Code)
- If you can correctly provide the required information, you will be able to reset your password.

How do I know if a user already has an I&A account?

- If the SSN is linked to an account:
You will receive a warning message with instructions on how to move forward.
- If the e-mail address is linked to an account:
You will receive a warning message with instructions on how to move forward.

Can I Use PECOS Now?



It depends!

You have created an I&A account
BUT:

- You may or may not have access to any providers (connections)

What is a Connection?

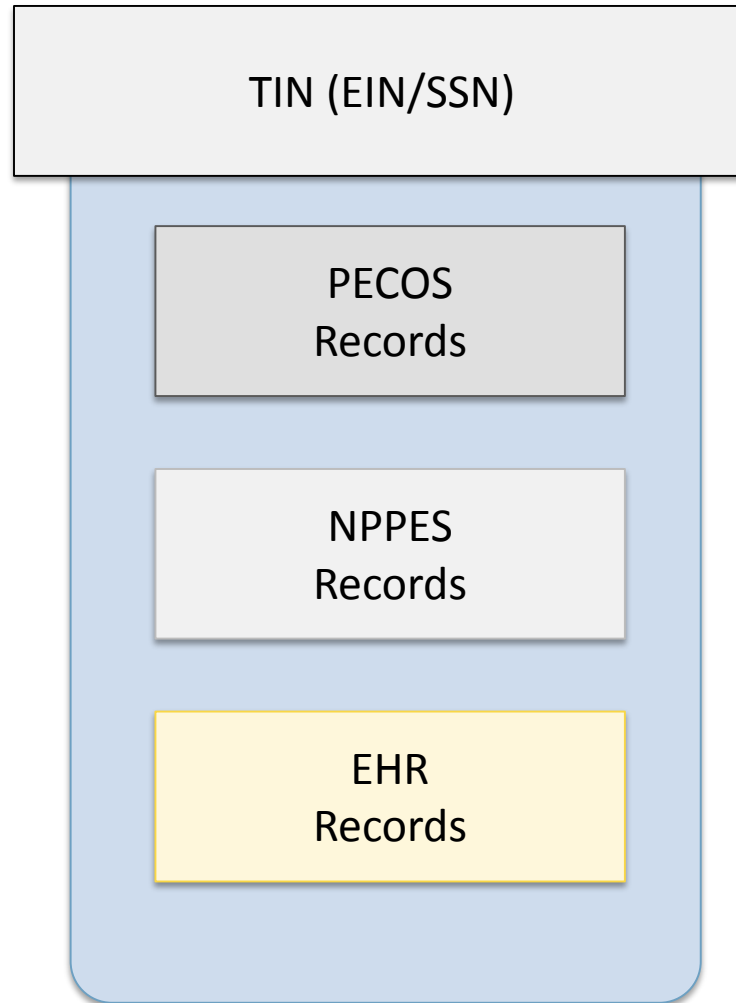


A Connection is, quite simply, *a way to connect to a TIN (EIN or SSN)* in order to **gain access** to PECOS, NPPES and EHR records. There are two types of connections...

Employer Connection – Connecting **your account** to an Individual Provider (SSN) or an Organizational Provider (EIN) in order to gain access to their records.

Surrogacy Connection – Connecting two TINs together to allow a third party access on the TINs behalf.

Tax Identification Number (TIN) as a Bucket





Employer Connection

Employer Connection

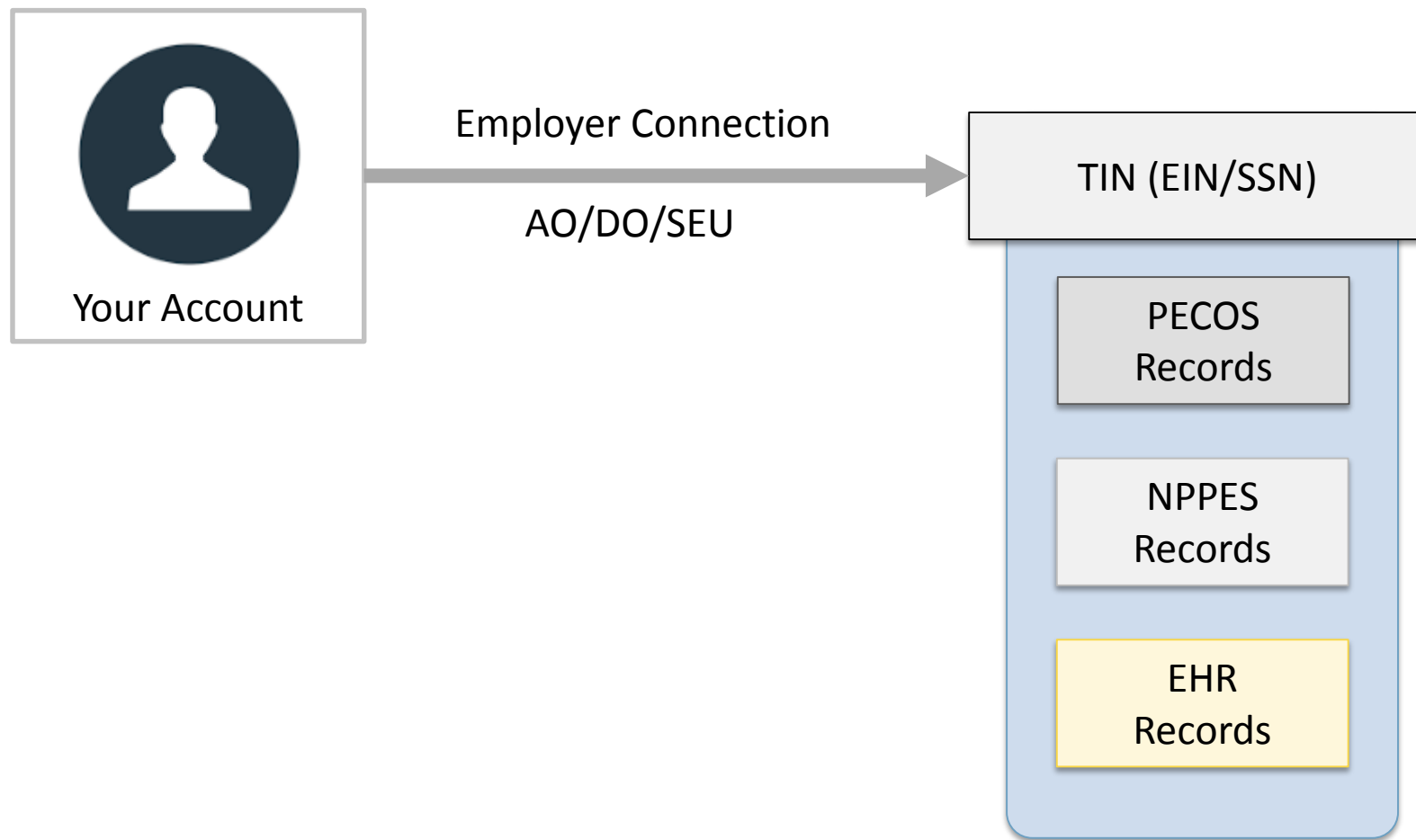


You can **“Add an Employer”** to connect you to an Individual Provider (SSN) or an Organizational Provider (EIN) as one of the roles below in order to access their records or manage other user’s access levels.

Employer Connection Access Types:

- Authorized Official (AO)
- Delegated Official (DO)
- Staff End User (SEU)

Employer Connection Example



What is an AO in the I&A?



AO is an **Authorized Official** for a TIN (EIN or SSN) and is the highest permission level in I&A.

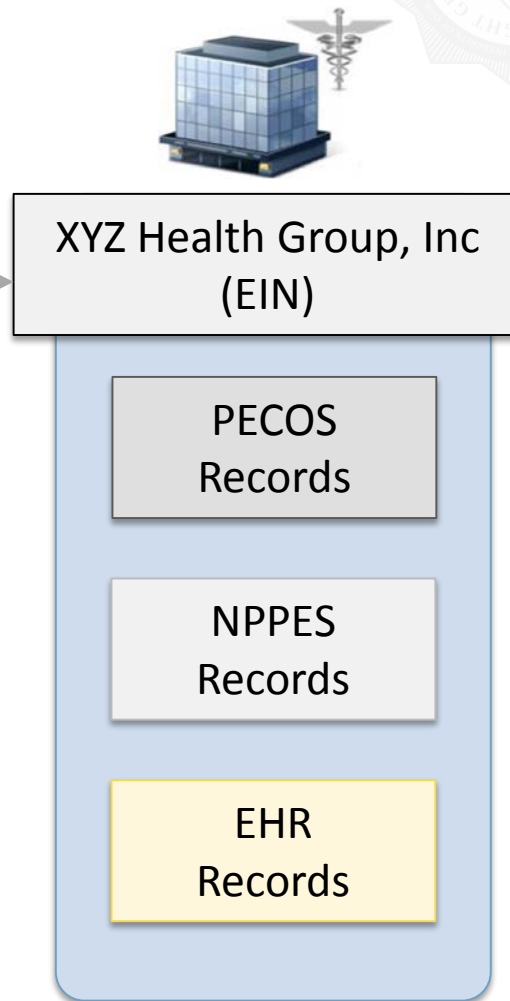
AO in PECOS	AO in I&A
<p data-bbox="146 539 801 686">Enroll, make changes and ensure compliance with enrollment requirements</p> <ul data-bbox="146 718 942 896" style="list-style-type: none"><li data-bbox="146 718 942 803">▪ CEO, CFO, partner, chairman, owner, or equivalent appointed by the organization.<li data-bbox="146 811 942 896">▪ May sign all applications (<i>must sign initial application</i>)	<ul data-bbox="994 539 1804 1179" style="list-style-type: none"><li data-bbox="994 539 1804 632">▪ Control access to PECOS, NPPES and EHR in I&A.<li data-bbox="994 718 1804 846">▪ CEO, CFO, partner, chairman, owner, or equivalent appointed by the organization. AO Requirements are the same as PECOS<li data-bbox="994 861 1804 1039">▪ Automatically approved if listed as AO in PECOS; if not, upload/submit AO request form to the EUS help desk along with a copy of the CP 575.<li data-bbox="994 1046 1804 1132">▪ AOs can manage staff and connections for their employer<li data-bbox="994 1146 1804 1179">▪ Multiple AOs permitted

Employer Connection Org Example



Employer Connection

AO

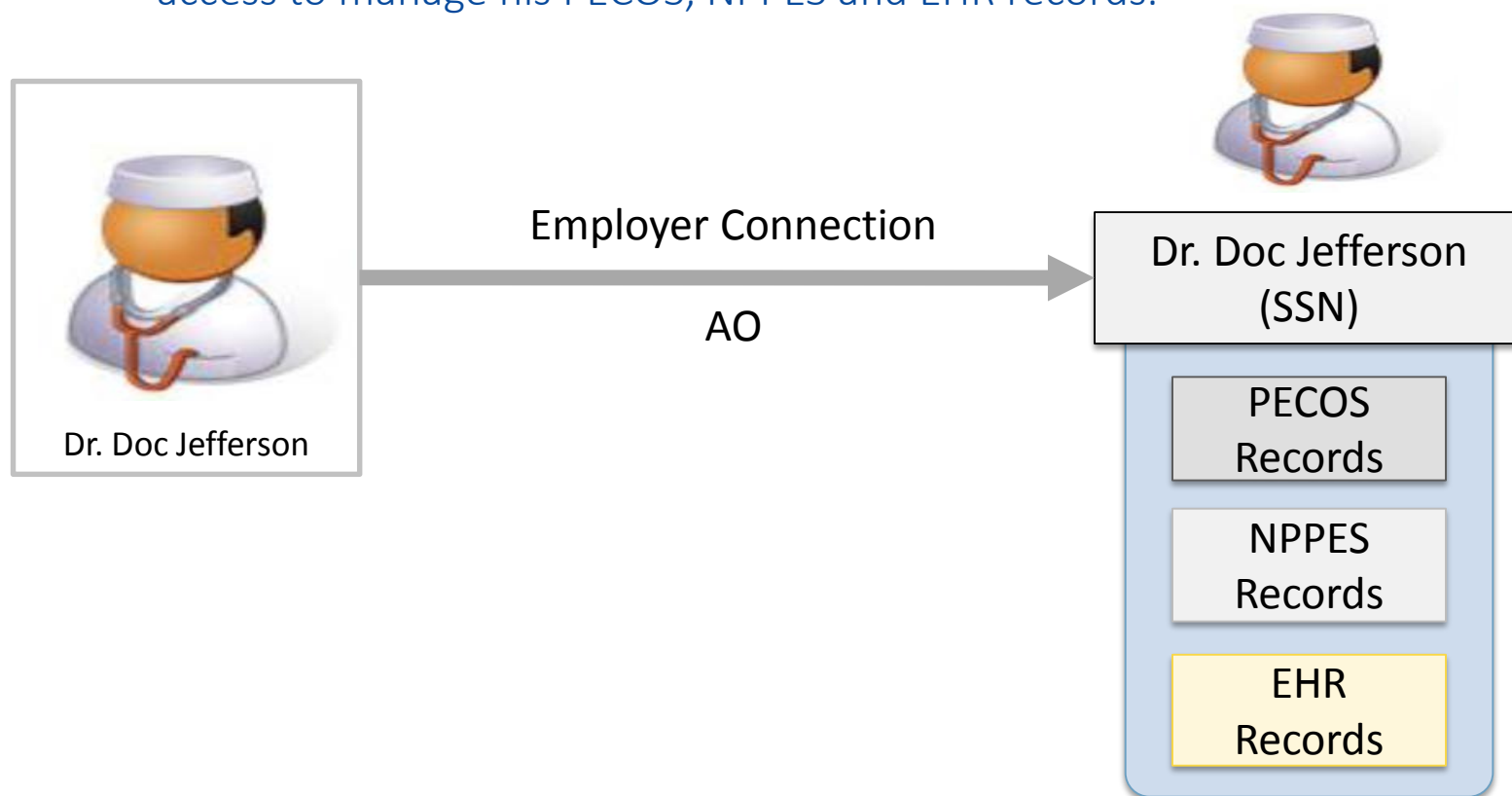


Individual Provider Example



Individual providers are also **Authorized Officials** for their TIN (SSN)

Dr. Jefferson creates an I&A account. Goes to NPPES website and applies for an NPI number. Once Dr. Jefferson is enumerated, he automatically gets access to manage his PECOS, NPPES and EHR records.



I&A Authorized Official Q&A



- Is the AO in I&A separate from the AO in PECOS?
Yes, but they can be the same person or different as long as they meet the definition of an AO.

- How can I remove/disassociate an AO in I&A?
 - An AO can log into I&A and can disassociate themselves.
 - If the AO has already left the Organization, the new AO can call EUS help desk to disassociate the old AO.
 - If the AO is removed from PECOS enrollment, I&A will also remove their AO role (if previously approved based on their role in PECOS).

- How do I add an AO in I&A if they are in PECOS, but not I&A?
If they want to have access in I&A, have them create an I&A account and upon registration they are automatically approved to be AO

I&A Authorized Official Q&A



POLL QUESTION

- How do I add an executive level individual to my group?

Do you want that executive level individual to manage the access levels of the TIN in the I&A, or do you want that individual to be added to the PECOS/Medicare record?

- If they want to manage the access levels of the TIN in the I&A, then yes they will be an AO in the I&A.
- If they want the authority to legally bind the organization to the rules and regulations of the Medicare program on the enrollment only, you will submit an application in PECOS to update the enrollment record.

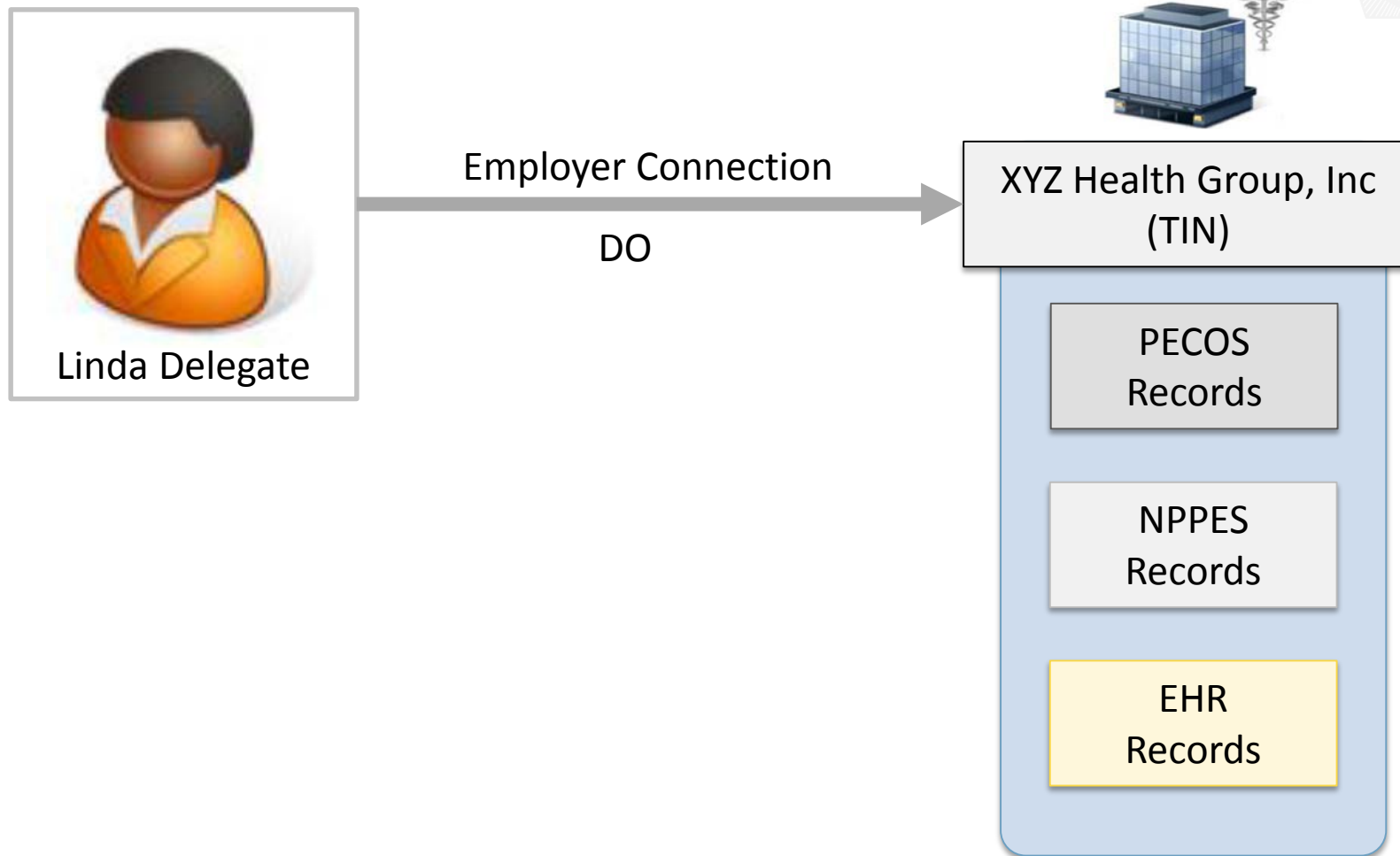
What is a DO in the I&A?



The DO is a **Delegated Official** for a TIN (EIN or SSN) and is the second highest permission level in I&A.

DO in PECOS	DO in I&A
Appointed by the AO with authority to report changes to enrollment information	Control access to PECOS, NPPES and EHR in I&A.
<ul style="list-style-type: none">▪ Ownership, control, or W-2 managing employee▪ Multiple DOs permitted▪ May sign changes, updates and revalidations (<i>cannot sign initial application</i>)	<ul style="list-style-type: none">▪ Delegated by the AO of org provider or 3rd party org▪ Automatically approved if listed as DO in PECOS; AO's can approve; if not, upload/submit DO request form to the EUS help desk along with a copy of the CP 575▪ DOs can manage staff and connections for their employer▪ Multiple DOs permitted

Employer Connection Example



I&A Delegated Official Q&A



Who can be an Delegated Official in the I&A?

- Anyone an AO wants to give authority to, so they can have someone else control access to PECOS, NPPES and EHR records for the TIN.

Can a DO in the I&A approve requests for another DO?

- No they cannot.
 - DOs can only approve staff end users.
 - Only AOs can approve DOs.
 - Anyone can submit a request to be a DO, but the AO has to approve.

I&A Delegated Official Q&A



I am currently a DO in the I&A, how do I update my role to an AO?

- Make sure that you meet the requirements of an AO
- On my profile page, find the organization where you are a DO and request Role Change. Submit relevant IRS documentation.
- If you are an AO on the enrollment record in PECOS, the request will auto approve

What is a SEU?



The **SEU** is a **Staff End User** and is the lowest permission level for I&A.

- Must be approved by an AO or DO of their employer connection
- Rights to business functions (PECOS, NPPES, EHR) must be explicitly assigned by the AO/DO of the employer
- May request to be SEU or an invitation must be sent by the AO/DO

Employer Connection Example



XYZ Health Group, Inc.
(EIN)

PECOS
Records

NPPES
Records

EHR
Records

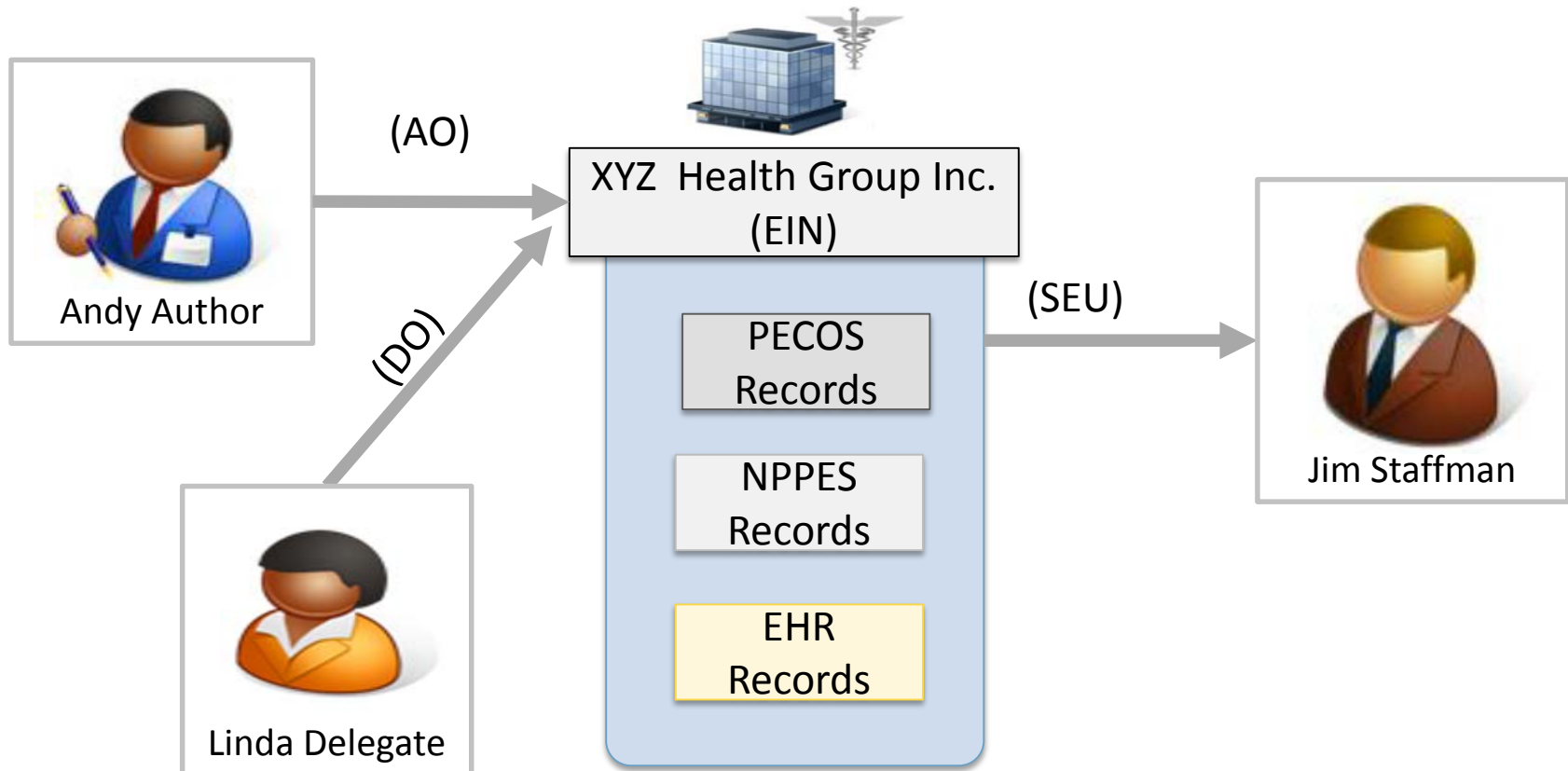
Employer Connection
SEU



Employer Connection Example



Andy (AO) connects to XYZ Health Group, Inc., auto approved. Linda (DO) connects to XYZ. Andy approves Linda's request. Jim requests to be SEU for XYZ. Linda approves Jim's access to PECOS records.



Employer Connection Walkthrough



My Profile Tab

- At the Bottom, Click "Add an Employer"

Home My Profile My Connections

Employer Information

Employer	My Role with this Employer	My Status with this Employer	PECOS	EHR	NPPES
No Employer Exists					

If you wish to add an employer, click "Add an Employer"

Add an Employer

Add Employer Search

- Enter the entity information and click Search

Home My Profile My Connections

My Profile > Add Employer Search [Back to Previous Page](#)

Search for Organizations or Individual Providers that you wish to be associated with as your employer. You can search by entering one or more of the following: Organization Name, Individual Provider's Last Name, City, State, ZIP or NPI. If you are searching for a Provider to work on their behalf, please use My Connections.

Organization Name:	<input type="text"/>	NPI:	<input type="text"/>	<input type="button" value="Search"/>
First Name:	<input type="text"/>	Last Name:	<input type="text"/>	
City:	<input type="text"/>	State:	SE - Select One	ZIP: <input type="text"/>

Add Employer

- Choosing the employer will bring up the connection options
- You can also add an employer if they are not found.

Home My Profile My Connections

Search Results

Name	Doing Business As	NPI	Address	View NPI	View Other Name
<input type="radio"/>	XYZ Health Group, Inc.	1538	United States	<input type="button" value="View NPI(s)"/>	<input type="button" value="View Other Name(s)"/>

If your employer information does not exist, please select "Add Employer Not in List"

Add Employer Not in List

Employer Connection Walkthrough



My Profile Tab

- Choose your role and click **submit** at the bottom
- You must know the AOs contact info is selecting DO/SEU

Home **My Profile** **My Connections**

Important Note: Once approved, Authorized Officials and Delegated Officials will automatically have access to all Business Functions for their employer and any provider they have been granted access to. Staff End Users must be granted access to Business Functions by an Authorized Official or Delegated Official of the employer.

* Identify the Contact E-mail Address for this Employer:

Use My Primary E-mail Address **OR** Enter Employer E-mail Address: Confirm E-mail Address:

* Please select the role you are requesting for this employer:

-- Select One --

- Authorized Official (signatory for your organization authorized to legally bind the organization in agreements)
- Delegated Official (managing users, updating account information for your provider/organization)
- Staff End User (working in approved CMS applications for your provider/organization)

Employer ▼	My Role with this Employer ▼	My Status with this Employer ▼	PECOS	EHR	NPES
+ XYZ Health Group, Inc.	Authorized Official	Pending Approval Tracking Id A4484250	NO	NO	NO

- Once requested, you will not be automatically approved
- The AO will approve you OR you will need to send in the proper documentation to EUS to be approved
- You can find your tracking ID and status in the employer information table in the My Profile tab.

Employer Connection Q&A



Why does my request to be a DO still show as pending approval?

- An AO of the TIN in the I&A has not logged into their account and approved your connection request.

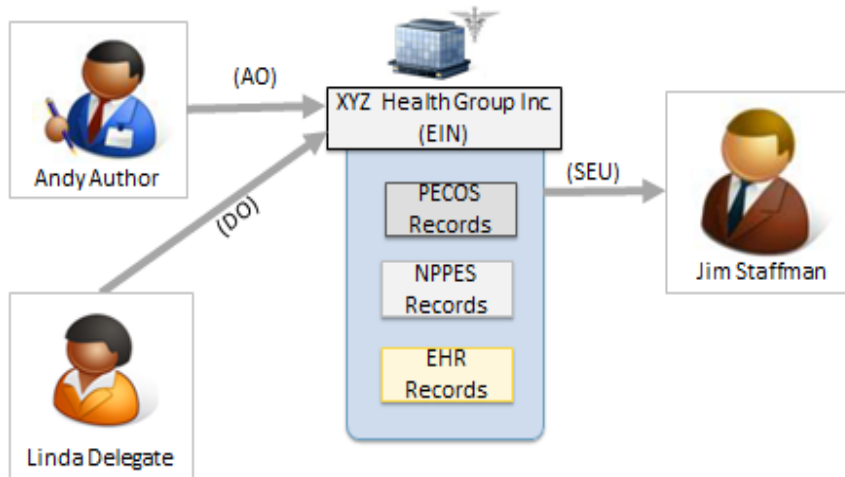
Why does my request to be an SEU still show as pending approval?

- An AO or DO of the TIN in the I&A has not logged into their account and approved your connection request.



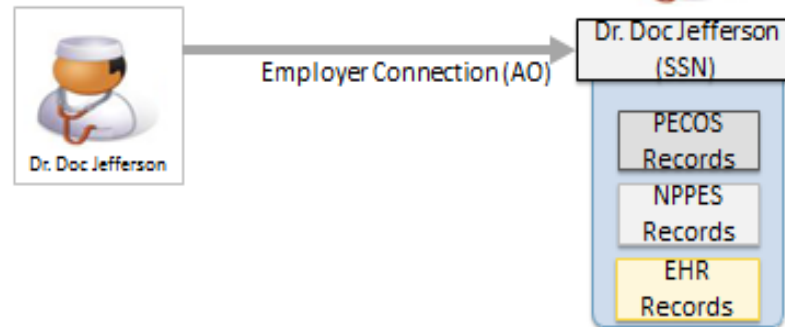
Surrogacy Connection

XYZ Health Group's access to Dr. Jefferson's records



Andy Author and Linda Delegate can access XYZ Health Group's PECOS, NPPES and EHR records. Jim Staffman has access to XYZ Health Group's PECOS records.

Dr. Jefferson can access his own PECOS, NPPES and EHR records



Can XYZ Health Group access Dr. Jefferson's records ? **NO! Not yet**

Surrogacy Connection



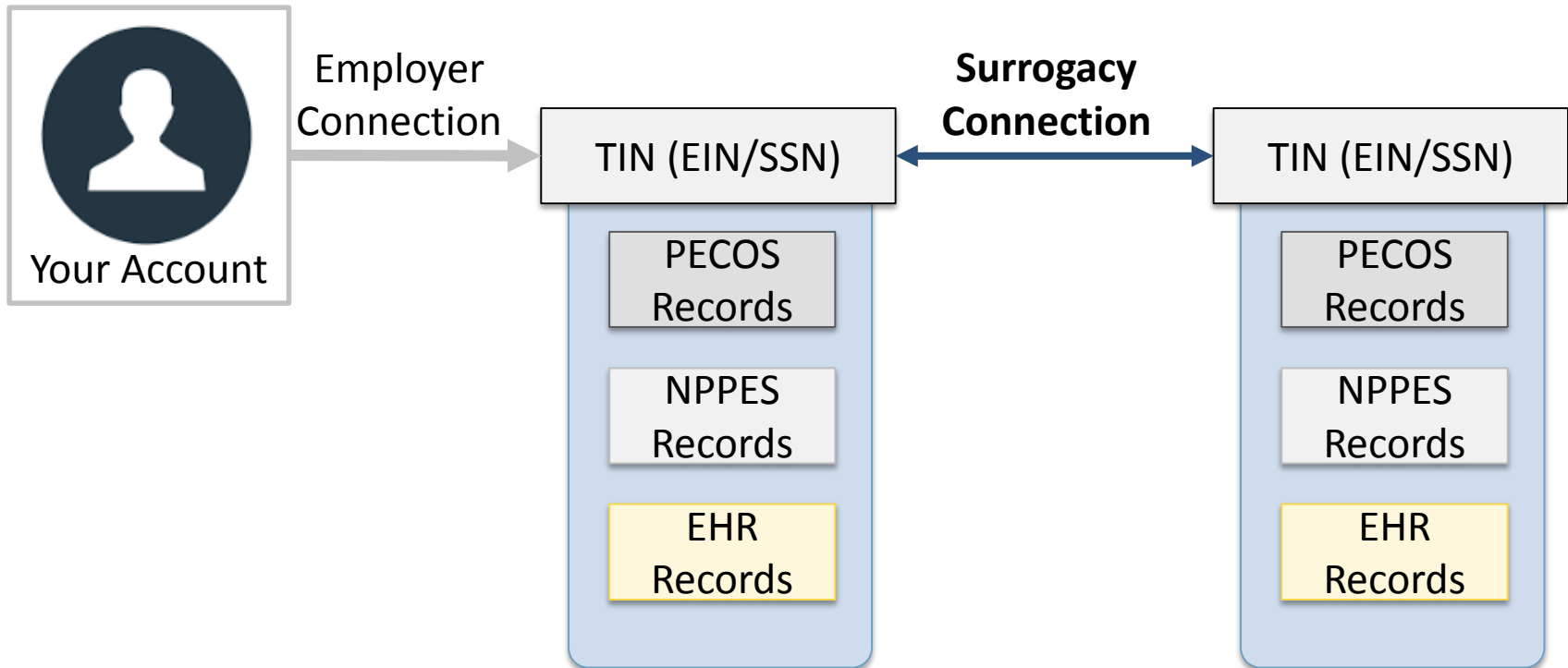
A surrogacy connection is simply a connection between two Employers (TINs) that allows the AO/DO/SEU users of the initiating Organization (TIN) to access the records on behalf of the accepting Organization(TIN).

- Providers can **designate Surrogates** to work on their behalf.
- Rights are **assigned by business function** (PECOS, NPPES or EHR).
- Surrogacy connection can be **initiated or established** by either the provider or the Surrogate.
- AOs and DOs can **initiate, approve or reject Surrogacy Requests** for their employer.
- SEUs for surrogate will **only have rights if assigned** by one of their AOs or DOs.

Surrogacy Connections Example



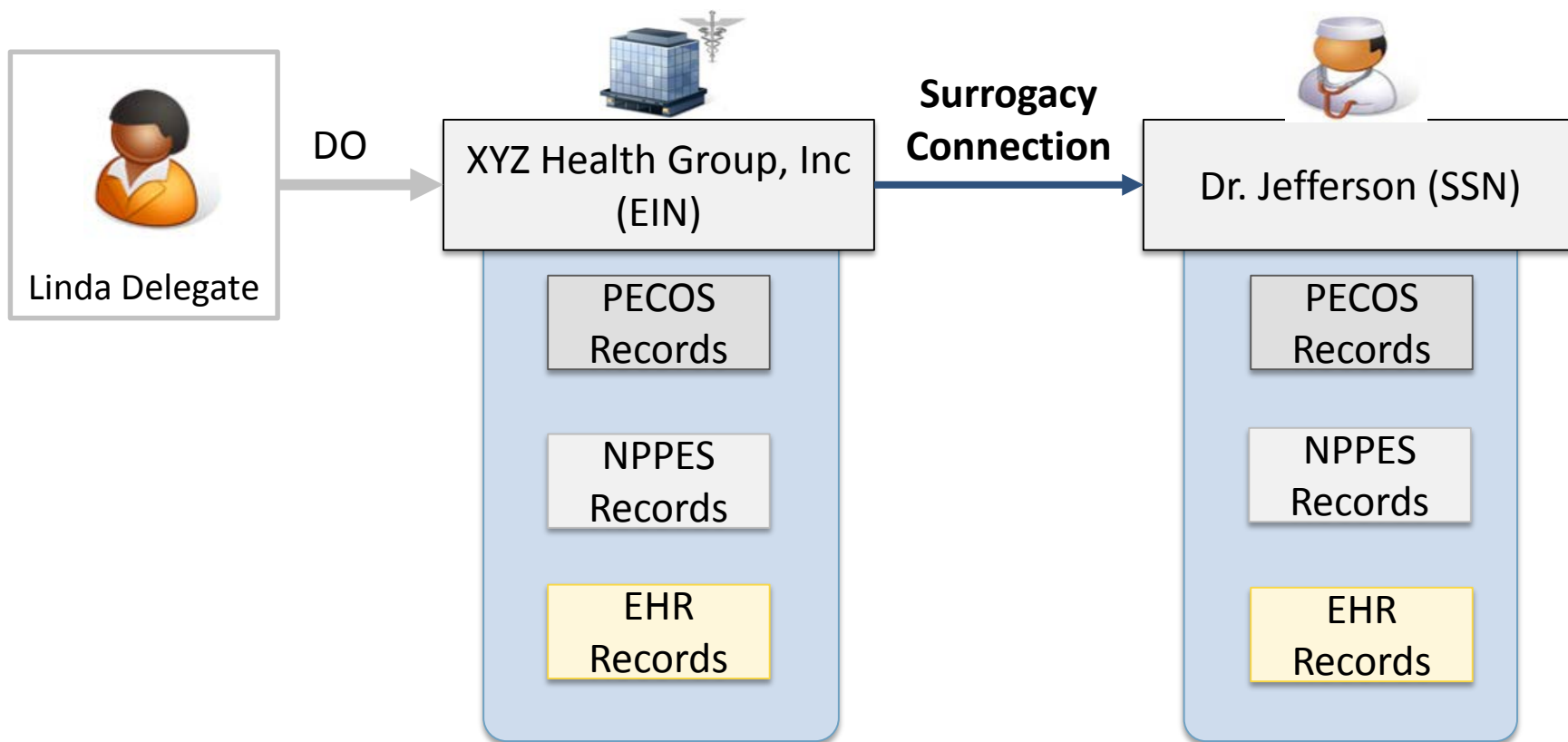
A surrogacy connection is simply connecting two TINs together. This allows users connected to the TIN access to the other TIN's records.



Surrogacy Connections Example



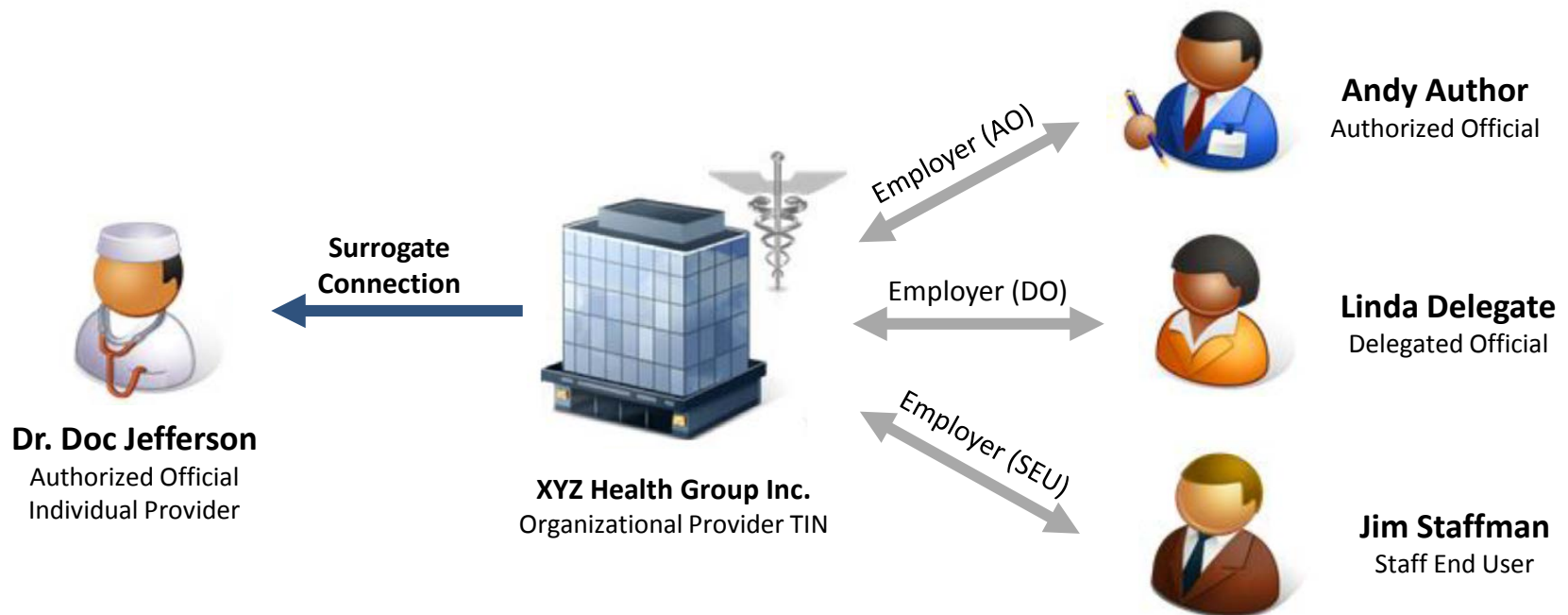
Linda (DO) logs into her account and requests a surrogacy connection on behalf of XYZ Health Group, Inc to gain access to Dr. Jefferson.



Surrogacy Connection Example 1



After Dr. Jefferson logs into his account and approves surrogacy connection request, AOs and DOs of XYZ Health Group (Andy Author and Linda Delegate) will get access to Dr. Jefferson's records. AOs and DOs can explicitly give access to their SEU.

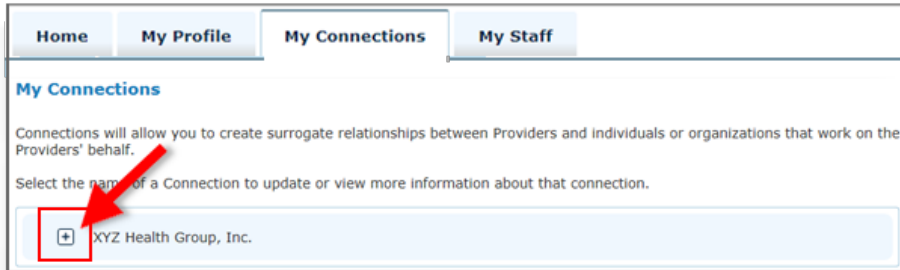


Surrogacy Connection Walkthrough



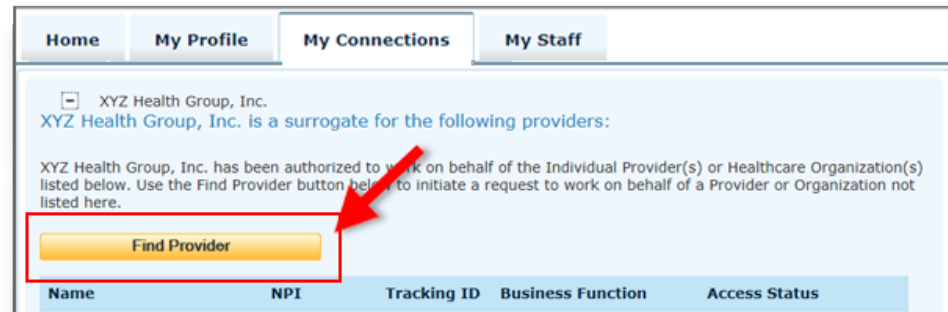
My Connections Tab

- Go to the **“My Connections”** Tab
- Click the expand (+) button on the organization that you want to request surrogacy from



My Connections Tab

- Click **“Find Provider”** to search for the entity you want to establish a surrogacy connection with



Surrogacy Connection Walkthrough



Home My Profile **My Connections** My Staff

My Connection ▶ Add Provider [◀ Back to Previous Page](#)

Search for an Organization or an Individual Provider that you wish to be associated with as a surrogate to work on their behalf. You can search by entering one or more of the following: Organization Name, Individual Provider's Last Name, City, State, ZIP or NPI.

Organization Name: NPI: 16295XXXX

First Name: Last Name:

City: State: SE - Select One ZIP:

My Connections Tab

- Search for the entity to connect to

My Connections Tab

- Select the radio button of the entity and choose the business functions you want access to
- Select **“continue”**

Home My Profile **My Connections** My Staff

Name	NPI	Business Mailing Address
<input checked="" type="radio"/> Jefferson, Doc	16295XXXX	16295XXXX

Select the business function(s) you would like to access on behalf of the provider:

PECOS
 EHR Incentive Program
 NPPES

Surrogacy Connection Walkthrough



My Connections Tab

- You will see a confirmation page where you can add an additional email address for notification.
- Click **“Submit”**

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My Connection ► Add Provider [← Back to Previous Page](#)

⚠ You have requested to work on behalf of Kermit Frog as a surrogate. Once the connection has been approved, you will automatically be connected to all associated NPI's. Review the information listed below before you continue.

Name: DocJefferson

Business Function(s) Selected:

- PECOS
- EHR Incentive Program
- NPPES

To send this connection request notification to a another e-mail address in addition to what is currently on file for this provider, enter the additional e-mail address below.

Additional E-mail Address:

My Connections Tab

- Your request is now pending on the **My Connections Tab**

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XYZ Health Group, Inc.
XYZ Health Group, Inc. is a surrogate for the following providers:

XYZ Health Group, Inc. has been authorized to work on behalf of the Individual Provider(s) or Healthcare Organization(s) listed below. Use the Find Provider button below to initiate a request to work on behalf of a Provider or Organization not listed here.

Name	NPI	Tracking ID	Business Function	Access Status
<input type="checkbox"/> Frog, Kermit	1234567890	S3211109	PECOS	Pending
		S3211110	EHR Incentive Program	Pending
		S3211111	NPPES	Pending
<input type="checkbox"/> Jefferson, Doc	0987654321	S3211105	PECOS	Approved
		S3211106	EHR Incentive Program	Approved
		S3211107	NPPES	Approved

Surrogacy Connections Q&A



Should I use surrogacy, so I can submit applications for providers?

- Yes, this is the appropriate way to gain access to submit applications for providers.

Does the provider need to approve my request before I can submit applications?

- Yes, the provider will have to sign into their I&A account and approve the request for you to submit applications on their behalf.
- Communication with providers is the key to having them approve requests.

Surrogacy Connections Q&A



Why do I already see connections when I just created my account?

- If you have been granted access as an employer for a TIN, any already approved connections that you have been given access to, will appear in your account.

Is the feature for disassociations available to remove providers in I&A?

- Yes. This functionality was made available in December 2017.

Surrogacy Connections Q&A



In our example, can Dr. Jefferson access XYZ Health Groups' records?

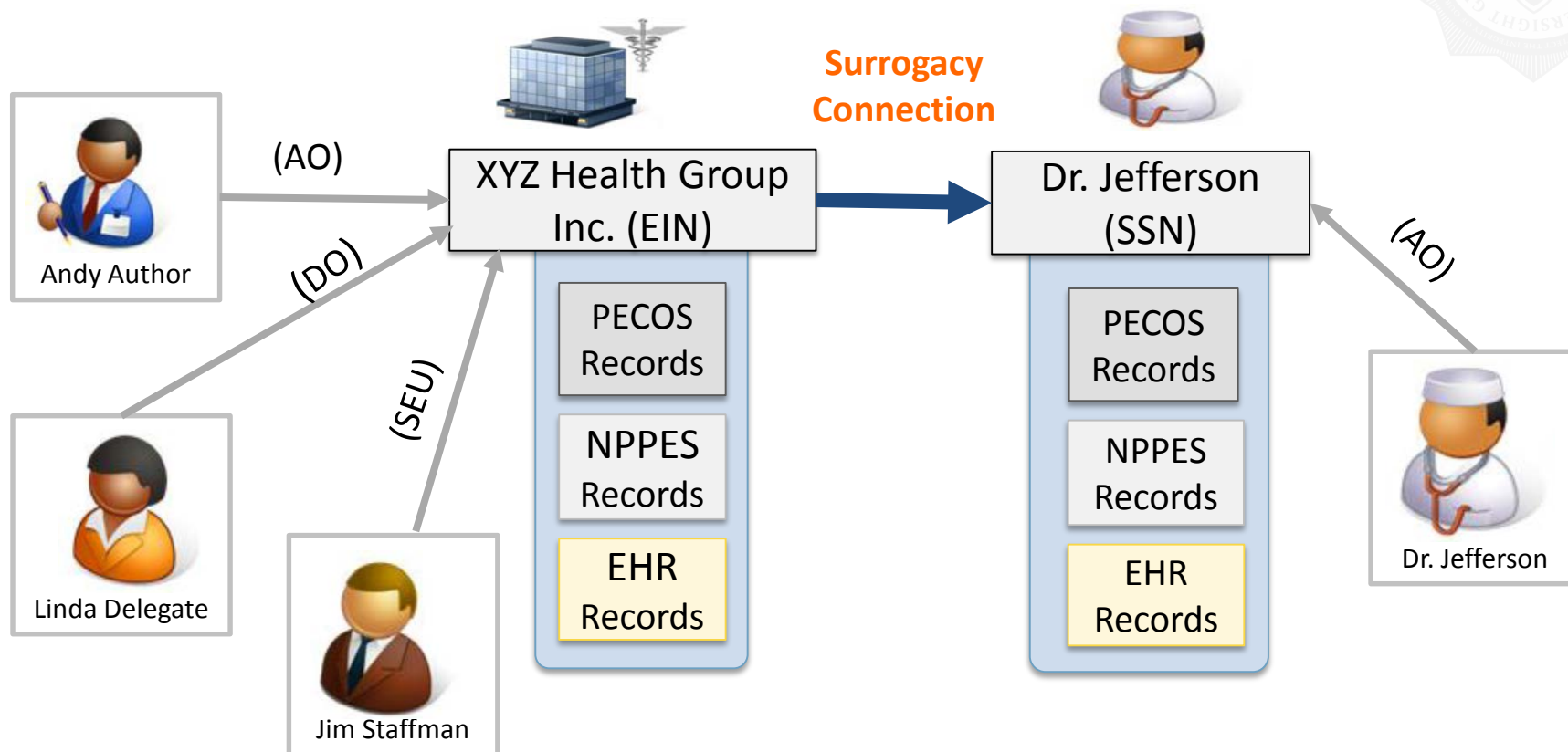
- No, surrogacy is only one way. If XYZ Health Group requests to submit applications for Dr. Jefferson, and he approves the request, then XYZ Health Group can see Dr. Jefferson's records, but Dr. Jefferson cannot see XYZ Health Group's records.

NOTE: Make sure that you monitor who the Org has authorized to work on their behalf because they can access the Organizations information.

XYZ Health Group, Inc. has authorized the following surrogates:

The following Individual(s) or Organization(s) have been authorized to work on behalf of XYZ Health Group, Inc. Use the Add Surrogate button to initiate the process of authorizing an Individual or Organization to work on behalf of XYZ Health Group, Inc..

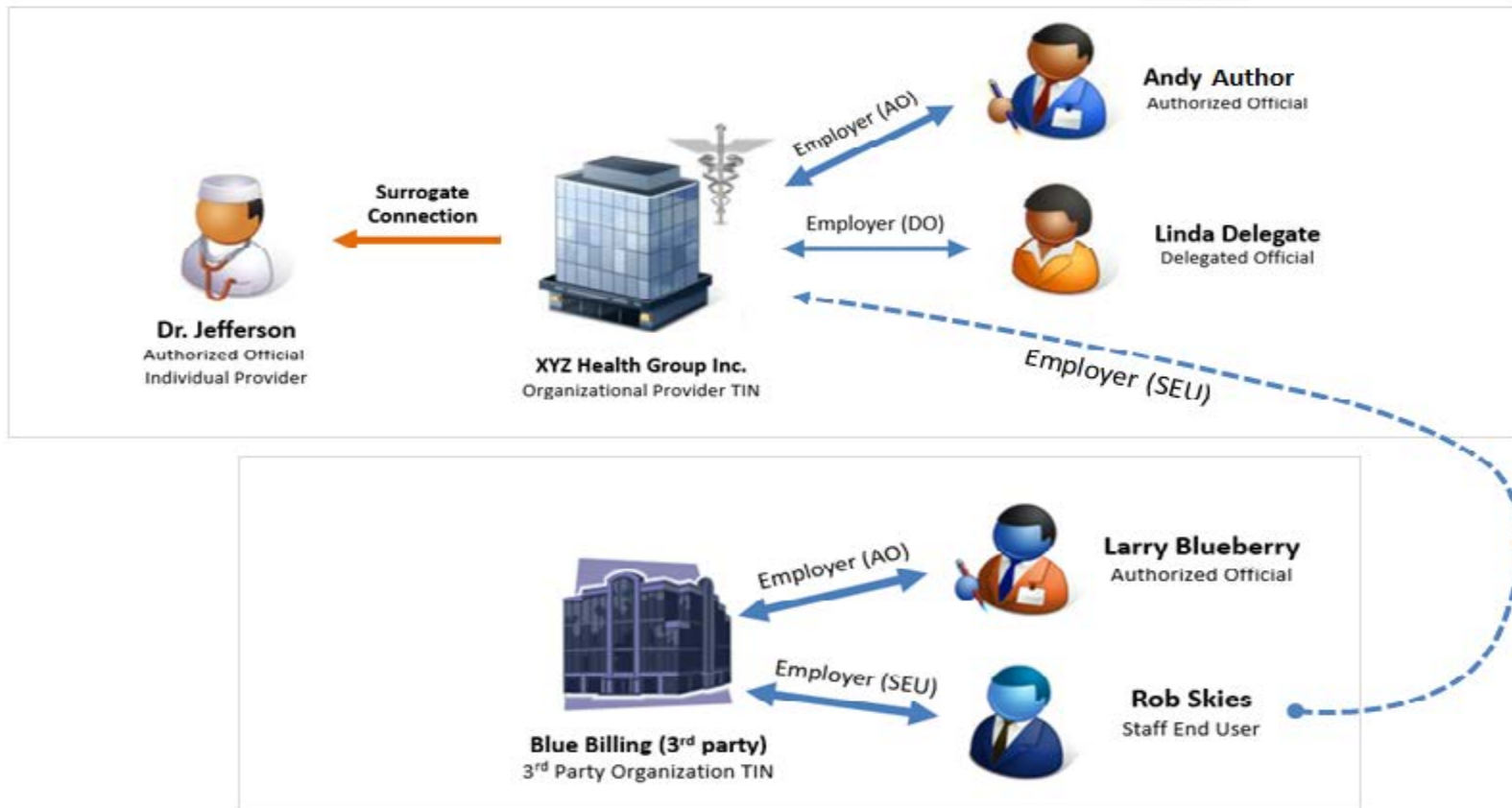
Finished Set Up



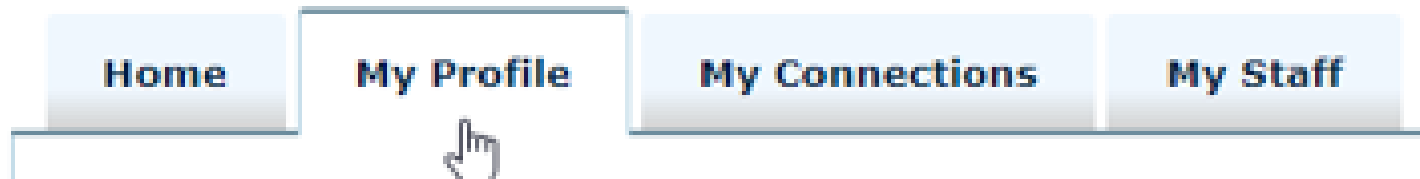
Surrogacy - One Level Deep Example



XYZ Health Group Inc. hires 3rd Party Organization (Blue Billing) to manage PECOS information



My Profile Tab Walkthrough



Employer Information

Employer ▼	My Role with this Employer ▼	My Status with this Employer ▼	PECOS	EHR	NPPES
+ XYZ Health Group, Inc.	Authorized Official	Approved	YES	YES	YES

If you wish to add an employer, click "Add an Employer".

Add an Employer

My Connections Tab Walkthrough



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XYZ Health Group, Inc.

XYZ Health Group, Inc. is a surrogate for the following providers:

XYZ Health Group, Inc. has been authorized to work on behalf of the Individual Provider(s) or Healthcare Organization(s) listed below. Use the Find Provider button below to initiate a request to work on behalf of a Provider or Organization not listed here.

Find Provider

Name	NPI	Tracking ID	Business Function	Access Status
Jefferson, Doc				

XYZ Health Group, Inc. has authorized the following surrogates:

The following Individual(s) or Organization(s) have been authorized to work on behalf of XYZ Health Group, Inc. Use the Add Surrogate button to initiate the process of authorizing an Individual or Organization to work on behalf of XYZ Health Group, Inc..

Add Surrogate

My Staff Tab Walkthrough



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Active Staff

Skip to [Inactive Staff](#) [Role Requests](#)

Add Staff

Search by: * Last Name

First Name

Search

Name ▼	Role	PECOS	EHR Incentive Program	NPPES
Delegate, Linda + XYZ Health Group, Inc. EIN: **-****1992 [redacted]@cms.gov	Delegated Official Modify	<input checked="" type="checkbox"/> PECOS	<input checked="" type="checkbox"/> EHR	<input checked="" type="checkbox"/> NPPES
Staffman, Jim + XYZ Health Group, Inc. EIN: **-****1992 [redacted]@hhs.gov	Staff End User Modify	<input checked="" type="checkbox"/> PECOS	<input type="checkbox"/> EHR	<input type="checkbox"/> NPPES

I've Completed I&A, What now?



<https://pecos.cms.hhs.gov>

USER LOGIN

Please use your I&A (Identity & Access Management System) user ID and password to log in.

* User ID

* Password

LOG IN 

[Forgot Password?](#) 

[Forgot User ID?](#) 

[Manage/Update User Profile](#) 

[Who Should I Call? \[PDF, 155KB\]](#)  - CMS Provider Enrollment Assistance Guide

- ❖ You must have access to PECOS in I&A
- ❖ Follow the Web URL above and enter your User ID and Password from the I&A
- ❖ Click the “Log In” button

PECOS Home Page



Welcome Andy Author

Release Notes

Want to learn what's new in the latest PECOS release? Please review the [Release Notes \[PDF\]](#).

System Notifications

Note: JavaScript must be enabled in your internet browser for PECOS to work properly. If JavaScript is currently disabled in your browser, refer to the Accessibility section in PECOS Help for instructions on enabling JavaScript.

Manage Medicare and Account Information

MY ASSOCIATES >>

- Enroll in Medicare for the first time
- View and update existing Medicare information
- Continue working on saved applications

ACCOUNT MANAGEMENT >>

- Update your user account information, request or remove access to organizations
- Manage access to Medicare enrollments

REVALIDATION NOTIFICATION CENTER >>

After Logging in you are on the *Home Page*.

You will see the name of the account you are logged in as.

My Associates



My Associates

Initial Enrollment

Create an application for initial enrollment **ONLY** if you are:

- Enrolling in Medicare for the first time
- Enrolling in a new state, or
- Enrolling with a new specialty

Individuals

Records 1 - 1 of 1

Name: JEFFERSON, DOC

NPI: .

[VIEW ENROLLMENTS](#) >>

Records 1 - 1 of 1

Organizations

Records 1 - 1 of 1

Name: XYZ HEALTH GROUP, IN
C.

TIN:

[VIEW ENROLLMENTS](#) >>

Records 1 - 1 of 1

My Enrollments - Organization



Name: XYZ HEALTH GROUP, INC.

TIN: 01 [REDACTED]

Records 1 - 1 of 1

Please Note: The enrollment records below are displayed in alphabetical order by State and Type/Specialty.

Existing Enrollments

Contractor: NORIDIAN HEALTHCARE SOLUTIONS

State: CALIFORNIA

Type/Specialty: CLINIC/GROUP PRACTICE

[VIEW](#)

[REVALIDATE](#)

[MORE OPTIONS](#)

Enrollment Type: 855B

Medicare ID: [REDACTED] [View Medicare ID Report](#)

Status: APPROVED [View Approved Enrollment Record](#)

Current ADI Accreditation?: No

Practice Location: [REDACTED] SAN DIEGO, CA 92101-78

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Existing Reassignments: 1

Pending Reassignments Applications: 0

[View/Manage Reassignments](#)



Q&A
