Medicare Provider Enrollment Using PECOS

Joseph Schultz
Center for Program Integrity, Centers for Medicare & Medicaid Services

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Section 6405c of the Affordable Care Act supports enrollment in Medicare for health care providers who prescribe Part D drugs.

Value for the Provider & Public

• Stops fraudulent claims from invalid prescriber information. This **protects prescribers** from identity theft

• **Protects beneficiaries** by ensuring only licensed individuals enroll as Medicare providers

• Protects Medicare dollars
Prescriber Enrollment Deadlines

Part D prescribers must be enrolled in Medicare by February 1, 2017

This requirement impacts all physicians and other eligible professionals (including dentists, psychiatrists, residents, nurse practitioners and physician assistants*)

After February 1, Part D plans *may not cover prescriptions* unless the prescriber is enrolled in (or validly opted out) of Medicare

*For a full list of eligible providers go.cms.gov/EligibleProviders
Prescriber Enrollment Process

Medicare Enrollment
Prescribers can either enroll fully to bill Medicare OR enroll to fulfill the requirement and continue to prescribe.

- Online with PECOS
  go.cms.gov/pecos
- Paper Forms 855o or 855i
  go.cms.gov/cms855o
  go.cms.gov/cms855i

Opt-Out Affidavit
Prescribers who opt-out cannot be reimbursed by Medicare (including Part C through private plans).

- File with a MAC
  go.cms.gov/partdmaclist
- Contact Your Local MAC
PECOS

Provider Enrollment, Chain and Ownership System

[go.cms.gov/pecos]

- Enrollment is absolutely FREE
- Enroll in about 20 minutes
- Check status online

Quick and easy online Medicare enrollment application tool
Collect Application Information

- **National Provider Identifier (NPI):** register for NPI or confirm existing information in NPPES (nppes.cms.hhs.gov)
- **Personal Information:** legal name, date and place of birth, Social Security Number, IRS status
- **Education and Medical Specialty Information:** name of medical or professional school, graduation year, specialty type
- **Professional License, Certification and/or DEA Registration Numbers:** effective dates, renewal dates, licensing state(s)
- **Final Adverse Legal Actions:** license probation or suspension, Medicare revocation, felony convictions, action date and who took action
- **Correspondence Address and Phone Number**
Log in to PECOS: go.cms.gov/pecos

- Log in with User ID and password from NPPES
- Request forgotten User ID or password
- Register for a new user account
- Register as an authorized surrogate to submit an application
“My Enrollments”

- Click to start a new application process
- Click to see the status of an existing application
Create New Application

My Enrollments

New Application

IMPORTANT:
If you are responding to a request for Revalidation, please do not select the "New Application" button. Instead, select one of your current enrollment records.

If your organization is currently enrolled in Medicare, but you do not see your current enrollment information, please take the following steps to confirm your access to the enrollment application before creating a new application.

If you are a Staff End User of the organization, please contact the organization's Authorized/Delegated Official to ensure your account has access to PECOS.

If you are an Authorized/Delegated Official of the organization, please confirm your role with the organization and ensure access to PECOS is active. To verify your account status, select the Account Management button on the Home Page and then choose Update user account information option.

Before you get started, please review the following checklists of information necessary to complete an enrollment via Internet-based PECOS:
- Checklist for Sole Proprietor or Solely Owned Organizations (e.g., LLC, PC) using PECOS
- Checklist for Individual Physician and Non-Physician Practitioners using PECOS
- Checklist for Provider or Supplier Organization using PECOS

To enroll in the Medicare program for the first time or to create a new enrollment, please click the "New Application" button below.

CREATE NEW APPLICATION

This is for new applications only!
Application Questionnaire: Ordering and Referring

REMEMBER: Solely to order and refer means the provider can prescribe Part D drugs but cannot bill Medicare for services.
Application Questionnaire: Applicant Identification Information

- Applicant data will auto-populate from NPPES
- Changes must be made on the NPPES website
If listed options do not apply, or if a dentist enrolls as a Part D prescriber, choose “Undefined Physician Type”
Application Questionnaire: Primary Medicare Services Rendered

If unsure if you are permitted to enroll, identify and contact your regional MAC
[go.cms.gov/partdmaclist]

If listed options do not apply, or if a dentist enrolls as a Part D prescriber, choose “Undefined Physician Type” then enter specialty where indicated.
Confirm Information and Start Application

Confirm personal information and reason for application
If correct, click
Record tracking and identifier numbers for the new application
Topic View and Fast Track View

Information required to complete the enrollment application is organized by topic.

Navigate application by individual topics or see all topics on one page.
Error/Warning Check

Navigate application by individual topics or see all topics on one page

- Check for missing information
- Identify inconsistencies or discrepancies in entered data
- All errors must be addressed to submit application
Application Information by Topic

- Click topic of interest to open Topic Summary
- Click to enter all required information
- Navigate through topic pages using and to enter all required information
- Review data in Topic Summary and edit, as needed
- Use and to toggle between topics
- Check for missing information or data issues with
Ordering and Referring Reason

This information is critical to the enrollment application!
Required and Supporting Documentation

REMEMBER:

• Upload **up to 100 PDF or TIFF** formatted documents per enrollment application
• Each uploaded file should contain only a single document
• Review the list of uploaded documents or remove unnecessary files
• Required or supporting documentation may be mailed to the MAC

**Missing or incomplete documentation in the application file will delay enrollment processing!**
Checkmarks confirm information is complete

- Application progress at 90% indicates application is ready to submit

- Click at the bottom of the page to start the submission process
Agreeing to the Certification Statement Terms and Conditions makes the electronic signature legally binding.
E-Signature Application

- E-Signature requires validation and verification of the personal identity and application record
- Enter information exactly as shown to prevent error messages
- Use the email address and PIN provided in emails from PECOS
- Click
Select MAC and Submit Application

MAC is based on the application type and practice location
- Record address for reference
- Send hard copies of required documentation or statements not submitted electronically

Medicare Administrative Contractor (MAC) will not process the enrollment application without valid electronic signature and all required supporting documentation on file.
Application Status

Use **VIEW ENROLLMENTS** to check application status

- Received by MAC
- Reviewed by MAC
- Returned for additional information
- Approved
- Rejected
Prescriber Enrollment Resources

Instructional tutorials and checklists on the PECOS homepage

Medicare Provider Enrollment through PECOS

Video overview of the enrollment process at go.cms.gov/PECOSVideo

Technical support EUSSupport@cgi.com
866-484-8049
TTY/TDD 866-523-4759
Prescriber Enrollment Resources: 
go.cms.gov/PrescriberEnrollment

- Find contact information for MAC
- Verify enrollment application is submitted and pending processing
- Check enrollment file to confirm status

Any physician or other eligible professional who prescribes Part D drugs must either enroll in the Medicare program or opt out in order to prescribe drugs to their patients with Part D prescription drug benefit plans. Medicare Part D may no longer cover drugs that are prescribed by physicians or other eligible professionals who are neither validly enrolled, nor opted out of Medicare. All prescribers should enroll before January 1, 2016 to allow for the processing of applications and to ensure enrollees get their prescriptions.

Medicare Administrative Contractors (MACs) are here to help. Locate the MAC that services your geographic area.

For Dentists

Information specifically for dentists can be found here.

Enrollment requirements.

Check Your Enrollment Status

Start by verifying that your application has been submitted and is awaiting processing:

Enroll to Prescribe

- Enroll online: Use PECOS, the online application, to fast-track your enrollment. Our how-to guide is here to help.

Learn more about Opting-Out

Physicians and practitioners may opt-out of Medicare. Please note that you must enroll in Medicare in order
Prescriber Enrollment Resources:
go.cms.gov/PrescriberEnrollment

FREE STEP-BY-STEP MEDICARE ONLINE ENROLLMENT WEBINAR FEBRUARY 18, 2016
REGISTER NOW

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- Access online enrollment or download hard copy enrollment forms
- Learn more about enrollment process
- View decision matrix to learn impact of enrolling or opting out

Check Your Enrollment Status
- Enroll to Prescribe
  - Enroll online: Use PECOS, the

Learn more about Opting-Out

For Pharmacists
Please read this important information concerning your enrollment requirements.

For Dentists
Information specifically for dentists can be found here.
Prescriber Enrollment Resources:
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- Learn about opting out
- Access the opting out decision matrix

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Learn more about Opting-Out
Enrollment Timeline

CMS encourages prescribers to submit completed enrollment applications as soon as possible to allow adequate time for processing.

Part D plans will deny prescriptions from non-compliant prescribers at the point-of-sale as of the enforcement date, February 1, 2017.
Questions