

Ensuring Accurate Information on Physician Compare

The data on Physician Compare comes primarily from the Provider Enrollment, Chain, and Ownership System (PECOS) and therefore is dependent on physicians and other healthcare professionals keeping their information current in PECOS. Accurate information helps ensure a physician, other healthcare professional, or group practice is included and listed correctly on Physician Compare. If key pieces of information, such as practice location or specialty, are not entered into PECOS, a professional will not be displayed on Physician Compare.

You can add, edit or correct your information via Internet-based [PECOS](#). Enrolling in PECOS takes an average of 30-40 minutes, while a basic information update takes about 15-20 minutes. Individual physicians and other healthcare providers should follow these steps:

1. **Log in** using your NPI or PECOS username and NPPES password.*
2. **Select “My Enrollments”** under “Manage Medicare and Account Information” to view and update your existing Medicare information. Note that doing so **will not** require starting a new application.
3. **Choose “View Enrollments”** in the “Existing Associates” section.
4. **Under “Existing Enrollments,”** find the enrollment you would like to update and select **“More Options.”**
5. **Choose “Perform a Change of Information to Current Enrollment Information”** in the Application Questionnaire and select “Next Page.”
6. **In the “Physical Location State and Healthcare Services” box.**
 - Select **“Yes”** if you plan to update Physical Location information.
 - Select **“No”** if you are going to delete or change general Medicare enrollment information.
 - Then select **“Next Page.”**
7. On the “Confirm Reason for Application” page, scroll down and select **“Start Application.”**
 - **NOTE: This is NOT a new enrollment but an application to change specified information.**
8. Navigate to the **“Topic View”** tab. Select the following topics to update your data on Physician Compare:

Personal Information

- Select this link to make updates to your **Name, Credentials, Gender, Education,** and **“Accepting new patients” status**

Practitioner Specialty

- Select this link if you are looking to identify or make changes to your **Primary and/or Secondary Specialties**

PAR Status Information

- Use this link to make updates to your **Medicare Participation or PAR Status**

Physical Location and “Special Payments” Address

- Here you can update your Physical Location address and/or your Special Payments address. **Physical Location** address is where the majority of your services are rendered. **Special Payments** address is where Medicare sends remittance notices and any special payments to you.
 - **Note: Both of these addresses may appear on Physician Compare.**

Reassignment

- Select this link if you want to make updates to your **Primary and Secondary Addresses**
 - **NOTE: Changing your primary and secondary addresses will NOT disrupt your Medicare reimbursement payments. You are simply reassigning to another address within the same group practice.**
- You can also use this link to **remove a relationship with a group practice** with which you are no longer affiliated.

Correspondence Address

- Use this link to make updates to your correspondence address. This is the address CMS will use to contact you directly if necessary.
 - **Note: This address will NOT be published on the Physician Compare website.**

9. Once you have made all of your updates, select the **“Begin Submission”** button at the bottom of the “Topic View” page.
 - **Remember this is NOT a new enrollment but an application to change specified information. Making these changes will not disrupt your Medicare reimbursement payments.**
10. On the e-Signature page, select **“Yes”** and continue on to the next page.
11. Read the Terms and Conditions, select the **“Yes”** box, and fill out the personal information fields below. Once all the information has been entered, select **“Next Page.”**
12. Review the items on the “Submissions Page” and select the **“Complete Submission”** button at the bottom of the page.
13. A pop-up menu will appear warning you that any missing documentation may delay your submission. Click **“OK.”**
 - **Note: You do not need to submit any additional documentation to your fee-for-service contractor when updating any of the above items.**
14. Print a copy of your **Submission Confirmation** for your records.

WARNING: Be sure to avoid these common mistakes that may affect the accuracy of your information and patients' ability to find you:

- Entering your addresses in the wrong address fields. It is also recommended that you choose the USPS verified address.
- Not removing or updating information that is no longer valid or current. For example:
 - Not deactivating former practice and/or billing addresses.
 - Not severing previous relationships after reassigning benefits to a new group or solo practice.
 - Not selecting a primary practice location address after reassigning benefits to a new group or individual practice. PECOS does not require that a primary and secondary practice location be specified, but keep in mind that deleting the primary address will also delete the secondary address.

The data on Physician Compare are refreshed as the data files are made available. Please know that it may take three to six months for a change to take effect due to a lag data processing.

If your information in PECOS is up-to-date but you still see errors on Physician Compare, e-mail your name and NPI number (or the official name of your group practice and the NPI numbers for the individuals who are currently not accurately listed, if applicable), and the state in which affected individuals are licensed to practice to the Physician Compare team at PhysicianCompare@Westat.com and we will work to resolve the issue.

* You must have an active National Provider Identifier (NPI) and have a web user account (User ID/password) established in the National Plan and Provider Enumeration System (NPPES). If you are a physician or other healthcare professional and you do not have an NPI, create a web user account and apply for an NPI at [NPPES](#)

E-mail feedback and questions to the Physician Compare team at PhysicianCompare@Westat.com