

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Centers for Medicare & Medicaid Services



News Flash –

REVISED product from the Medicare Learning Network® (MLN)

- ["How to Protect Your Identity Using the PECOS,"](#) Fact Sheet, ICN 905103, Downloadable only

MLN Matters® Number: SE1230

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Addition of Digital Document Repository to Provider Enrollment Chain and Ownership System (PECOS)

Provider Types Affected

This MLN Matters® Special Edition Article is intended for physicians, other providers, and suppliers submitting claims to Medicare Administrative Contractors (MACs) for services to Medicare beneficiaries.

Provider Action Needed



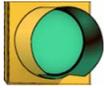
STOP – Impact to You

This article informs Medicare contractors about the changes and enhancements to the online version of the Provider Enrollment, Chain, and Ownership System (Internet-based PECOS). The changes allow physicians, other providers, and suppliers to digitally upload their PECOS supporting documents and submit them electronically with their enrollment application. A "Digital Document Repository (DDR) How to Guide" is available at <http://www.cms.gov/Medicare/Provider-Enrollment-and->

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[Certification/MedicareProviderSupEnroll/Downloads/DigitalDocumentRepository-HowToGuide.pdf](#) on the Centers for Medicare & Medicaid Services (CMS) website.



GO – What You Need to Do

Make sure that your provider enrollment staff is aware of these changes. See the Background and Additional Information Sections of this article for further details regarding these changes.

Note: Providers/Suppliers are not required to utilize the Digital Document Repository (DDR) process and still have the option to mail their supporting documents to their MACs.

Background

CMS has updated Internet-based PECOS to allow all providers/suppliers the ability to submit electronic copies of supporting documentation to a DDR. Prior to this enhancement, providers/suppliers were required to mail copies of all supporting documentation to their MAC.

The DDR will be accessible by providers/suppliers via Internet-based PECOS during the application submission process. The DDR will apply to any documents required to be submitted as part of the Medicare Enrollment application and requests from the MACs for additional documentation that may be essential to completely process the provider/supplier's enrollment application. Examples include, but are not limited to:

- Medical Licenses/Certifications;
- Final Adverse Legal Action documentation;
- Internal Revenue Service (IRS) tax documents;
- Accreditation documentation;
- Voided Check/Account Verification (for Electronic Funds Transfer (EFT));
- National Provider Identifier (NPI) Confirmation Letters;
- Pay.gov receipts;
- Provider Agreements; and
- CMS-460 Participation Agreement Forms.

Internet-based PECOS users will have the ability to upload all supporting documentation for any enrollment application that can be submitted via Internet-based PECOS, including new enrollment applications, Changes of Information (COI) applications, and revalidation applications. Uploaded documents must be in a PDF or TIFF file format, and be equal to or less than 10MB per file. Documents can only be uploaded for an application that has not yet been submitted for processing, or if the application has been returned for corrections. Once the application has been submitted for processing, the provider/supplier will not be able to attach any additional documents unless the application is Denied, Rejected, or Returned for Corrections by the MAC; or the application is Approved and a new application is submitted (e.g., COI). Users who wish to submit an application for the sole purpose of updating documentation would submit a COI, and update the documents

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associated with the enrollment record. Users will also have the ability to classify documents that are uploaded based on the document type and to upload more than one document of a particular type (e.g., uploading of multiple documents with the type "W-2 for Managing Employee" for multiple W-2s for managing employees). Users will have the ability to add or delete previously submitted documents as part of a COI application submission and view/print any supporting documentation that was previously submitted and is currently associated with an enrollment record.

Additional Information

To download the "Digital Document Repository (DDR) How to Guide" on how to use the new DDR functionality, please refer to <http://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/DigitalDocumentRepository-HowToGuide.pdf> on the CMS website.

If you have any questions, please contact your MAC at their toll-free number, which may be found at <http://www.cms.gov/Research-Statistics-Data-and-Systems/Monitoring-Programs/provider-compliance-interactive-map/index.html> on the CMS website.

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