Safeguard Your Identity and Privacy Using PECOS

PROVIDER–SUPPLIER ENROLLMENT SERIES

ICN 909017 July 2016
Table of Contents

Keep Your Enrollment Information Up to Date............................................................ 1
Using PECOS Is Easy.................................................................................................. 2
PECOS Provides Security ......................................................................................... 2
Protect Your Enrollment Information........................................................................ 3
  Step 1: Log in to PECOS ......................................................................................... 3
  Step 2: View Your Medicare Account ..................................................................... 4
  Step 3: View Existing Associates .......................................................................... 5
  Step 4: Check for False Applications and Enrollments ....................................... 6
  Step 5: Report Identity Theft ................................................................................ 7
Additional Privacy Tips ............................................................................................. 8
Resources .................................................................................................................. 8

The information in this publication applies only to the Medicare Fee-For-Service
Program (also known as Original Medicare).

Table 2. Hyperlink Table, at the end of the document, provides the complete URL
for each hyperlink.
Physicians and non-physician practitioners (NPPs) enrolled in Medicare, or planning to enroll in Medicare, should protect their information from identity thieves and those intending to commit fraud in the Medicare Program.

Provider Enrollment, Chain and Ownership System (PECOS) provides an alternative to the paper enrollment process. It allows you to enroll, make changes to your enrollment, revalidate your enrollment, view your information on file with Medicare, or check the status of your application on the Internet. Importantly, PECOS allows you to view all provider enrollment applications submitted under your account.

This publication outlines how to protect your Medicare enrollment information when using PECOS.

**Keep Your Enrollment Information Up to Date**

All providers and suppliers enrolled with Medicare must revalidate their enrollment periodically. Generally, providers and suppliers revalidate their enrollment every 5 years or when the Centers for Medicare & Medicaid Services (CMS) requests it (3 years for Durable Medical Equipment, Prosthetics, Orthotics and Supplies [DMEPOS] suppliers).

If you are currently and actively enrolled, check the [Medicare Revalidation Lookup Tool](#) to find your revalidation due date. If you see a due date listed, submit your revalidation within 6 months of that date. The Medicare Administrative Contractor (MAC) will also send you a notice to revalidate. If the MAC does not receive your revalidation application by the due date, the MAC may place a hold on your Medicare payments and deactivate your billing privileges. **Do not submit a revalidation if a due date is not listed in the Medicare Revalidation Lookup Tool or you have not been asked to do so by your MAC.**

DMEPOS suppliers will not display a due date in the Medicare Revalidation Lookup Tool; instead, DMEPOS suppliers will receive communication from the National Supplier Clearinghouse (NSC) identifying when their revalidations are due.
Using PECOS Is Easy

Advantages of using PECOS include:

- Completely paperless process, including electronic signature and digital document feature
- Easy to check and update your information for accuracy
- Faster than paper-based enrollment
- Less staff time and administrative costs to complete and submit enrollment to Medicare
- More control over your enrollment information, including reassignments
- Tailored application process that means you supply only information relevant to your application and specialty

PECOS Provides Security

Only you, authorized surrogates, authorized CMS officials, and MACs may enter and view Medicare enrollment information in PECOS. CMS officials and MACs receive security standards training and must agree to protect your information. We do not disclose your Medicare enrollment information to anyone, except when authorized or required by law.

Protect Yourself and CMS Programs From Fraud

For more information on protecting your medical identity, refer to Medicaid Program Integrity: Safeguarding Your Medical Identity.

For more information on protecting yourself and the Medicare Program from fraud, visit the following:

- Medicare Fraud & Abuse: Prevention, Detection, and Reporting
- Office of Inspector General (OIG)
- Stop Medicare Fraud

Submit All Enrollment Materials Electronically

You no longer need to mail paper copies of your supporting documentation. For more information, refer to the Digital Document Repository (DDR) How To Guide.
Protect Your Enrollment Information

Follow the steps below to make sure your Medicare enrollment information does not fall into the hands of people who can use it to commit fraud.

For easier access to PECOS, you will use the same user identification (ID) and password for PECOS that you use for the National Plan and Provider Enumeration System (NPPES) and the Identity & Access Management (I&A) System. Keep your user ID and password secure for each of these websites.

Take the following steps to ensure the protection of your Medicare enrollment information.

Step 1: Log in to PECOS

![Figure 1. PECOS Log In Webpage](image)

Log in using your NPPES or I&A System user ID and password.
Step 2: View Your Medicare Account

Click on “My Enrollments” to view all your current enrollments with Medicare.

TIP
If you encounter a problem while using PECOS, refer to the following publications:

- PECOS FAQs
- PECOS Technical Assistance Contact Information
Step 3: View Existing Associates

Click on “View Enrollments” to view your enrollment information.

Figure 3. View Enrollments

Log in to PECOS several times a year to review your Medicare enrollment information and ensure there are no unauthorized changes to your information.

Ensure the Accuracy of Your Enrollment Record

The accuracy and completeness of PECOS data support critical CMS business functions, including the ability to:

- Combat fraud, waste, and abuse in Medicare and other health care programs
- Make informed provider enrollment decisions
- Pay claims accurately

Update and review your Provider Enrollment information whenever any change is made to your practice, including address changes.
Step 4: Check for False Applications and Enrollments

If you notice any suspicious information (for example, information you did not submit), immediately report it to your MAC.
Step 5: Report Identity Theft

Contact your MAC if your application or enrollment information is incorrect.

Figure 5. Existing Medicare Applications and Enrollments
Additional Privacy Tips

Take the following additional actions to protect your Medicare enrollment information:

- **Change your password in the I&A System before accessing PECOS for the first time.** You cannot change your user ID, but you must change your password every 60 days.
- **Review your Medicare enrollment information several times a year to ensure no one altered your information without your knowledge.** Immediately report to your MAC any changes you did not submit.
- **Maintain your Medicare enrollment record.** You must report changes in your Medicare enrollment information, known as reportable events. Reportable events include changes in location, ownership, banking arrangements, or final adverse action(s).
- **Store copies of PECOS or paper enrollment applications in a secure location.** Do not allow others access to this information as it contains your personal information, including your date of birth and Social Security Number. Do not leave copies behind at a photocopy machine or on your workspace.
- **Enroll in electronic Medicare payments, and ensure they go directly into your bank account.** CMS requires all providers use Electronic Funds Transfer (EFT) if enrolling in Medicare, revalidating, or making any changes to their enrollment. The most efficient way to enroll in EFT is to complete the EFT information section in PECOS and provide required supporting documentation. Using EFT allows Medicare to send payments directly to your bank account.

Resources

For more information about the Medicare enrollment process, visit the Medicare Provider-Supplier Enrollment webpage, which provides information about:

- PECOS, including how to update your records using PECOS
- Paper Medicare enrollment application forms
- Frequently asked questions
- Contact information for all MACs
- CMS updates on provider enrollment
Table 1. Resources Table

<table>
<thead>
<tr>
<th>For More Information About…</th>
<th>Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS External User Services (EUS) Help Desk</td>
<td>To report PECOS navigation, access, or printing problems, contact the CMS EUS Help Desk. Find contact information, including email address, telephone numbers, and live chat, at <a href="http://EUS.custhelp.com">EUS.custhelp.com</a></td>
</tr>
<tr>
<td>I&amp;A System Account Registration</td>
<td>NPPES.cms.hhs.gov/IAWeb/register/startRegistration.do</td>
</tr>
<tr>
<td>MACs</td>
<td><a href="http://CMS.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/contact_list.pdf">CMS.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/contact_list.pdf</a></td>
</tr>
<tr>
<td>PECOS</td>
<td>PECOS.cms.hhs.gov/pecos/login.do</td>
</tr>
<tr>
<td>Video Resources</td>
<td><a href="http://YouTube.com/playlist?list=PLaV7m2-zFKpia1McB1WKKkw2esAdiZRem">YouTube.com/playlist?list=PLaV7m2-zFKpia1McB1WKKkw2esAdiZRem</a></td>
</tr>
</tbody>
</table>
## Table 2. Hyperlink Table

<table>
<thead>
<tr>
<th>Embedded Hyperlink</th>
<th>Complete URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identity and Access Management (I&amp;A) System</td>
<td><a href="https://nppes.cms.hhs.gov/IAWeb/login.do">https://nppes.cms.hhs.gov/IAWeb/login.do</a></td>
</tr>
<tr>
<td>Medicare Provider-Supplier Enrollment</td>
<td><a href="https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll">https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll</a></td>
</tr>
<tr>
<td>Medicare Revalidation Lookup Tool</td>
<td><a href="https://data.cms.gov/revalidation">https://data.cms.gov/revalidation</a></td>
</tr>
<tr>
<td>National Plan and Provider Enumeration System</td>
<td><a href="https://nppes.cms.hhs.gov/NPPES/Welcome.do">https://nppes.cms.hhs.gov/NPPES/Welcome.do</a></td>
</tr>
<tr>
<td>Office of Inspector General</td>
<td><a href="https://oig.hhs.gov">https://oig.hhs.gov</a></td>
</tr>
<tr>
<td>PECOS</td>
<td><a href="https://pecos.cms.hhs.gov/pecos/login.do">https://pecos.cms.hhs.gov/pecos/login.do</a></td>
</tr>
<tr>
<td>Stop Medicare Fraud</td>
<td><a href="https://www.stopmedicarefraud.gov">https://www.stopmedicarefraud.gov</a></td>
</tr>
</tbody>
</table>

The Medicare Learning Network®, MLN Connects®, and MLN Matters® are registered trademarks of the U.S. Department of Health & Human Services (HHS).

Check out CMS on:

Twitter   LinkedIn   YouTube