



SAFEGUARD YOUR IDENTITY AND PRIVACY USING PECOS

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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.**

Revalidations

PECOS is the most efficient way to submit your revalidation information. For more information, see MLN Matters® SE1605 [Provider Enrollment Revalidation – Cycle 2](#) or review the [March 2016 Revalidation Cycle 2 MLN Connect Call](#).

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

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](#).

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](#)

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](#)

Medicare Enrollment
for Providers and Suppliers

Home | Help | Logoff

Welcome to the Medicare Provider Enrollment, Chain, and Ownership System (PECOS)

(*) Red asterisk indicates a required field.

PECOS supports the Medicare Provider and Supplier enrollment process by allowing registered users to securely and electronically submit and manage Medicare enrollment information.

USER LOGIN

You may use your NPPES or I&A System user ID and password to login.

* User ID

* Password

LOG IN

[Forgot Password?](#)

[Manage/Update User Profile](#)

If you are having issues with your User ID/Password and are unable to log in, please contact our Help Desk at 1-866-484-8049/TTY 1-866-523-4759.

BECOME A REGISTERED USER

You may register for a user account if you are: an Individual Practitioner, Authorized or Delegated Official for a Provider or Supplier Organization, or an individual who works on behalf of Providers or Suppliers.

[Register for a user account](#)

Note: If you are a Medical Provider or Supplier, you must [register for an NPI](#) before enrolling with Medicare.

Log in using your NPPES or I&A System user ID and password.

Figure 1. PECOS Log In Webpage

Step 2: View Your Medicare Account

Medicare Enrollment

for Providers and Suppliers

[Home](#) | [Help](#) | [Logoff](#)

Home

Welcome John Provider

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.

From	To	Details
01/15/2014	12/31/2014	<p style="color: red; font-size: small;">Some features of PECOS are not compatible with IE 10 and IE 11 browsers. These issues can be remediated by enabling Compatibility View. For assistance, please contact your internal IT support helpdesk.</p> <p style="color: red; font-size: small;">For more details on this compatibility view settings for IE 10 please go to the following site link.</p> <p style="color: red; font-size: small;">For more details on this compatibility view settings for IE 11 please go to the following site link.</p>

Manage Medicare and Account Information

MY ENROLLMENTS

- 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

Help

- [User Account](#)
- [Manage Access](#)

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

Figure 2. Locate My Enrollments

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

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 complete and submit a Security Consent Form. To submit your Security Consent Form select the Account Management button on the Home Page and then choose the Security Consent Form 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 \(eg. LLC, PC\) 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.

NEW APPLICATION >>

Existing Associates

In order to view Medicare applications and enrollments for an associate, please click on the "View Enrollments" button next to an associate listed below.

Individuals

Name: JOHN PROVIDER NPI: 1234567890

VIEW ENROLLMENTS >>

Help

- + [Medicare Part A Services](#)
- + [Medicare Part B Services](#)
- + [Legal Business Name](#)
- + [National Provider Identifier \(NPI\)](#)

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

Medicare Enrollment

for Providers and Suppliers

Home | Help | Logoff

[Home](#) > My Enrollments

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 complete and submit a Security Consent Form. To submit your Security Consent Form select the Account Management button on the Home Page and then choose the Security Consent Form 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 \(eg, LLC, PC\) 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 for this associate, please click the "New Application" button below.

[NEW APPLICATION](#)

Existing Medicare Applications and Enrollments

Selecting an individual or organization enrollment allows you to:

- View and print Medicare information and electronic submission history
- Update existing Medicare information

Filter Enrollments

Please provide one or more of the following options to filter your enrollments. Clicking on the reset button will clear the options selected and load the full list of enrollments.

Enrollment Type
All Types [SELECT](#)

Provider/Supplier Type
All Provider/Supplier Types

Enrollment Status
All Statuses

State
All States

NPI:

Medicare ID:

[FILTER](#) [RESET](#)

Name: JOHN PROVIDER NPI: 1234567890

Existing Enrollments

Contractor: NOVITAS SOLUTIONS, INC.
 Enrollment Type: 8551
 Type/Specialty: GERIATRIC MEDICINE
 Medicare ID: 601LL
[View Medicare ID Report](#)
 State: MARYLAND
 Status: APPROVED [View Approved Enrollment Record](#)

Current ADI Accreditation?: No

Type of Update	Status	Tracking ID	Action
Revalidation	RE-SUBMITTED View Re-Submitted Application	T031520130000012	VIEW E-SIGN

Contractor: PALMETTO GBA
 Enrollment Type: 8551
 Type/Specialty: GENERAL PRACTICE
 Medicare ID: MED9999
[View Medicare ID Report](#)
 State: VIRGINIA
 Status: APPROVED [View Approved Enrollment Record](#)

Current ADI Accreditation?: No
 Practice Location: 1015N QUINCY ST, ARLINGTON, VA 22201-4603

[VIEW](#)
[REVALIDATE](#)
[MORE OPTIONS](#)

Review and validate you submitted all enrollments listed.

Figure 4. Existing Medicare 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

Medicare Enrollment

for Providers and Suppliers

Home | Help | Logoff

[Home](#) > My Enrollments

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 complete and submit a Security Consent Form. To submit your Security Consent Form select the Account Management button on the Home Page and then choose the Security Consent Form 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 \(eg, LLC, PC\) 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 for this associate, please click the "New Application" button below.

[NEW APPLICATION](#)

Existing Medicare Applications and Enrollments

Selecting an individual or organization enrollment allows you to:

- View and print Medicare information and electronic submission history
- Update existing Medicare information

Filter Enrollments

Please provide one or more of the following options to filter your enrollments. Clicking on the reset button will clear the options selected and load the full list of enrollments.

Enrollment Type
 [SELECT](#)

Provider/Supplier Type

Enrollment Status
 NPI

State
 Medicare ID

[FILTER](#) [RESET](#)

Name: JOHN PROVIDER NPI: 1234567890

Existing Enrollments

Contractor: NOVITAS SOLUTIONS, INC.
Enrollment Type: 8551
MD: [REDACTED]
[View Medicare ID Report](#)
State: MARYLAND
Status: APPROVED [View Approved Enrollment Record](#)
Current ADI Accreditation?: No

Type of Update	Status	Tracking ID	Action
Revalidation	RE-SUBMITTED View Re-Submitted Application	T031520130000012	VIEW E-SIGN

Contractor: PALMER O SBA
Enrollment Type: 8551
MD: [REDACTED]
[View Medicare ID Report](#)
State: VIRGINIA
Status: APPROVED [View Approved Enrollment Record](#)
Current ADI Accreditation?: No
Practice Location: 1015N QUINCY ST, ARLINGTON, VA 22201-4603

[VIEW](#)
[REVALIDATE](#)
[MORE OPTIONS](#)

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

For More Information About...	Resource
CMS External User Services (EUS) Help Desk	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 EUS.custhelp.com
I&A System Account Registration	NPPES.cms.hhs.gov/IAWeb/register/startRegistration.do
MACs	CMS.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/contact_list.pdf
Medicare Learning Network® (MLN) Guided Pathways Provider Specific Medicare Resources	CMS.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNEdWebGuide/Downloads/Guided_Pathways_Provider_Specific_Booklet.pdf
MLN Connects® National Provider Call “Streamlined Access to PECOS, EHR, and NPPES”	CMS.gov/Outreach-and-Education/Outreach/NPC/National-Provider-Calls-and-Events-Items/2013-11-15-NPC.html
National Provider Identifier	CMS.gov/Regulations-and-Guidance/Administrative-Simplification/NationalProvIdentStand
PECOS	PECOS.cms.hhs.gov/pecos/login.do
PECOS Technical Assistance Contact Information	CMS.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/CMS1243418.html
Video Resources	YouTube.com/playlist?list=PLaV7m2-zFKpia1McB1WKKkw2esAdiZRem

Table 2. Hyperlink Table

Embedded Hyperlink	Complete URL
Digital Document Repository (DDR) How To Guide	https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/DigitalDocumentRepository-HowToGuide.pdf
Identity and Access Management (I&A) System	https://nppes.cms.hhs.gov/IAWeb/login.do
March 2016 Revalidation Cycle 2 MLN Connect Call	https://www.cms.gov/Outreach-and-Education/Outreach/NPC/National-Provider-Calls-and-Events-Items/2016-03-01-Enrollment.html
Medicaid Program Integrity: Safeguarding Your Medical Identity	https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/SafeMed-ID-Products.pdf
Medicare Fraud & Abuse: Prevention, Detection, and Reporting	https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/CMS1243333.html
Medicare Provider-Supplier Enrollment	https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll
Medicare Revalidation Lookup Tool	https://data.cms.gov/revalidation
National Plan and Provider Enumeration System	https://nppes.cms.hhs.gov/NPPES/Welcome.do
Office of Inspector General	https://oig.hhs.gov
PECOS	https://pecos.cms.hhs.gov/pecos/login.do
PECOS FAQs	https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/ICN909015.html
PECOS Technical Assistance Contact Information	https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/CMS1243418.html
Provider Enrollment Revalidation – Cycle 2	https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/Downloads/SE1605.pdf
Stop Medicare Fraud	https://www.stopmedicarefraud.gov

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