



## PECOS FOR PHYSICIANS AND NPPs



**Target Audience:** Medicare Fee-For-Service Providers

The Hyperlink Table, at the end of this document, provides the complete URL for each hyperlink.

# QUICK START GUIDE

**STEP 1** →

Get an I&A System account (if you do not have one)



**STEP 2** →

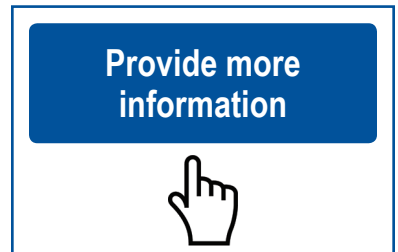
Register a Surrogate or SEU in the I&A System



**STEP 3** →

Get an NPI

- Check for yours
- None? Apply online or through the EFI process



**STEP 4** →

Enter enrollment data into PECOS



**STEP 5** →

Respond to requests from MACs

**STEP 6** →

Keep enrollment information up to date in PECOS



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The Medicare Provider Enrollment, Chain, and Ownership System (PECOS) is an online provider and supplier enrollment system used to:

- Submit Medicare enrollment applications
- View and print enrollment information
- Update enrollment information
- Complete the enrollment revalidation process
- Withdraw voluntarily from the Medicare Program
- Track Medicare enrollment applications

**WHO IS AN NPP?**

NPPs include nurse practitioners, clinical nurse specialists, and physician assistants who practice with or under the supervision of a physician.

This booklet teaches physicians, non-physician practitioners (NPPs), and other Part B suppliers how to use PECOS. Go to the [Medicare Provider-Supplier Enrollment National Educational Products listing](#) for information about other provider types.

## ONE ACCOUNT, MULTIPLE SYSTEMS

The Centers for Medicare & Medicaid Services (CMS) uses several provider enrollment systems. You may choose an [Identity & Access Management \(I&A\) System](#) user to work in CMS systems. The I&A System allows you to:

- Use the [National Plan and Provider Enumeration System](#) (NPES) to apply for and manage National Provider Identifiers (NPIs)
- Use [PECOS](#) to complete Medicare enrollment or update or revalidate your current enrollment information
- Register to get [Electronic Health Record \(EHR\) incentive payments](#) for eligible professionals and hospitals who adopt, use and upgrade, or demonstrate meaningful EHR technology use

## System Users

CMS allows various types of users to work in their systems. The type of user depends on the individual's relationship with you and the duties they perform in your practice.

For more information, go to the [CMS External User Services \(EUS\) answers to frequently asked questions](#) webpage.

**PROTECT YOURSELF AND CMS PROGRAMS FROM FRAUD**

Your NPI and Tax ID are publicly available information. Use extra caution to monitor and protect your professional and personal information to help prevent fraud and abuse. Secure your patients' personal health information, too. CMS has the following resources:

- [Medicare Fraud & Abuse: Prevent, Detect, Report](#)
- [Office of Inspector General](#)
- [Help Fight Medicare Fraud \(for patients\)](#)

## STEP 1: REGISTER IN THE I&A SYSTEM

You must get an I&A System user ID and password to log in to PECOS.

Depending on your professional relationships with other providers, the CMS EUS Help Desk may ask you to submit additional information for validation.

For more information on registering for an I&A System account and other functions you can perform as an individual provider, go to the [I&A System Quick Reference Guide](#) and [I&A Frequently Asked Questions \(FAQs\)](#).

## STEP 2: REGISTER A SURROGATE OR STAFF END USER (SEU)

You may invite a surrogate to register through the I&A System to access PECOS on your behalf. You may also invite employees to become SEUs. Once registered, a surrogate or SEU may log in to PECOS to access, view, and modify CMS system information. Neither surrogates nor SEUs may represent your practice, manage your staff, sign enrollment applications, or approve and manage your connections.

For detailed instructions on adding another entity as a surrogate, go to the [I&A System Quick Reference Guide](#) and click the “How to Initiate a Connection (Surrogate) Request to a Provider” link. To add an SEU, go to the [I&A System Quick Reference Guide](#) and click the “How to Manage your Employees and Their Access” link.

### USER ID AND PASSWORD: HELPFUL HINTS

- Do not use your birth date, Social Security Number, or other personal identification information in your user ID or password.
- Do not share your user ID or password.
- You cannot change your user ID.
- If your account was not used in the last 365 days, you must re-verify your information and create a new user ID.
- Change your password regularly.
  - Your password expires every 60 days. If your password expires, the system tells you to reset it next time you try to log in.
- To change your password, go to the [I&A System](#), click the “Forgot Password?” link, and follow the instructions.
  - In most cases, you can change your password in less than 5 minutes.
- You can recover or reset your forgotten user ID and password online in seconds without calling the EUS Help Desk.
  - When resetting your password, you have the option to answer three security questions or enter personal information.
  - If you must recover a forgotten user ID, you can enter your email address to have your user ID immediately emailed to you, or enter your personal information to have your user ID shown on screen.

## STEP 3: GET AN NPI

To enroll in the Medicare Program, Physicians and NPPs must get an NPI.

- **Online Application:** Get an [I&A System](#) user account if you do not have one. Then apply for an NPI through [NPPES](#).
- **Bulk Enumeration:** Apply for [Electronic File Interchange](#) (EFI) access and upload your own comma-separated values (CSV) files.

### NOT SURE IF YOU HAVE AN NPI?

Search for your NPI on the [NPPES NPI Registry](#).

## STEP 4: ENTER PECOS ENROLLMENT INFORMATION

After CMS approves your I&A System registration, submit your PECOS application.

PECOS is a scenario-driven application—it presents a series of questions to recover only the information needed to process your specific enrollment scenario. Follow these instructions:

1. Log in to [PECOS](#).
2. Continue with an existing enrollment or create a new application. First you must choose one of the application descriptions listed below. Choose the “Group Member Only” if you are reassigning all your benefits to a group practice or clinic.
  - **Sole Owner of a Professional Association (PA), Professional Corporation (PC), or Limited Liability Company (LLC):** You are the only owner of a business, set up as a corporation, where you provide health care services. Your business is legally separate from your personal assets.
  - **Self-Employed/Sole Proprietor:** You provide all health care services from a facility you own, lease, or rent. You are the only owner of a business that provides health care services. You and your business are legally one and the same. You are personally responsible for the business’ financial obligations. You report the business’ income and losses on your personal tax return.
  - **Group Member Only:** You provide all health care services as an employee of a group practice or clinic. You have an arrangement with your employer to send in Medicare claims and get paid for your provided services.
  - **Group Member and Is Self-Employed:** You provide health care services as an employee of a group practice or clinic. You have agreed with your employer to send in Medicare claims and get paid for your provided services. You also provide health care services from a facility that you own, lease, or rent. The income you make through self-employment is part of your personal assets.
  - **Disregarded Entity:** You are the only owner of a business, set up as a corporation, where you provide health care services. You and your business are considered legally one and the same.

3. When PECOS determines your enrollment scenario and you confirm it is correct, it shows the topics for submitting your application. To complete each topic, enter the necessary information.
4. At the end of the data entry process, PECOS:
  - Confirms you entered all necessary data
  - Shows a list of the Medicare Administrative Contractor (MAC) documents to submit for review
  - Presents the option to electronically sign and certify
  - Shows your MAC's name and mailing address
  - Allows you to print a copy of your enrollment application for your records; do not submit a paper copy to the MAC
  - Sends the application electronically to the MAC
  - Emails you to confirm successful enrollment application transfer to the MAC

When you electronically submit your PECOS application, it is “locked,” meaning you cannot edit it unless your MAC returns it to you for corrections.

## STEP 5: RESPOND TO MEDICARE ADMINISTRATIVE CONTRACTOR (MAC) REQUESTS FOR MORE INFORMATION

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Respond to information requests within 30 days; otherwise, the MAC may reject your enrollment.

Your MAC will not complete processing your PECOS enrollment application without your electronic signature and necessary supporting documentation. The effective application enrollment filing is the date the MAC **gets** your electronic signature.

You can check your PECOS enrollment application status in two ways:

1. Log in to [PECOS](#) and click the “View Enrollments” link. In the “Existing Enrollments” section, find the application. The system shows the application status.
2. To see your enrollment status, go to the [PECOS](#) homepage and click “Application Status” under “Helpful Links.” You do not need to log in to PECOS to use this application status feature.

## STEP 6: KEEP YOUR PECOS ENROLLMENT INFORMATION UP TO DATE

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Report a Medicare enrollment change using PECOS. You must report a [change of ownership or control](#), a change in practice location, and any final adverse legal actions (such as revocation or suspension of a Federal or State license) within 30 days of the reportable event (go to the [PECOS FAQs](#) for a definition). Submit all other changes within 90 days of the reportable event. For more information, go to the MLN Matters® Article, [Timely Reporting of Provider Enrollment Information Changes](#).

## Revalidation

Revalidation—resubmitting and recertifying the enrollment information accuracy—is an important anti-fraud tool. All Medicare enrolled providers and suppliers must periodically revalidate their enrollment information. Generally, physicians, including physician organizations, revalidate enrollment every 5 years, or when CMS requests it. PECOS is the most efficient way to revalidate information.

If you are currently and actively enrolled in PECOS, go to the Medicare Revalidation Lookup Tool to find your revalidation due date. If you see a due date, submit your revalidation prior to that date. Your MAC notifies you to revalidate. If you submit your revalidation application after the due date, the MAC may place a hold on your Medicare payments or deactivate your billing privileges.

### QUESTIONS?

Go to the PECOS FAQs, or review the Provider Enrollment Revalidation Cycle 2 FAQs.

## RESOURCES

Go to the Medicare Provider-Supplier Enrollment webpage for more information about:

- PECOS, including how to update your PECOS records
- Paper Medicare enrollment application forms
- FAQs
- MAC contact information
- CMS provider enrollment updates

### PAPER MEDICARE APPLICATIONS

- Physicians and Non-Physician Practitioners (Form CMS-855I)
- Reassignment of Medicare Benefits (Form CMS-855R)
- Eligible Ordering, Certifying, and Prescribing Physicians and Other Eligible Professionals (Form CMS-855O)

**Table 1. Resources**

For More Information About...	Resource
CMS EUS Help Desk	To report PECOS navigation, access, or printing problems, contact the CMS EUS Help Desk at <a href="http://EUS.custhelp.com">EUS.custhelp.com</a> .
I&A FAQs	<a href="http://NPPES.CMS.HHS.gov/IAWebContent/FAQs.pdf">NPPES.CMS.HHS.gov/IAWebContent/FAQs.pdf</a>
I&A System Account Registration	<a href="http://NPPES.CMS.HHS.gov/IAWeb/register/startRegistration.do">NPPES.CMS.HHS.gov/IAWeb/register/startRegistration.do</a>
MACs	Provider Enrollment Contacts <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>  MAC Website List <a href="http://Go.CMS.gov/MAC-website-list">Go.CMS.gov/MAC-website-list</a>



**Table 1. Resources (cont.)**

For More Information About...	Resource
MLN Connects® National Provider Call, Creating and Verifying Your National Provider Identifier	<a href="https://www.cms.gov/Outreach-and-Education/Outreach/NPC/National-Provider-Calls-and-Events-Items/2017-07-12-NPI.html">CMS.gov/Outreach-and-Education/Outreach/NPC/National-Provider-Calls-and-Events-Items/2017-07-12-NPI.html</a>
MLN Matters® Special Edition Article SE1417, Implementation of Fingerprint-Based Background Checks	<a href="https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/Downloads/SE1417.pdf">CMS.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/Downloads/SE1417.pdf</a>
MLN Matters Special Edition Article SE17016, Modernized National Plan and Provider Enumeration System	<a href="https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/Downloads/SE17016.pdf">CMS.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/Downloads/SE17016.pdf</a>
NPI	<a href="https://www.cms.gov/Regulations-and-Guidance/Administrative-Simplification/NationalProvIdentStand">CMS.gov/Regulations-and-Guidance/Administrative-Simplification/NationalProvIdentStand</a>
PECOS	<p>PECOS System  <a href="https://www.pecos.cms.hhs.gov">PECOS.CMS.HHS.gov</a></p> <p>About PECOS  <a href="https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/InternetbasedPECOS.html">CMS.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/InternetbasedPECOS.html</a></p>
PECOS Technical Assistance Contact Information	<a href="https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/CMS1243418.html">CMS.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/CMS1243418.html</a>
Revalidations	<a href="https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Revalidations.html">CMS.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Revalidations.html</a>
Video Resources	<p>Medicare Provider Enrollment, Chain, and Ownership System (PECOS)  <a href="https://www.youtube.com/playlist?list=PLaV7m2-zFKpia1McB1WKKkw2esAdiZRem">YouTube.com/playlist?list=PLaV7m2-zFKpia1McB1WKKkw2esAdiZRem</a></p> <p>What's New in NPPES 3.0  <a href="https://www.youtube.com/embed/BOJCAj1P2u8">YouTube.com/embed/BOJCAj1P2u8</a></p>

**Table 2. Hyperlink Table**

Embedded Hyperlink	Complete URL
Change of Ownership or Control	<a href="https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/downloads/SE1617.pdf">https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/downloads/SE1617.pdf</a>
Check	<a href="https://npiregistry.cms.hhs.gov">https://npiregistry.cms.hhs.gov</a>
CMS External User Services (EUS) Answers to Frequently Asked Questions	<a href="https://eus.custhelp.com/app/answers/list">https://eus.custhelp.com/app/answers/list</a>
Electronic File Interchange EFI	<a href="https://nppes.cms.hhs.gov/webhelp/nppeshelp/EFI_HELP_PAGE.html">https://nppes.cms.hhs.gov/webhelp/nppeshelp/EFI_HELP_PAGE.html</a>
Electronic Health Record (EHR) Incentive Payments	<a href="https://ehrincentives.cms.gov">https://ehrincentives.cms.gov</a>
Eligible Ordering, Certifying, and Prescribing Physicians and Other Eligible Professionals (Form CMS-855O)	<a href="https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/cms855O.pdf">https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/cms855O.pdf</a>
Help Fight Medicare Fraud	<a href="https://www.medicare.gov/forms-help-resources/help-fight-medicare-fraud">https://www.medicare.gov/forms-help-resources/help-fight-medicare-fraud</a>
I&A Frequently Asked Questions (FAQs)	<a href="https://nppes.cms.hhs.gov/IAWebContent/FAQs.pdf">https://nppes.cms.hhs.gov/IAWebContent/FAQs.pdf</a>
I&A System Quick Reference Guide	<a href="https://nppes.cms.hhs.gov/IAWebContent/Quick_Reference_Guide.pdf">https://nppes.cms.hhs.gov/IAWebContent/Quick_Reference_Guide.pdf</a>
Identity & Access Management (I&A) System I&A System	<a href="https://nppes.cms.hhs.gov/IAWeb">https://nppes.cms.hhs.gov/IAWeb</a>
Medicare Fraud & Abuse: Prevent, Detect, Report	<a href="https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/CMS1243333.html">https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/CMS1243333.html</a>
Medicare Provider-Supplier Enrollment	<a href="https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll">https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll</a>
Medicare Provider-Supplier Enrollment National Educational Products Listing	<a href="https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/Medicare_Provider-Supplier_Enrollment_National_Education_Products.pdf">https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/Medicare_Provider-Supplier_Enrollment_National_Education_Products.pdf</a>
Medicare Revalidation Lookup Tool	<a href="https://data.cms.gov/revalidation">https://data.cms.gov/revalidation</a>

**Table 2. Hyperlink Table (cont.)**

Embedded Hyperlink	Complete URL
National Plan and Provider Enumeration System NPPES	<a href="https://nppes.cms.hhs.gov">https://nppes.cms.hhs.gov</a>
NPPES NPI Registry	<a href="https://npiregistry.cms.hhs.gov">https://npiregistry.cms.hhs.gov</a>
Office of Inspector General	<a href="https://oig.hhs.gov">https://oig.hhs.gov</a>
Online	<a href="https://nppes.cms.hhs.gov">https://nppes.cms.hhs.gov</a>
PECOS	<a href="https://pecos.cms.hhs.gov">https://pecos.cms.hhs.gov</a>
PECOS FAQs	<a href="https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/ICN909015.html">https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/ICN909015.html</a>
Physicians and Non-Physician Practitioners (Form CMS-855I)	<a href="https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/cms855I.pdf">https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/cms855I.pdf</a>
Provider Enrollment Revalidation Cycle 2 FAQs	<a href="https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/Reval_Cycle2_FAQs.pdf">https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/Reval_Cycle2_FAQs.pdf</a>
Reassignment of Medicare Benefits (Form CMS-855R)	<a href="https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/cms855R.pdf">https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/cms855R.pdf</a>
Revalidate Their Enrollment Information	<a href="https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/RevalidationChecklist.pdf">https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/RevalidationChecklist.pdf</a>
Timely Reporting of Provider Enrollment Information Changes	<a href="https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/downloads/SE1617.pdf">https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/downloads/SE1617.pdf</a>

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