

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



**PECOS for Provider and Supplier Organizations**

**PROVIDER-SUPPLIER ENROLLMENT FACT SHEET SERIES**



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

Table 2. Hyperlink Table, at the end of this document, provides the complete URL for each hyperlink.





Provider Enrollment, Chain and Ownership System (PECOS) is an electronic Medicare enrollment system through which providers and suppliers can:

- Submit Medicare enrollment applications
- View and print enrollment information
- Update enrollment information
- Complete the enrollment revalidation process
- Voluntarily withdraw from the Medicare Program
- Track the status of a submitted Medicare enrollment application

This publication provides education to provider and supplier organizations about how to use PECOS. Explore products in the [Medicare Provider-Supplier Enrollment series](#) for information for other provider types.

### **PECOS Is Easy!**

We encourage you to use PECOS instead of the paper Medicare enrollment application. Advantages of using PECOS include:

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

## Provider and Supplier Organizations Defined

Provider and supplier organizations are business structures, such as corporations, partnerships, Professional Associations (PAs), or Limited Liability Companies (LLCs), that meet the Medicare definitions of “provider” and “supplier.” Provider and supplier organizations do not include business structures that are sole proprietorships or “disregarded entities” as defined by the Internal Revenue Service (IRS).

Examples of provider and supplier organizations include hospitals, medical group practices and clinics, Portable X-Ray Suppliers (PXRSSs), Ambulatory Surgical Centers (ASCs), hospices, and Skilled Nursing Facilities (SNFs).

To enroll in Medicare through PECOS, a provider or supplier organization must have an Employer Identification Number (EIN). An EIN is the same number as the provider or supplier organization’s IRS-issued Taxpayer Identification Number (TIN).

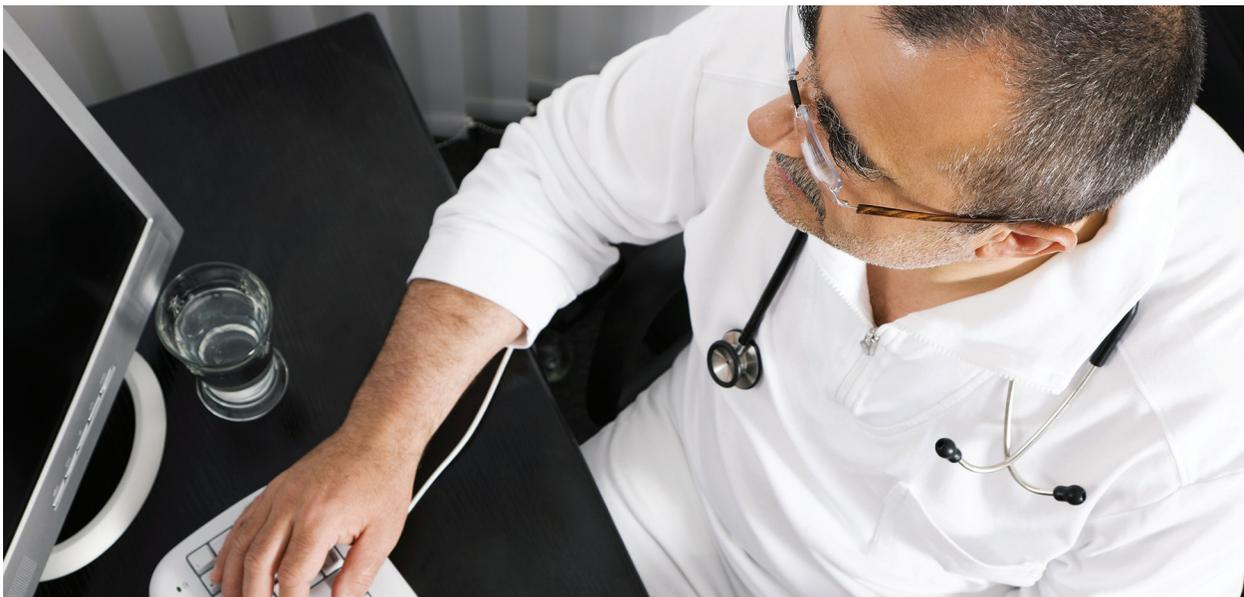
### Sole Proprietorships and Disregarded Entities

For more information about “sole proprietorships” and “disregarded entities,” refer to [Medicare Program Integrity Manual Chapter 15, Section 15.2 A and 15.5.5 5\(i\)](#), respectively.

## Medicare Enrollment Application Submission Options

Apply for enrollment in the Medicare Program, revalidate your enrollment, or change your enrollment information by **using either**:

- [PECOS](#)
- Appropriate paper enrollment application:
  - [Medicare Enrollment Application for Institutional Providers \(Form CMS-855A\)](#)
  - [Medicare Enrollment Application for Clinics/Groups Practices and Certain Other Suppliers \(Form CMS-855B\)](#)



## Take These Steps When Using PECOS to Enroll in Medicare



**Step 1: Authenticate Credentials for PECOS**



**Step 2: Register as a Surrogate User for PECOS**



**Step 3: Enter Enrollment Data Into PECOS**



**Step 4: Use PECOS to Check the Status of Your Pending Enrollment Application**



## Step 1: Authenticate Credentials for PECOS

Provider or supplier organizations must designate and authenticate their PECOS Authorized Official (AO). The AO **must** meet the regulatory definition of “authorized official.” An AO is an “...appointed official (for example, chief executive officer, chief financial officer, general partner, chairman of the board, or direct owner) to whom the organization has granted the legal authority to enroll it in the Medicare program...”

After the AO’s credentials are authenticated, the AO can use PECOS on behalf of the provider or supplier organization. However, the AO may choose to delegate this responsibility to a surrogate (see Step 2 for definition of surrogate). The AO is responsible for approving requests submitted from surrogates to work on behalf of the provider or supplier organization in PECOS. The AO should periodically check his or her email and take the actions requested to approve or deny the requested connection.

### Authorized Official

An authorized official means an appointed official (for example, chief executive officer, chief financial officer, general partner, chairman of the board, or direct owner) to whom the organization has granted the legal authority to enroll it in the Medicare program, to make changes or updates to the organization’s status in the Medicare program, and to commit the organization to fully abide by the statutes, regulations, and program instructions of the Medicare program.

Follow these instructions to authenticate the AO:

1. Visit [PECOS](#).
2. Under the “Become a Registered User” section, select the “Register for a User Account” option. This will direct you to the PECOS Identity & Access Management (I&A) System screen where you register.
3. Create an I&A System user ID and password as part of the registration process (if you don’t currently have one).
4. Provide the requested information to the CMS External User Services (EUS) Help Desk.
5. The CMS EUS Help Desk verifies the information you furnished.
6. If approved by the CMS EUS Help Desk, you’ll receive an email notification.

For more information on registering for an I&A System account, including a quick reference guide and Frequently Asked Questions (FAQs), visit the [I&A System](#) website.



## Step 2: Register as a Surrogate User for PECOS

A surrogate user must register through I&A to gain access to PECOS to work on behalf of a provider or supplier organization when so delegated by the AO. Once registered, a surrogate may log in to PECOS to submit enrollment applications on behalf of, or to view the enrollment record of, a provider or supplier organization.

### What Is a Surrogate?

A surrogate is:

- An employee of an Individual Provider or Organizational Provider that is authorized to access, view, and modify information in CMS computer systems on behalf of their employer (such as, staff)
- An Organizational Provider that has a business relationship with an Individual Provider to access, view, and modify information in CMS computer systems on their behalf
- A Third-Party Organization that has a business relationship with an Individual Provider or Organizational Provider to access, view, and modify information in CMS computer systems on their behalf

To register as a surrogate user:

1. Visit [PECOS](#).
2. Under the “Become a Registered User” section, select the “Register for a User Account” option. This will direct you to the PECOS I&A System screen where you register.
3. Create an I&A System user ID and password as part of the registration process (if you don’t currently have one).
4. Initiate a connection request to work on behalf of the provider or supplier organization.
5. The AO of the provider or supplier organization approves you as a surrogate user by logging in to the I&A System and approving your request.
6. Once the AO approves your request, you will receive notification of the approved connection and can begin working on behalf of the provider or supplier organization.

For more information on the surrogate and connections process, including a quick reference guide and FAQs, visit the [I&A System](#).

### PECOS User ID and Password: Helpful Hints

- Do not use your birth date, Social Security Number, or any 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 PECOS password periodically.
- Your password expires every 60 days. If your password expires, you will be prompted to reset your password the next time you attempt to log in to PECOS.
- To change your password, visit [PECOS](#), click the “Forgot Password?” link, and follow the instructions.
- In most cases, you can change your password in less than 5 minutes.
- You can retrieve 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 need to retrieve a forgotten user ID, you can either enter your email address to have your user ID emailed immediately to you, **or** you can enter your personal information to have your user ID displayed on screen.



### Step 3: Enter Enrollment Data Into PECOS

After the AO and the surrogate complete the I&A System registration process, either may submit enrollment applications for their providers or suppliers. Follow these instructions:

1. Log in to [PECOS](#).
2. Initiate enrollment by selecting an existing enrollment or creating a new application. PECOS is a scenario-driven application—it presents a series of questions to retrieve only the information needed to process your specific enrollment scenario.
3. Once PECOS determines your enrollment scenario and you confirm it is correct, it displays the topics required for submitting your application. To complete each topic, enter the required information on the screens that display.

### 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](#).

4. At the end of the data entry process, PECOS:
  - Edits the information you submit to ensure you entered all required data.
  - Displays a list of the required documentation you must submit for the Medicare Administrative Contractor (MAC) to review.
  - Presents the option to electronically sign and certify the application.
  - Displays the name and mailing address of your MAC.
  - Allows you to print a copy of your enrollment application. We recommend you also print a copy for the provider or supplier organization’s records as well as your own. Users submitting an enrollment application in PECOS, **do not mail a copy** of the printed enrollment application to the MAC; this copy is for your records. PECOS electronically transmits the application to the MAC.
  - Electronically transmits the enrollment application.
  - Sends you an email confirming the successful transmission of your enrollment application to the MAC.

Once your PECOS application is electronically submitted, it is “locked,” meaning you cannot edit it unless your MAC returns the application to you for corrections through PECOS.

Your MAC will notify you if it requires additional information. To ensure timely processing, do not delay submitting the required supporting documentation (if you chose not to use the digital document feature). A MAC will not begin, and may not complete, processing a PECOS enrollment application without your electronic signature and required supporting documentation. Your effective date of filing an enrollment application is the date the MAC **receives** your electronic signature.

#### Important

Respond to any request(s) from your MAC as soon as possible, but within 30 days of the request. Failure to respond to a request for information will delay processing of the application or cause your MAC to deny or reject it.

### ✔ Step 4: Use PECOS to Check the Status of Your Pending Enrollment Application

There are two ways to use PECOS to check the status of your enrollment application:

1. Log in to [PECOS](#) and select “View Enrollments.” Under the “Existing Enrollments” section, find the application. The status of the application is displayed.
2. On the PECOS homepage, select the “Application Status” link under the “Provider & Supplier Resources” section to view the status of your enrollment application. You do not have to log in to PECOS to use this application status feature.

#### Questions?

Find answers in the [PECOS FAQs](#) publication, or review the [Provider Enrollment Revalidation Cycle 2 FAQs](#).

## 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
- FAQs
- Contact information for all MACs
- CMS updates on provider enrollment

**Table 1. Resources Table**

For More Information About...	Resource
CMS 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 <a href="http://EUS.custhelp.com">EUS.custhelp.com</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>
MAC	Contact your MAC with any additional questions about the Medicare enrollment process <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>
Medicare Learning Network® (MLN) Guided Pathways (GPs)	Provider Specific Medicare Resources <a href="http://CMS.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNEdWebGuide/Downloads/Guided_Pathways_Provider_Specific_Booklet.pdf">CMS.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNEdWebGuide/Downloads/Guided_Pathways_Provider_Specific_Booklet.pdf</a>
MLN Connects® National Provider Call “Streamlined Access to PECOS, EHR, and NPPES”	<a href="http://CMS.gov/Outreach-and-Education/Outreach/NPC/National-Provider-Calls-and-Events-Items/2013-11-15-NPC.html">CMS.gov/Outreach-and-Education/Outreach/NPC/National-Provider-Calls-and-Events-Items/2013-11-15-NPC.html</a>
MLN Matters® Special Edition Article SE1417, “Implementation of Fingerprint-Based Background Checks”	<a href="http://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>
National Provider Identifier (NPI)	<a href="http://CMS.gov/Regulations-and-Guidance/Administrative-Simplification/NationalProvIdentStand">CMS.gov/Regulations-and-Guidance/Administrative-Simplification/NationalProvIdentStand</a>

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

For More Information About...	Resource
PECOS	<a href="https://pecos.cms.hhs.gov/pecos/login.do">PECOS.cms.hhs.gov/pecos/login.do</a>
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>
Video Resources	<a href="https://www.youtube.com/playlist?list=PLaV7m2-zFKpia1McB1WKKkw2esAdiZRem">YouTube.com/playlist?list=PLaV7m2-zFKpia1McB1WKKkw2esAdiZRem</a>

**Table 2. Hyperlink Table**

Embedded Hyperlink	Complete URL
Digital Document Repository (DDR) How To Guide	<a href="https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/DigitalDocumentRepository-HowToGuide.pdf">https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/DigitalDocumentRepository-HowToGuide.pdf</a>
I&A System	<a href="https://nppes.cms.hhs.gov/IAWeb/login.do">https://nppes.cms.hhs.gov/IAWeb/login.do</a>
Medicare Enrollment Application for Clinics/Groups Practices and Certain Other Suppliers (Form CMS-855B)	<a href="https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/cms855b.pdf">https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/cms855b.pdf</a>
Medicare Enrollment Application for Institutional Providers (Form CMS-855A)	<a href="https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/cms855a.pdf">https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/cms855a.pdf</a>
Medicare Program Integrity Manual Chapter 15	<a href="https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Downloads/pim83c15.pdf">https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Downloads/pim83c15.pdf</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 Series	<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>
PECOS	<a href="https://pecos.cms.hhs.gov/pecos/login.do">https://pecos.cms.hhs.gov/pecos/login.do</a>

Table 2. Hyperlink Table (cont.)

Embedded Hyperlink	Complete URL
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>
Provider Enrollment Revalidation Cycle 2 FAQs	<a href="https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/RevalCycle2_FAQs.pdf">https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/RevalCycle2_FAQs.pdf</a>



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