



PECOS FOR PHYSICIANS AND NPPs



Target Audience: Medicare Fee-For-Service Program (also known as Original Medicare)
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 don't already have one)



STEP 2 →

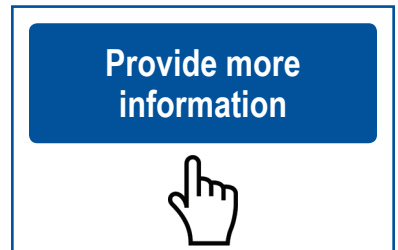
Register a Surrogate or SEU in
the I&A System



STEP 3 →

Get an NPI

- Check to see if you have one
- Apply online or through the EFI process if you don't have one



STEP 4 →

Enter enrollment data into
PECOS



STEP 5 →

Respond to requests from your
MAC for more information

STEP 6 →

Keep enrollment information up
to date in PECOS



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The Provider Enrollment, Chain, and Ownership System (PECOS) is an online Medicare enrollment system where providers and suppliers can:

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

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

ONE ACCOUNT, MULTIPLE SYSTEMS

The Centers for Medicare & Medicaid Services (CMS) uses several systems necessary for provider enrollment. You may authorize users in the [Identity & Access Management \(I&A\) System](#) to work in CMS systems on your behalf. Specifically, the I&A System allows you to:

- Apply for and manage National Provider Identifiers (NPIs) in the [National Plan and Provider Enumeration System \(NPPES\)](#)
- Use [PECOS](#) to enroll in Medicare or update or revalidate your current enrollment information
- Register to receive [Electronic Health Record \(EHR\) incentive payments](#) for eligible professionals and hospitals that adopt, implement and upgrade, or demonstrate meaningful use with certified EHR technology

System Users

Various types of users may work in CMS systems, including PECOS, on your behalf. The type of user depends on your relationship with them and the duties they perform in your practice. You may designate other users who can act on your behalf to manage connections and staff, including appointing and approving other authorized users in the PECOS system.

WHO'S AN NPP?

Nurse practitioners, clinical nurse specialists, and physician assistants are health care providers who practice either in collaboration with or under the supervision of a physician, and are referred to as NPPs.

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. You must also ensure your patients' personal health information is secure. CMS provides the following resources to help:

- [Medicare Fraud & Abuse: Prevention, Detection, and Reporting](#)
- [Office of Inspector General](#)
- [Help Fight Medicare Fraud for patients](#)

For more information, search for the user type in the [CMS External User Services \(EUS\) answers to frequently asked questions](#) webpage.

STEP 1: REGISTER IN THE I&A SYSTEM

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

Depending on your professional relationships with other providers, you may receive a request from the CMS EUS Help Desk 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, refer 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 to work 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 information in CMS computer systems on your behalf. Neither surrogates nor SEUs may represent your practice, manage your staff, sign enrollment applications, or approve and manage connections for you.

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

STEP 3: OBTAIN AN NPI

Physicians and NPPs must obtain an NPI before enrolling in the Medicare Program.

1. **Online Application:** Register for an [I&A System](#) user account if you do not have one. Then apply for your NPI through the [NPPES](#) website.
2. **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 ENROLLMENT INFORMATION INTO PECOS

After you have an NPI, you can apply for enrollment in the Medicare Program, revalidate your enrollment, or change your enrollment information. Make sure you have the [information you need to enroll](#) before starting.

PECOS is a scenario-driven application—it presents a series of questions to retrieve 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. Initially, you must select one of the application descriptions listed below. If you are reassigning all your benefits to a group practice or clinic, select “Group Member Only” (described in the third bullet below).
 - **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, through which you provide health care services. Your business is legally separate from your personal assets.
 - **Self-Employed/Sole Proprietor:** You provide all your health care services from a facility that 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 any of the business’ financial obligations. You report the business’ income and losses on your personal tax return.

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 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 change your password, visit 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 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.

- **Group Member Only:** You provide all your 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 the services you provide.
 - **Group Member and Is Self-Employed:** You provide 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 the services you provide. 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, through which 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 displays the required topics for submitting your application. To complete each topic, enter the required information.
 4. At the end of the data entry process, PECOS:
 - Ensures 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, as applicable to the user
 - Displays the name and mailing address of your MAC
 - Allows you to print a copy of your enrollment application for your records; do not submit a paper copy to the MAC
 - Transmits the application electronically to the MAC
 - Sends you an email confirming you successfully transmitted your enrollment application to the MAC

ENSURE THE ACCURACY OF YOUR ENROLLMENT RECORD

The accuracy and completeness of PECOS data support critical CMS business functions, including the ability to make informed provider enrollment decisions; pay claims accurately; and combat fraud, waste, and abuse in Medicare and other health care programs. Update and review your provider enrollment information whenever any change is made to your practice, including address changes.

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

STEP 5: RESPOND TO REQUESTS FROM YOUR MAC FOR MORE INFORMATION

Respond to any requests 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 the application or cause your MAC to deny or reject it.

A MAC will not begin and cannot complete processing a PECOS enrollment application without your electronic signature and required supporting documentation. The effective date of filing an enrollment application is the date the MAC **receives** your electronic signature.

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

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

STEP 6: USE PECOS TO KEEP ENROLLMENT INFORMATION UP TO DATE

You can report a change in your Medicare enrollment information 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 (see the [PECOS FAQs](#) section on reportable events for a definition). Submit all other changes within 90 days of the reportable event.

Revalidation

Revalidation—resubmitting and recertifying the accuracy of your enrollment information—is an important tool in the fight against fraud. All providers and suppliers enrolled in Medicare must [revalidate their enrollment information](#) periodically. Generally, physicians, including physician organizations, revalidate enrollment every 5 years, or when CMS requests it. PECOS is the most efficient way to submit your revalidation information.

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, submit your revalidation prior to that date. Your MAC will also send you a notice to revalidate. If you submit your revalidation application after the due date, the MAC may place a hold on your Medicare payments, deactivate your billing privileges, or revoke your existing billing privileges.

QUESTIONS?

Refer to the [PECOS FAQs](#), 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

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. Find contact information at EUS.custhelp.com .
I&A FAQs	NPPES.CMS.HHS.gov/IAWebContent/FAQs.pdf
I&A System Account Registration	NPPES.CMS.HHS.gov/IAWeb/register/startRegistration.do
MACs	<p>Provider Enrollment Contacts CMS.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/contact_list.pdf</p> <p>Review Contractor Directory – Interactive Map CMS.gov/Research-Statistics-Data-and-Systems/Monitoring-Programs/Medicare-FFS-Compliance-Programs/Review-Contractor-Directory-Interactive-Map</p>
MLN Connects® National Provider Call, Creating and Verifying Your National Provider Identifier	CMS.gov/Outreach-and-Education/Outreach/NPC/National-Provider-Calls-and-Events-Items/2017-07-12-NPI.html
MLN Matters® Special Edition Article, Implementation of Fingerprint-Based Background Checks	CMS.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/Downloads/SE1417.pdf

Table 1. Resources (cont.)

For More Information About...	Resource
MLN Matters Special Edition Article, Modernized National Plan and Provider Enumeration System	CMS.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/Downloads/SE17016.pdf
NPI	CMS.gov/Regulations-and-Guidance/Administrative-Simplification/NationalProviderIdentifierStandards
PECOS	<p>PECOS System PECOS.CMS.HHS.gov</p> <p>About PECOS CMS.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Internet-basedPECOS.html</p>
PECOS Technical Assistance Contact Information	CMS.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/CMS1243418.html
Revalidations	CMS.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Revalidations.html
Video Resources	<p>Medicare Provider Enrollment, Chain, and Ownership System (PECOS) YouTube.com/playlist?list=PLaV7m2-zFKpia1McB1WKKkw2esAdiZRem</p> <p>What's New in NPPES 3.0 YouTube.com/embed/BOJCAj1P2u8</p>

Table 2. Hyperlink Table

Embedded Hyperlink	Complete URL
Change of Ownership or Control	https://www.cms.gov/Outreach-and-Education/Outreach/FFSProvPartProg/Provider-Partnership-Email-Archive-Items/2017-05-18-eNews.html#_Toc482773810
Check	https://npiregistry.cms.hhs.gov
CMS External User Services (EUS) Answers to Frequently Asked Questions	https://eus.custhelp.com/app/answers/list
Electronic File Interchange (EFI) EFI	https://nppes.cms.hhs.gov/webhelp/nppeshelp/EFI%20HELP%20PAGE.html
Electronic Health Record (EHR) Incentive Payments	https://ehrincentives.cms.gov
Eligible Ordering, Certifying, and Prescribing Physicians and Other Eligible Professionals (Form CMS-855O)	https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/cms855O.pdf
Help Fight Medicare Fraud	https://www.medicare.gov/forms-help-and-resources/report-fraud-and-abuse/fraud-and-abuse.html
I&A Frequently Asked Questions (FAQs)	https://nppes.cms.hhs.gov/IAWebContent/FAQs.pdf
I&A System Quick Reference Guide	https://nppes.cms.hhs.gov/IAWebContent/Quick_Reference_Guide.pdf
Identity & Access Management (I&A) System I&A System	https://nppes.cms.hhs.gov/IAWeb
Information You Need to Enroll	https://pecos.cms.hhs.gov/pecos/help-main/checklists.jsp
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

Table 2. Hyperlink Table (cont.)

Embedded Hyperlink	Complete URL
Medicare Provider-Supplier Enrollment National Education Products Listing	https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/Medicare_Provider-Supplier_Enrollment_National_Education_Products.pdf
Medicare Revalidation Lookup Tool	https://data.cms.gov/revalidation
National Plan and Provider Enumeration System (NPPES) NPPES	https://nppes.cms.hhs.gov
NPPES NPI Registry	https://npiregistry.cms.hhs.gov
Office of Inspector General	https://oig.hhs.gov
Online	https://nppes.cms.hhs.gov
PECOS FAQs	https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/ICN909015.html
Physicians and Non-Physician Practitioners (Form CMS-855I)	https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/cms855I.pdf
PECOS	https://pecos.cms.hhs.gov
Provider Enrollment Revalidation Cycle 2 FAQs	https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/Reval_Cycle2_FAQs.pdf
Reassignment of Medicare Benefits (Form CMS-855R)	https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/cms855R.pdf
Revalidate Their Enrollment Information	https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/RevalidationChecklist.pdf

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