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*National Provider Call*

# Provider Enrollment Revalidation – Cycle 2

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# Agenda

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- Welcome
- What is Revalidation?
- Revalidation Cycle 2
- Processing Improvements
- Helpful Resources
- Question & Answer Session

# What is Revalidation?

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- Required by 42 CFR §424.515
- Requires all providers/suppliers to resubmit and recertify the accuracy of enrollment information
- DME suppliers are required to revalidate every 3 years; all other providers/suppliers every 5 years
- All providers/suppliers must be revalidated under the new enrollment screening criteria

# Revalidation Cycle 2

- Revalidation Cycle 1
  - All revalidation notices mailed by March 23, 2015
  - Wrapping up cycle 1 application processing
- Revalidation Cycle 2
  - Expected to resume in March 2016
  - Streamline the revalidation process
  - Implement processing improvements
  - More standardized process across all MACs
  - Reduce provider/supplier burden

# Established Due Dates

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- CMS has established dates by which providers/suppliers must revalidate
- Due dates are on the last day of the month (e.g., June 30, July 31, August 30)
- Provider/supplier due dates will generally remain the same for subsequent revalidation cycles

# Posted Due Dates

- Due dates posted to CMS.gov Lookup Tool
- Will display all currently enrolled providers/suppliers
  - Due date
  - “TBD” (To be determined)
- Posted up to 6 months before revalidation due date; updated periodically
- Includes crosswalk to reassignment information

The screenshot shows the Data.CMS.gov website with the 'Revalidation Due Date Lookup Tool' interface. The page includes a header with the Data.CMS.gov logo and a 'Sign In to Data.CMS.gov' link. The main content area is titled 'Revalidation Due Date Lookup Tool' and contains the following text: 'This look-up tool is a searchable database that allows you to look up an Individual Provider or Organization and find their revalidation due date:'. Below this, there are two bullet points: '• by Last Name, First Name or Organization Name' and '• by NPI of an Individual Provider or Organization'. Further down, it states: 'Once the Provider's details are displayed on the screen, the Provider's name can be clicked to get a list of entities receiving reassignment from that provider if applicable.' Another section says: 'Additionally, a search can be performed by the Entities Receiving Reassignment benefits:' followed by a bullet point: '• by Receiving Entity Last Name, First Name or Organization'. Below that, it says: 'Once the Receiving Entity's name is displayed it can be clicked to display the Provider(s) reassigning to that Entity.' At the bottom, there is a note: 'When populating any only exact results. Pa' and 'A detailed explanation'. The interface is divided into two main sections: 'Link to Data' and 'Find a Provider'. The 'Link to Data' section has two 'Download' buttons. The 'Find a Provider' section has two search options: 'By Name or NPI:' and 'By Receiving Entity:'. The 'By Name or NPI:' section includes input fields for 'Last Name / Organization', 'First Name', and 'NPI', a 'Search' button, and a note: 'Find a provider by one or more fields. Please use exact spelling.' The 'By Receiving Entity:' section includes input fields for 'Receiving Entity Last Name / Organization' and 'First Name', and a 'Search' button.

# Revalidation Notices

- Your MAC will continue to issue revalidation notices in addition to the posted list
- Notices will be issued within 2-3 months of your established due date
- Notices sent via email or mail:
  - Email – email addresses pulled from prior application submissions.
    - Subject Line: **“URGENT: Medicare Provider Enrollment Revalidation Request”**
  - Mail - at least two of your reported addresses: correspondence, special payments and/or your primary practice address
- Revalidation notices sent to individual group members will list the identifying information of the organizations that the individual reassigns their benefits to (LBN, DBA, NPI)
- If you are within 2 months of your listed due date but have not received a notice from your MAC to revalidate, you are encouraged to submit your revalidation application



# Unsolicited Revalidations

- Unsolicited revalidation applications defined as:
  - Revalidation applications submitted more than 6 months in advance of due date
  - TBD listed on the CMS.gov list
  - No email/mailed letter received from your MAC requesting you to revalidate
- Do not submit a revalidation application if there is NOT a listed due date
- All unsolicited revalidation applications will be returned
- If your intention is to submit a change to your provider enrollment record, submit a '*change of information*' application using Internet-based PECOS or the appropriate CMS-855 form

# Deactivations

- Avoid deactivation by submitting a complete application to your MAC; include all active practice locations and reassignments by your requested due date
- Respond to all development requests by your MAC within 30 days of receipt
- Failure to take these actions could result in a hold on your Medicare payments and possible deactivation of your Medicare billing privileges

# Reactivation

- Deactivated providers/suppliers are required to submit a complete enrollment application to reactivate
- The provider/supplier will maintain their original PTAN, but will not be paid for services rendered during the period of deactivation (resulting in a gap in reimbursement)
- The reactivation date is based on the receipt date of the new application
- You cannot retroactively bill for services provided while you were deactivated

# Helpful Resources

- Visit <http://go.cms.gov/MedicareRevalidation>
  - Posted due date list
  - Reassignment crosswalk list
  - SE1605 - *Provider Enrollment Revalidation – Cycle 2*
  - Frequently Asked Questions (FAQs)
- [MAC Contact Information](#)
- Email [providerenrollment@cms.hhs.gov](mailto:providerenrollment@cms.hhs.gov)

# Question & Answer Session

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# Acronyms in this Presentation

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- DBA – Doing Business As
- DME – Durable Medical Equipment
- LBN – Legal Business Name
- MAC – Medicare Administrative Contractor
- NPI – National Provider Identifier
- PTAN- Provider Transaction Access Number

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