

# PECOS Inactivity Deletion Policy

**Important:** Enrollment applications started in the Provider Enrollment, Chain, and Ownership System (PECOS) but left unsubmitted will be automatically deleted after a certain period of inactivity determined by the application's status. To ensure your application stays active, make sure to access it before this inactivity window expires.

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## Application Status & Deletion Timelines

Refer to the table below for the inactivity and deletion policy for each application status:

| Application Status              | Action Taken  |
|---------------------------------|---|
| <b>NEW</b> or <b>EDIT</b>       | Automatically deleted after 120 days of inactivity                        |
| <b>OPENED FOR CORRECTIONS</b>   | Automatically deleted if not submitted after 20 days                      |
| <b>RETURNED FOR CORRECTIONS</b> | Rejected if corrections are not received within 30 days of being returned |
| <b>REJECTED</b>                 | Automatically deleted if not re-opened within 60 days of rejection        |

## How to Prevent Application Deletions

For applications in **NEW** or **EDIT** status, follow these steps to reset the inactivity period and keep your application open:

1. **Login** to [PECOS](#)
2. Select the **'My Associates'** button
3. Select the **'View Enrollments'** button for the individual or organizational provider to whom the application belongs
4. **Locate** the open application on the *My Enrollments* page
5. Select the **'More Options'** button
6. Select the **'Continue Working on Application'** radio button
7. Select the **'Next Page'** button
8. You will be navigated to either the **Topic View** or **Fast Track View** for the application

✓ *You have now accessed the application and **reset the inactivity period***

**If you want the application to stay open, be sure to repeat steps 1 through 8 every 120 days.**

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## Best Practices

To avoid unexpected application deletions, consider the following best practices:

- Set calendar reminders** to access your PECOS application regularly, especially if it is in NEW or EDIT status.
  - Monitor your application status** frequently through PECOS.
  - Respond promptly** to any correction requests to avoid automatic deletion or MAC rejection.
  - Re-open rejected applications** as soon as possible — you have only 60 days before they are permanently deleted.
  - Keep your contact information updated** in PECOS to ensure you receive timely notifications.
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## Additional Resources

For more information about PECOS enrollment and application management, visit the following resources:

- PECOS:** <https://pecos.cms.hhs.gov>
- CMS Provider Enrollment:** <https://www.cms.gov/medicare/enrollment-renewal/providers-suppliers>
- Medicare Learning Network (MLN):** <https://www.cms.gov/outreach-and-education/medicare-learning-network-mln>