

How to Review and Certify the ACO Participant List and ACO Provider/Supplier List in ACO-MS

This tip sheet provides general information on how to review and certify your ACO Participant List and ACO Provider/Supplier List in the [ACO Management System](#) (ACO-MS) during the ACO Signing Event.

ACO PARTICIPANT LIST

ACOs must certify the list of ACO participants that will be participating in the ACO during the upcoming performance year.

The ACO Executive or Authorized to Sign Contact (primary or secondary) is responsible for signing this certification in ACO-MS.

IMPORTANT

ACOs **cannot** make changes to their ACO Participant List during the ACO Signing Event.

How to Review and Certify Your ACO Participant List in ACO-MS

- 1 Log into ACO-MS and navigate to the ACO Signing Event tab on the left side menu. This action will take you to the Status of ACO Signing Event page, where you can view the status of each ACO Signing Event document and task relevant to your ACO.
- 2 Select the correct year from the Program Year drop-down menu on the top right of the page. Then, select your ACO from the search bar at the top of the page.
- 3 Scroll down to the Medicare Shared Savings Program ACO Participant List Certification step and select “Review & Sign.” Before signing the certification, make sure to thoroughly review the ACO Participant List. The ACO Participant List can be viewed by navigating to the Reporting tab on the left side menu:
 - Select your ACO from the drop-down menu on the top left of the screen and click on the “Participants List” report. For ACO Signing Event purposes, select the correct year from the Program Year drop-down menu in the top right corner of the page.
- 4 Once your review is complete, navigate back to the Medicare Shared Savings Program ACO Participant List Certification page through the ACO Signing Event tab.
- 5 After reviewing the certification, confirm that you have reviewed the document and are ready to sign, then click the “Sign” button. This action will return you to the Status of the ACO Signing Event page.
- 6 The Medicare Shared Savings Program ACO Participant List Certification step will appear as completed. The date the document was signed and the last ACO-MS user to take action on it will be listed.

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 **IMPORTANT**

ACOs approved for a Skilled Nursing Facility (SNF) 3-Day Rule Waiver will follow similar steps to review and certify their SNF Affiliate List during the ACO Signing Event, if applicable.

ACO PROVIDER/SUPPLIER LIST

ACOs must review and certify the list of ACO providers/suppliers that will be participating in the ACO during the upcoming performance year. ACOs are given an initial list of the providers and suppliers that are associated with all approved ACO participant taxpayer identification numbers (TINs), based on information pulled from the Provider Enrollment, Chain, and Ownership System (PECOS) at a single point in time.

The ACO Executive or Authorized to Sign Contact (primary or secondary) is responsible for certifying this list in ACO-MS.

How to Review and Certify Your ACO Provider/Supplier List in ACO-MS

- 1 Log into ACO-MS and navigate to the ACO Signing Event tab on the left side menu. This action will take you to the Status of the ACO Signing Event page, where you can view the status of each ACO Signing Event document or task relevant to your ACO.
- 2 Select the correct year from the Program Year drop-down menu on the top right of the page. Then, select your ACO from the search bar at the top of the page.
- 3 Scroll down to the Medicare Shared Savings Program ACO Provider/Supplier Certification step and select “Review & Sign.” Before signing the certification, make sure to thoroughly review the ACO Provider/Supplier List. The ACO Provider/Supplier List can be viewed by navigating to the Reporting tab on the left side menu:
 - Select your ACO from the drop-down menu in the top left of the screen and click on the “Providers and Suppliers List” report. For ACO Signing Event purposes, make sure that the correct year is selected from the Program Year drop-down menu on the top right corner of the page.
 - ACOs may make updates to the ACO Provider/Supplier List during the ACO Signing Event. Refer to the additional resources below for information on managing the ACO Provider/Supplier List in ACO-MS.
- 4 Once your review and any modifications to the ACO Provider/Supplier List are complete, navigate back to the Medicare Shared Savings Program ACO Provider/Supplier List Certification page through the ACO Signing Event tab.
- 5 After reviewing the certification, confirm that you have reviewed the document and are ready to sign, then click the “Sign” button. This action will return you to the Status of the ACO Signing Event page.

 **IMPORTANT**

Your ACO Provider/Supplier List entries in ACO-MS do not modify/update PECOS.

- 6 The Medicare Shared Savings Program ACO Provider/Supplier List Certification step will appear as completed and display the date the document was signed and the last ACO-MS user to take action on it.

 **IMPORTANT**

After certifying your ACO Provider/Supplier List, you cannot make any additional changes until January 1st of the upcoming performance year.

ADDITIONAL RESOURCES

Instructions*	TIP SHEET*
<ul style="list-style-type: none">ACO Signing Event Instructions	<ul style="list-style-type: none">Managing the ACO Provider/Supplier List in ACO-MS

 **Questions?**

If you have questions about ACO-MS or require technical assistance, click the ACO-MS Helpdesk icon (located within the ACO-MS banner) or call 1-888-734-6433 (Option 1) or TTY/TDD 1-888-734-6563.