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# Medicare

## Internet-based Provider Enrollment, Chain and Ownership System (PECOS)

### Tips and Checklist Before You Begin Online Enrollment

This document was created as a tool to be used after completing the online training course titled

**Enrolling in Medicare Part B Online**  
**Using Secure Internet-based PECOS**

The course may be completed by  
Physicians/Non-Physician Practitioners

At

[www.CECentral.com](http://www.CECentral.com)





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## Internet-based Provider Enrollment, Chain and Ownership System (PECOS)

### Tips and Checklist Before You Begin Online Enrollment

Physicians and Non-Physician Practitioners (NPPs) can apply for enrollment in the Medicare program or make a change in their enrollment information by using Internet-based PECOS. Before attempting an action in Internet-based PECOS we recommend the individual review/print the following documents from the Centers for Medicare and Medicaid Services website

- Getting Started Guide for Physicians and Non-Physician Practitioners
- Contact Information for Physicians and Non-Physician Practitioners

[http://www.cms.gov/MedicareProviderSupEnroll/04\\_InternetbasedPECOS.asp#TopOfPage](http://www.cms.gov/MedicareProviderSupEnroll/04_InternetbasedPECOS.asp#TopOfPage)

Physicians/NPPs that are enrolled in the Medicare program but who have not submitted an application in the last 5 years are required to submit a Medicare enrollment application in Internet-based PECOS as an initial application (as if enrolling with Medicare for the first time).

**Reassigning Benefits?** Physicians/NPPs that will reassign their Medicare benefits to a group or clinic should check with the officials of the group/clinic or the Medicare contractor to determine whether the group/clinic is in PECOS. The group/clinic must have an enrollment record in PECOS before the individual can enroll and reassign benefits.

If the Medicare claims processing contractor confirms the group/clinic is in PECOS the individual may enroll through Internet-based PECOS.

The group/clinic will also need to have an established account in the Internet-based PECOS Identification and Authentication System (PECOS IACS) to view the group/clinic enrollment record in PECOS. Once an IACS account is established the individual who will use Internet-based PECOS for the group will need to submit a Security Consent Form (CMS 10220) to the CMS External User Services (EUS) Contractor.

For more information on this please review the "Getting Started Guide for Provider and Supplier Organizations" at this link:

[http://www.cms.gov/MedicareProviderSupEnroll/04\\_InternetbasedPECOS.asp#TopOfPage](http://www.cms.gov/MedicareProviderSupEnroll/04_InternetbasedPECOS.asp#TopOfPage)

More information about establishing an account in IACS may be found at this link:

<https://applications.cms.hhs.gov/category.html?name=acctmngmt>

Internet-based PECOS is a scenario-driven application process. The application will present a series of questions to gather only the information needed to process a specific enrollment action. At the end of the data entry process PECOS will display a list of any required documentation that must be mailed to the contractor. These documents may include the Internal Revenue Service (IRS)-generated CP575, the CMS Medicare Participating Physician or Supplier Agreement and the CMS-588 Electronic Funds Transfer Agreement. If the group to whom you are reassigning benefits is already receiving payments electronically you will not need to complete a CMS-588.

The following checklist will ensure that you have all the information necessary to complete the new application through Internet-based PECOS:

### **Enrolling Physician/NPP and reassigning benefits to a group**

- ✓ Tax Identification Number of group
- ✓ Date reassignment will be effective for new provider
- ✓ Original reassignment effective date for provider already enrolled but not in PECOS
- ✓ Incorporation date of group
- ✓ Physical location of practice
- ✓ National Provider Identifier (NPI) of group
- ✓ Provider Transaction Access Number (PTAN) assigned by Medicare contractor

### **Enrolling Physician/NPP not in PECOS**

- ✓ National Provider Identifier (NPI) of Individual Physician/NPP
- ✓ National Plan and Provider Enumeration System (NPPES) User ID and password. You received this User ID and password when applying for your NPI. If you do not have this information please contact the NPI Enumerator at 1-800-465-3203.
- ✓ Social Security Number
- ✓ Date of Birth and state where born
- ✓ Medical License Number/original effective date, renewal date, state where issued
- ✓ Medical School and graduation year
- ✓ Specialty/secondary specialty
- ✓ Certification Information (number, effective/renewal date, state where issued)
- ✓ Drug Enforcement Agency (DEA) number
- ✓ Special Payment Address
- ✓ Correspondence Address (including email)

**Use the Worksheet2791 handout to electronically store this information.**



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Since your application will be submitted electronically to the Medicare contractor through Internet-based PECOS do not send a copy of the application you print to the contractor. This could delay processing of the application. It is a good idea to print/save the completed application for your records.

Sign all documents that require signatures. Print/retain the Submission Receipt and copies of all supporting documentation

Please follow the instructions provided in Internet-based PECOS and mail only the 2-page Certification Statement (signed and dated) and all supporting paper documentation (including copy of Medical License) within 7 days of the electronic submission. It is a good idea to print/save the completed application for your records.

We also recommend the following CMS documents ICN #901643 and ICN #901645 to help you understand your Medicare provider enrollment reporting responsibilities. The documents can be accessed easily through the Medicare Learning Network Catalog found at this link:  
<http://www.cms.gov/MLNProducts/>

## Website Resources

- [http://www.cms.gov/MedicareProviderSupEnroll/04\\_InternetbasedPECOS.asp#TopOfPage](http://www.cms.gov/MedicareProviderSupEnroll/04_InternetbasedPECOS.asp#TopOfPage)
- <https://pecos.cms.hhs.gov/pecos/login.do>
- [http://www.cms.gov/MedicareProviderSupEnroll/06\\_MedicareOrderingandReferring.asp#TopOfPage](http://www.cms.gov/MedicareProviderSupEnroll/06_MedicareOrderingandReferring.asp#TopOfPage)