



National Government Services Tips to Facilitate Provider Enrollment

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Agenda

- Provider Enrollment Updates
- Brief Overview of Internet Based PECOS

Enrollment Updates

PTAN Deactivation

- PTAN's are deactivated automatically if there are no claims submitted in a 12 month period.
 - New PTAN is assigned
 - New Effective Date

855 Application Changes

JSM 09-386

- Minor changes to the CMS 855 form
- Latest version of the 855 Form (02/08) (EF07/09) is available on CMS's Web site @ www.cms.hhs.gov

New Effective Date Rules

- The effective date is the later of:
The date the application is submitted or the date the provider began at the practice.
- 30 day retrospective billing allowed.

Other News

- NGS may request a copy of the providers drivers license or passport (if no signature is available).
- NGS may request a copy of utility bills for a new practice.

Electronic Funds Transfer (EFT)

- EFT is required for all changes of Enrollment information.
- CMS-588 form available at www.cms.hhs.gov

Internet Based PECOS

Provider Enrollment Chain and Ownership System

What is Internet-based PECOS

<https://pecos.cms.hhs.gov>

- Better way to enroll
- Physicians and nonphysician practitioner may enroll using Internet-based PECOS in all states
- Designed to be used:
 - personally by Physicians and nonphysicians practitioners or
 - Third-party staff that are authorized

Five Basic Enrollment Actions

- New initial enrollment record
- Make a change to existing enrollment record
- Add or change reassignment of benefits
- Reactivation of enrollment or voluntary withdrawal
- Revalidate enrollment

What are the Internet-based PECOS Limitations?

- Limitations:
 - Change his/her name or Social Security Number
 - Change an existing business structure
 - A sole owner of an enrolled Professional Association, Professional Corporation or LLC cannot change the business structure to a sole proprietorship
 - An enrolled sole proprietorship cannot be changed to a solely-owned Professional Association, Professional Corporation, or LLC
 - Reassign benefits

What Are The Benefits Of Internet-based PECOS?

- Internet-based PECOS is *fast*
- 50 percent faster
- Streamline the enrollment process

What are the benefits of Internet-based PECOS?

- Internet-based PECOS is **secure**
- Meets all required government security standards
- Only authorized individuals can enter or view enrollment information into PECOS
- Authorized individuals include
 - Physicians and nonphysician practitioners
 - Authorized third-party staff
- User IDs and passwords
 - Safeguard

Completing an Enrollment Action

Three Basic Steps:

1. Have an NPPES User ID and Password
2. <https://pecos.cms.hhs.gov>
3. Sign, date the Certification Statement, and mail

Important reminder: Only the certification statement needs to be sent by mail.

Last Step

- Certification statement and supporting documentation reminders:
- Print, sign and date the two-page Certification Statement
- Mail the Certification Statement and all supporting paper documentation to the Medicare contractor
- Within seven days of electronic submission*

Resources

Publications available:

- Internet-based PECOS - *Getting Started Guide for Physicians and Nonphysician Practitioners*
- Internet-based PECOS - *NPPES User ID and Password*
- Internet based PECOS - *Additional Information*

Thank You!