Internet-based Provider Enrollment, Chain and Ownership System (PECOS)
For Physicians, Non-Physician Practitioners, and Solely-Owned Organizations

To assist you in protecting, completing and submitting your Medicare enrollment application via Internet-based PECOS, we are providing the following enrollment reminders and tips.

Protect Your Privacy: Physicians and non-physician practitioners need to take steps to ensure that their Medicare enrollment information does not get into the hands of people who can use that information to commit fraud. (See the document titled, "Medicare Physicians and Non-Physician Practitioners - Protecting Your Privacy, Protecting Your Medicare Enrollment Record." This document can be found at: http://www.cms.hhs.gov/MedicareProviderSupEnroll/Downloads/MedPhysPrivacy.pdf.)

Organizations Must Be Enrolled Before Individuals: Before a physician or non-physician practitioner can reassign their benefits to a medical group or clinic other than the one they solely own, the medical group or clinic must have an approved enrollment record in PECOS.

Initial Enrollment Application for an Individual: Physicians and non-physician practitioners who have not enrolled or updated their Medicare enrollment since November 2003 will need to complete an initial enrollment application. PECOS does not contain information for physicians and non-physician practitioners enrolled before November 2003 who have not updated their enrollment record since that time.

Using Internet-based PECOS: We suggest you use Internet-based PECOS because it is faster and more efficient than the paper enrollment application process. Before you begin to use Internet-based PECOS, you should:

- Be sure that you have the National Provider Identifier (NPI) that was assigned to you as an individual and, if you solely own an organization provider, the NPI assigned that was assigned to your organization.

- Review the document titled, "Internet-based PECOS -- Getting Started Guide for Physicians and Non-Physician Practitioners." This document can be found at: http://www.cms.hhs.gov/MedicareProviderSupEnroll/downloads/GettingStarted.pdf

Internet-based PECOS Limitations: While Internet-based PECOS supports most Medicare enrollment application actions, there are some limitations. A physician or non-physician practitioner **cannot** use Internet-based PECOS to:

- Change his/her name or Social Security Number,

- Reassign benefits to another supplier if that supplier does not have an approved enrollment record in PECOS,

- Change in non-physician practitioner specialty type, or

- Change an existing business structure. For example:
    - A sole owner of an enrolled Professional Association, Professional Corporation, or
      LLC cannot change the business structure to a sole proprietorship; or
    - An enrolled sole proprietorship cannot be changed to a solely-owned Professional Association, Professional Corporation, or LLC.

Finalizing Submission and Responding to Development Request: After submitting an enrollment application via Internet-based PECOS, you:

- Must print, sign and date (blue ink recommend) the Certification Statement(s) and mail the Certification Statement(s) and supporting documentation to the appropriate Medicare contractor. The Medicare contractor will not begin to process your enrollment application until it receives a signed and dated Certification Statement.

- May be asked to make corrections or submitted additional documents by the Medicare contractor. In order for your application to be processed, you must submit this information.

Reporting Responsibilities: Physicians and non-physician practitioners enrolled in the Medicare program have reporting responsibilities. See the download section found at www.cms.hhs.gov/MedicareProviderSupEnroll for information about your reporting responsibilities.

More Information: For more information about Internet-based PECOS, including contact information for the External User Services (EUS) Help Desk, go to www.cms.hhs.gov/MedicareProviderSupEnroll and select the "Internet-based PECOS" tab on the left side of screen.

EUS Help Desk provides assistance physicians and non-physician practitioners if they encounter an application navigation or systems problem with Internet-based PECOS. A navigation problem occurs when a practitioner is unable to determine how to use Internet-based PECOS.

Physicians and non-physician practitioners who have problems with their User Ids or password should contact the NPI Enumerator at 1-800-465-3203.