

MEDICARE PHYSICIANS AND NON-PHYSICIAN PRACTITIONERS INTERNET-BASED MEDICARE ENROLLMENT

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Now there's a better way for physicians and non-physician practitioners to enroll or make a change in their Medicare enrollment information. The Internet-based Provider Enrollment, Chain and Ownership System (PECOS) will allow physicians and non-physician practitioners to enroll, make a change in their Medicare enrollment, or view their Medicare enrollment information on file with Medicare.

Internet-based PECOS is a scenario-driven application process with front-end editing capabilities and built-in help screens. The scenario-driven application process will ensure that physicians and non-physician practitioners complete and submit only the information necessary to enroll or make a change in their Medicare enrollment record.

There are **three** basic steps to completing an enrollment action using Internet-based PECOS. Physicians and non-physician practitioners must:

1. Have an NPPES User ID and password to use Internet-based PECOS.
 - For security reasons, physicians and non-physician practitioners should change passwords periodically, at least once a year. For information on how to change a password, go to the NPPES Application Help page available at <https://nppes.cms.hhs.gov/NPPES/Welcome.do> and select the "Reset Password Page" under the NPPES Application help page.
2. Go to Internet-based PECOS at <https://pecos.cms.hhs.gov> and complete, review, and submit the electronic enrollment application via Internet-based PECOS.
3. **Print, sign and date the two-page Certification Statement and mail the Certification Statement and all supporting paper documentation to the Medicare contractor within 7 days of electronic submission.**

Note: A Medicare contractor will **not** process an Internet enrollment application **without** the signed and dated Certification Statement. In addition, the effective date of filing an enrollment application is the date the Medicare

contractor receives the signed Certification Statement that is associated with the Internet submission.

While CMS encourages physicians and non-physician practitioners print and retain a copy of the enrollment record for their records, physicians and non-physician practitioners should only mail the two-page Certification Statement to the designated contractor.

Additional Information

For information about Internet-based PECOS, including important information that physicians and non-physician practitioners should know before submitting a Medicare enrollment application via Internet-based PECOS, go to www.cms.hhs.gov/MedicareProviderSupEnroll.

The Centers for Medicare & Medicaid Services (CMS) will make Internet-based PECOS to all organizational providers and suppliers (except durable medical equipment, prosthetics, orthotics, and supplies (DMEPOS) suppliers) later this year.