

PECOS Resource Sheet

A Provider's Guide



What is PECOS?

Provider Enrollment Chain Ownership (PECOS) is an alternative to the paper (CMS-855) enrollment process. According to the Centers for Medicare and Medicaid Services, internet-based PECOS allows physicians, non-physician practitioners and provider and supplier organizations to enroll, make changes in their Medicare enrollment, view their Medicare enrollment information on file with Medicare, or check on status of a Medicare enrollment application via the Internet. For more information about the Internet-based PECOS, please visit:

<https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/InternetbasedPECOS.html>

Who is affected?

- Treating Physician
- Nurse Practitioner or Clinical Nurse Specialist
- Physician Assistant



Why is it important?

Incorrect enrollment information on physicians participating in Medicare can lead to doctors losing billing privileges and inaccurate information being posted on the Physician Compare website.

How do Providers enroll?

Providers can register online at the CMS registration website:
www.cms.hhs.gov/MedicareProviderSupEnroll/04_InternetbasedPECOS.asp

Three basic requirements for ordering/referring include:

- The ordering/referring provider's National Provider Identifier (NPI) must belong to an individual physician/NPP. **NOTE:** Organizational NPIs do not qualify.
- The physician/NPP must be enrolled in Medicare (in either an "approved" or an "opt-out" status)
- The physician/NPP must be of a specialty type that is eligible to order and refer.

Common Errors

Ordering/referring provider:

- Name spelled incorrectly on claim
- Name submitted incorrectly on claim (i.e., first/last name entered in wrong fields)
- Use of nicknames or credentials (i.e., "M.D.", "Dr." or "Bob" instead of "Robert")
- Confirm provider specialty
- Not of the appropriate specialty to order lab, imaging services or DMEPOS

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Helpful Tips:

- NPI Number and Log on information – Providers will need their NPI login and NPI password. If the providers do not have this information they will not be able to get into PECOS. The PECOS website will direct you to the NPI website if the login information is incorrect or needs to be changed for security purposes. A provider's NPI and PECOS login are the same.
- Providers can contact Medicare & PECOS Helpline at **1-888-608-8816** to answer all PECOS related questions and check status on the PECOS system. Even if you have submitted any updates to Medicare in the past five years, it would be wise to check each provider in your organization to make sure they are properly enrolled in PECOS.
- Providers will need to gather general and credentialing information prior to entering data for enrollment in PECOS. This includes individual and group information, billing information, FDA certification, CLIA and licensing information.
- Providers must sign original documents and the documents must be mailed to the appropriate destinations.
- After an application is submitted it is suggested that signed documents be returned within 30 days. There is an additional grace period of 15 days between the time the registration is submitted online and the original must be received by the CMS (Centers for Medicare & Medicaid Services) office.



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