



Client Alert



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The Provider Enrollment Chain and Ownership System (PECOS), the national database of Medicare provider, physician, and supplier enrollment information, is used to collect and maintain the data submitted on CMS 855 enrollment forms. Beginning in May 2008, a web-based submission process was implemented to allow providers¹ to submit internet-based enrollment applications to CMS in lieu of traditional paper application submissions. As more providers begin to submit changes to their provider enrollment applications electronically using the online PECOS web submission form, they should consider several key requirements to ensure the seamless and timely updates of provider information.

Benefits of Using the PECOS Web Submission System:

- PECOS Web provides the ability to establish a new initial enrollment record, make changes/corrections to existing enrollment records and check on the status of the PECOS web enrollment applications. The system also allows providers to review current information on file with CMS to ensure that enrollment information is accurate.
- Submissions via PECOS Web should be processed more quickly than traditional paper applications. For initial applications, contractors are required to process 90% of PECOS Web applications within 45 calendar days of receipt versus the requirement of processing 80% of initial applications within 60 calendar days. For change of information applications, contractors are required to process 90% of PECOS Web applications within 45 calendar days of receipt.

Requirements for Using the PECOS Web Submission System:

- A web account NPPES User ID and password is required to use web-based PECOS. This account can be set up at: <https://pecos.cms.hhs.gov/pecos/login.do>
- The online application can be completed, reviewed, and submitted at: <https://pecos.cms.hhs.gov>

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¹ Physicians, non-physician practitioners, provider and most supplier organizations may currently use the PECOS web-based system. It is currently unavailable for suppliers of durable medical equipment, prosthetics, orthotics, and supplies (DMEPOS).

- If a current provider has not submitted a Medicare application to report any changes to its Medicare enrollment information within the past 5 years, its enrollment records might not be in the PECOS system. These providers will need to submit an initial Medicare enrollment application.
- Although the application may be prepared and submitted online, an original, signed two-page Certification Statement and all required supporting paper documentation must be mailed to the Medicare contractor within 15 calendar days of the date of the electronic submission. Failure to submit the original, signed Certification and all required supporting documentation will result in the application being rejected. 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.
- If the provider submits an undated certification statement or a certification statement on which the Web Tracking ID does not match that in PECOS, the Medicare contractor will treat it as a non-submission.
- If the Medicare contractor determines that additional or clarifying information is needed, the contractor will send an e-mail to the provider: (1) requesting the additional data along with, as necessary, a signed and dated certification statement, (2) a deadline for submitting the additional or clarifying information and certification statement. If the provider fails to submit the requested information within 30 calendar days from the date of the request, the contractor may reject the provider's application.

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