Submitting Your Applications Online

September 18 and 19, 2019
Optimizing Provider Enrollment with Noridian
Claire Anderson – Provider Enrollment Education Representative

Disclaimer

Helpful Acronyms

Acronym	Description
AO	Authorized Official
DO	Delegated Official
ECC	Enrollment Call Center
EHR	Electronic Health Records
EUS	External User Services
EoD	Enrollment on Demand
I&A	Identity and Access System
NPPES	National Plan and Provider Enumeration System
SEU	Staff End User
PECOS	Provider Enrollment, Chain and Ownership System
PE	Provider Enrollment

Agenda

- Brief overview of the I&A and how it ties into PECOS
  - New updates this month
- Overview of PECOS
  - How helpful it can be
  - Tips and tricks
- Questions

Identity and Access Management System (I&A)

Overview

What is the I&A?

I&A is the Identity & Access system used by CMS to allow users to **access** and **control access** to **PECOS, NPPES and EHR**

One account to access multiple systems

What is a Connection?

A Connection is, *a way to connect to a TIN (EIN or SNN)* in order to **gain access** to PECOS, NPPES and EHR records.

- There are two types of connections:
  - Employer Connection
    - Connecting **your account** to an Individual Provider (SSN) or an Organizational Provider (EIN) in order to access to their records.
  - Surrogacy Connection
    - Connecting two TINs together to allow a third party access on the TINs behalf.

Tax Identification Number as a Bucket
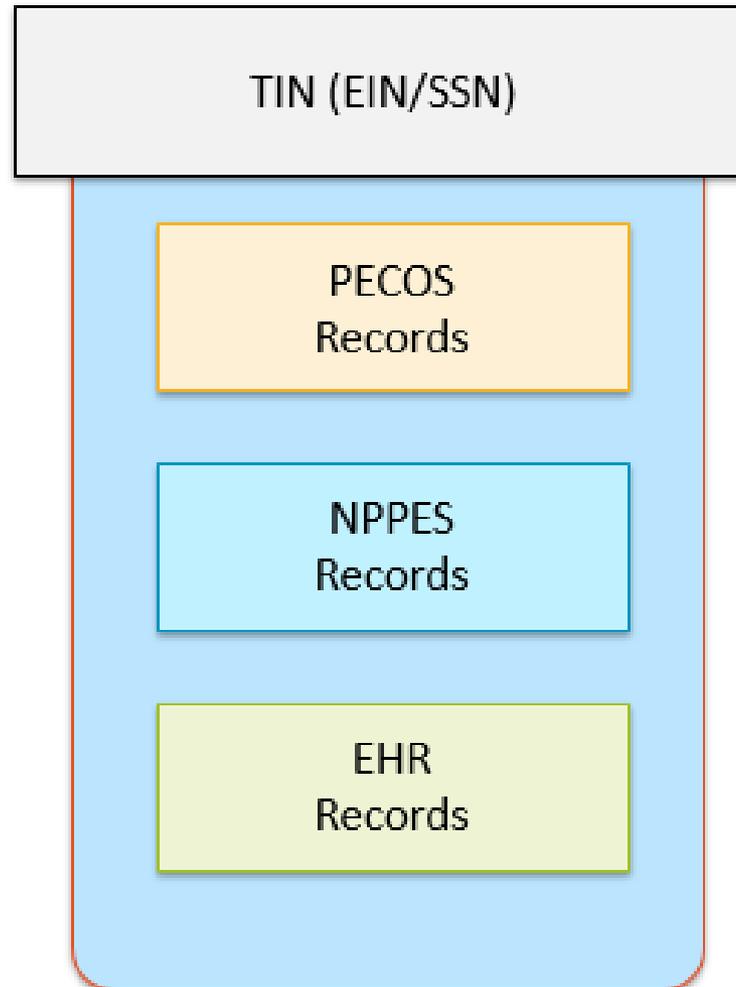
Different Connections

Required to use the I&A properly

Employer Connection

You can **"Add an Employer"** to connect you to an individual Provider (SSN) or an Organization Provider (EIN) as one of the roles below in order to access their records or manage other user's access levels.

Employer Connection Access Types:
- Authorized Official (AO)
- Delegated Official (DO)
- Staff End User (SEU)

Surrogacy Connections

A surrogacy connection is a connection between two Employers (TINs) that allow the AO/DO/SEU users of the initiating Organization (TIN) to access the records on behalf of the accepting Organization (TIN).

- Providers can **designate Surrogates** to work on their behalf.
- Rights are **assigned by business function** (PECOS, NPPES, EHR).
- Surrogacy connection can be **initiated or established** by either the provider or the Surrogate.
- AOs and DOs can **initiate, approve or reject Surrogacy Requests** for their employer.
- SEUs for surrogate will **only have rights if assigned** by one of their AOs or DOs.

Enrollment on Demands (EoDs)

Identity and Access (I&A) Management System

Topic	Brief Description
3rd Party Organizations ☑ Nov 2017 - 7:13 minutes	Learn how enrollment credentialing organizations get set up in the I&A. This includes connecting and managing the organizations employed by them and their accesses.
Basics of the I&A ☑ Jan 2018 - 3:45 minutes	Learn about navigating through the Identity & Access Management System (I&A).
Authorized Official Creates Account ☑ Feb 2018 - 4:56 minutes	Learn how a user who will have the highest level of access in the I&A (Authorized Official) creates a User ID and links themselves to the organization for Internet-based PECOS application access.
Delegated Official Creates Account ☑ Feb 2018 - 3:14 minutes	Learn how a user who has been delegated by the authorized official (Delegated Official) creates a User ID and links themselves to the organization for Internet-based PECOS application access.
Sole Owner: Gaining Access to their Organization in I&A ☑ Feb 2018 - 2:19 minutes	Learn what sole owners should do when they do not see their organization listed in the Identity and Access Management system.
Staff End User Creates Account ☑ Feb 2018 - 3:35 minutes	Learn how a user who will work as staff for the organization (Staff End User) creates a User ID and requests access to work on behalf of the organization and its providers.
Organization Requests Surrogacy ☑ Feb 2018 - 1:39 minutes	Learn how the organization requests connections with providers, that allows the organization and any approved staff, to submit Internet-based PECOS applications on the provider's behalf.
Provider Accepting Surrogacy ☑ Feb 2018 - 1:21 minutes	Learn how providers accept surrogacy requests, that allows an organization and any approved staff, to submit Internet-based PECOS applications on the provider's behalf.

New Updates for the I&A

September 9, 2019

Multi-Factor Authentication

- Implemented on Monday, September 9 , 2019

- **What is Multi-Factor Authentication?**

  – Multi-Factor Authentication (MFA) is a security system that requires more than one method of authentication from independent categories of credentials to verify the user's identity for a login or other transaction.

Multi-Factor Authentication

- **Why is CMS implementing this?**
  - This is to improve identification and authentication security for the four public facing applications I&A, NPPES, PECOS and HITECH
- This will currently ONLY affect the I&A. The others are to come down the road

Multi-Factor Authentication

- **How do I get started?**
  - **Existing I&A users:** You will be prompted with an option to setup your MFA devices as you login to your application. You will have a grace period of up to 30 days to delay setting up your MFA devices.

  - **New I&A users:** You will be prompted to setup your MFA devices as you set up your account. You will not be able to get an I&A account unless your MFA setup is completed.

Logging In

Logging In

Authentication Method

Authentication Method

Authentication Method

Authentication Method

Questions

We will discuss MFA and I&A in the Collaboration Room

PECOS

Overview

What is PECOS?

The Provider Enrollment Chain and Ownership System (PECOS) is a national database of Medicare provider and supplier enrollment information. PECOS is used to collect and maintain the data submitted on CMS 855 enrollment form.

PECOS Provider Interface (PECOS PI) - https://pecos.cms.hhs.gov can be used to:

- Submit an initial Medicare enrollment application
- View or submit changes to your existing Medicare enrollment
- Submit a Change of Ownership (CHOW)
- Add or change reassignment of benefits
- Reactivate an existing enrollment record
- Withdraw from the Medicare Program

Features of PECOS

- Track your application

- Upload digital documents

- Submit electronic signatures

- Fast track view of Medicare enrollment

- Faster processing time

- Pay application fee (Pay.gov)

- Submit or update EFT (CMS-588)

- Revalidation notification center

- Easier to make changes

- Fewer developments

Application Processing Time

- Processing Time with an Onsite Visit
  o 80-120 calendar days
- Processing Time without an Onsite Visit
  o 45-90 calendar days

PECOS Log In Screen

Welcome to the Medicare Provider Enrollment, Chain, and Ownership System (PECOS)

(*) Red asterisk indicates a required field.

PECOS supports the Medicare Provider and Supplier enrollment process by allowing registered users to securely and electronically submit and manage Medicare enrollment information.

New to PECOS? View our videos at the bottom of this page.

SYSTEM NOTIFICATIONS

- PECOS users are no longer able to mail documents that require a signature. When submitting your application, be prepared to provide an e-signature or upload your documents that require a signature.

USER LOGIN

Please use your I&A (Identity & Access Management System) user ID and password to log in.

* User ID

* Password

LOG IN ≫

Forgot Password?

Forgot User ID?

Manage/Update User Profile

Who Should I Call? [PDF, 155KB] - CMS Provider Enrollment Assistance Guide

BECOME A REGISTERED USER

You may register for a user account if you are: an Individual Practitioner, Authorized or Delegated Official for a Provider or Supplier Organization, or an individual who works on behalf of Providers or Suppliers.

Register for a user account

Questions? Learn more about registering for an account

Note: If you are a Medical Provider or Supplier, you must register for an NPI before enrolling with Medicare.

Helpful Links

Application Status - Self Service Kiosk to view the status of an application submitted within the last 90 days.

Pay Application Fee - Pay your application fee online.

View the list of Providers and Suppliers [PDF, 94KB] who are required to pay an application fee.

E-Sign your PECOS application - Access the PECOS E-Signature website using your identifying information, email address, and unique PIN to electronically sign your application.

Home Page

Home Page - Medicare ID Look up Tool

Medicare ID Look up Tool

Revalidation Notification Center

Filter Enrollments

Please provide one or more of the following option to filter your enrollments. Selecting on the reset button will clear the options selected and load the full list of enrollments.

Enrollment Type
All Types ▾   SELECT ▶

Type/Specialty	Enrollment Status	Web Tracking ID
All Provider/Supplier Types ▾	All Statuses ▾	ⓘ Begins with T Followed by 15 Digits

Provider (Name/Legal Business Name)

Receiving Entity (individual or organization receiving reassignment) or Employer

FILTER ▶   RESET ▶

If the provider has submitted the revalidation application, go to the My Associates page to select the provider then view the revalidation status for the provider's enrollment.
The Contact Person column will show the Contact Person that was entered first in the enrollment. The Authorized Official column displays the Authorized Official with the earliest effective date.

Attention:

- The Revalidation Notification Center is intended to provide notification of revalidation due dates and not the status of revalidation applications.
- If a Provider or Supplier has successfully completed revalidation they will no longer appear on the Revalidation Notification Center after 90 days.
- If the Provider or Supplier has submitted a revalidation, please disregard the due date listed.
- Web Tracking IDs will not appear if you have not started a revalidation application or for providers who have successfully completed revalidation.
- For a Sole Ownership, the Individual and Organization entities must both complete revalidation.
- Group revalidations may require that all individuals reassigning benefits to revalidate as well.
- The Revalidation Notification Center does not include revalidation applications submitted via paper unless the application has been finalized by the MAC.

* indicates that the user does not have access to this provider enrollment record, but has access to the receiving entity or employer. Please go to Account Management ⧉ and request a connection to this provider.

PECOS Revalidation Notification Center

Action	Provider ▲▼	Receiving Entity/ Employer ▲▼	Type/Specialty ▲▼	Form Type ▲▼	Enrollment Status ▲▼	TIN ▲▼	NPI ▲▼	Medicare ID ▲▼	Web Tracking ID ▲▼	Revalidation Due Date ▲▼	Contact Person ▲▼	Authorized Official ▲▼
#			FAMILY PRACTICE	855I	APPROVED	XXX-XX-XXXX				08/31/2018		
#			PHYSICAL THERAPIST	855I	APPROVED	XXX-XX-XXXX				11/30/2018		

Questions

My Associates Button

Manage Medicare and Account Information

| MY ASSOCIATES ≫ |

- Enroll in Medicare for the first time
- View existing Medicare information
- Continue to work on saved applications

| ACCOUNT MANAGEMENT ≫ |

- Update your user account information, request or remove access to organizations
- Manage access to Medicare enrollments

| REVALIDATION NOTIFICATION CENTER ≫ |

- View All Applications requiring revalidation
- Start or continue revalidation application

Manage Signatures

Applications Requiring Signatures

Applicant Name:
TIN (EIN):
Web Tracking ID: T082120180000022
Form Type: 855B
Application Submitted: 09/04/2018
Role: AUTHORIZED OFFICIAL
Document: AUTHORIZED OFFICIAL CERTIFICATION
STATEMENT FOR CLINICS AND GROUP PRACTICES

| VIEW AND SIGN ≫ |

| VIEW ALL SIGNATURES ≫ |

My Associates

My Associates

Initial Enrollment

Create an application for initial enrollment **ONLY** if you are:

- Enrolling in Medicare for the first time
- Enrolling in a new state, or
- Enrolling with a new specialty

! IMPORTANT:

If you are responding to a **request for Revalidation**, **do not** create an initial enrollment application. Instead, select a provider from the "Existing Associates" section below then select from the list of existing enrollments.

Please Note: If your organization is currently enrolled in Medicare but you do not see your enrollment, please take the following steps to confirm your access to the enrollment.

- If you are a Staff End User of the organization, please contact the organization's Authorized/Delegated Official to ensure your account has access to PECOS.
- If you are an Authorized/Delegated Official of the organization, please confirm your role with the organization and ensure access to PECOS is active. To verify your account status, select the Account Management button on the Home Page and then choose Update user account information option.

The following checklists will help you gather the information needed to enroll via Internet-based PECOS:

- Checklist for Sole Proprietor or Solely Owned Organizations (eg. LLC, PC) using PECOS ⬜
- Checklist for Individual Physician and Non-Physician Practitioners using PECOS ⬜
- Checklist for Provider or Supplier Organization using PECOS ⬜

Select the Create Initial Enrollment Application button **ONLY** if you are enrolling for the first time, or enrolling in a new state or specialty.

CREATE INITIAL ENROLLMENT APPLICATION ≫

Create Initial Enrollment Application

Application Questionnaire

(*) Red asterisk indicates a required field.

Applicant Identification

* Which provider is the application being created for?

Individuals

○	**Name:** Boonie, Goonie (You)	**NPI:**
○	**Name:** Duck, Donald	**NPI:**
○	**Name:** Mouse, Mickey	**NPI:**
○	**Name:** Potter, Harry	**NPI:**
○	**Name:** Strike, Thundar	**NPI:**

Organizations

○	**Name:** Bison Nation	**TIN:**
○	**Name:** Good Old Clinic	**TIN:**
○	**Name:** Hello Kitty Clinic	**TIN:**
○	**Name:** My Information	**TIN:**
○	**Name:** Sole Owner Mickey Mouse99	**TIN:**

NEXT PAGE ▶

Application Questionnaire

- Very important
  - Determine what application will populate
  - If answered incorrect, the wrong application will populate
- Cancel during questionnaire at any time

My Associates

Application Warning

OPENED FOR CORRECTIONS

You currently do not have any applications that are Opened for Corrections.

RETURN FOR CORRECTIONS
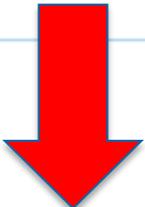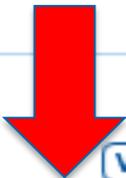
You currently do not have any applications that are Returned for Corrections.

REJECTED

You currently do not have any applications that are Rejected.

Opened for Corrections

Returned For Corrections

Returned For Corrections

Rejected

Rejected

Application Questionnaire

(*) Red asterisk indicates a required field.

New Application

* What type of action is the applicant trying to perform?

○ **Correct and Update Application**

NEXT PAGE ▶

How long will my rejected application sit there?

- Generally PECOS does an update every quarter and will wipe all of the applications that are sitting in a rejected status and ones that have not been fully submitted

Questions?

Existing Associates

My Enrollments

My Enrollments

View/Manage Reassignments

Pending Reassignments Applications

Pending Reassignments Applications Details

Name/LBN	NPI	Status	Tracking ID	Action
		NEW View New Application	T080920180000068	MORE OPTIONS ▶

Reassignments Report

Filter Reassignment Records

Please provide one or more of the following options to filter the enrollments. Selecting the reset button will clear the options selected and load the full list of enrollments.

Reassignment Status ⓘ
All Statuses ▾

Enrollment Status
All Statuses ▾

Relationship Status
All Relationships ▾

FILTER ▶   RESET ▶

View/Manage Reassignments (Individual)

The table below displays Reassignment Information for Approved, Deactivated, Revoked, and Rejected enrollm enrollment.

Re

Relationship	Provider Name/LBN	NPI	Current Enrollment Status
Reassigning Benefits to	MY INFORMATION	1396110003	APPROVED

Reassignments Report Details

Reassigning Medicare ID	Receiving Medicare ID	Effective Date	Reassignment End Date	Revalidation Due Date
NTEST2	NTEST1	08/30/2019	N/A	N/A

View/Manage Reassignments (Group)

The table below displays Reassignment Information for Approved, Deactivated, Revoked, and Rejected enrollm
enrollment.

Re

Relationship	Provider Name/LBN	NPI	Current Enrollment Status
Receiving Benefits from	POTTER, HARRY	1295221240	APPROVED

Reassignments Report Details

Reassigning Medicare ID	Receiving Medicare ID	Effective Date	Reassignment End Date	Revalidation Due Date
NTEST2	NTEST1	08/30/2019	N/A	N/A

View/Manage Reassignments

Manage Reassignments Button

Application Questionnaire

(*) Red asterisk indicates a required field.

Supplier Reassignment Options

* Please select an activity you would like to perform:

○ Add reassignment of benefits where someone is reassigning benefits to the group or organization

○ Remove existing reassignment of benefits (where someone is reassigned to the group/organization)

○ Change of information to Reassignment

NEXT PAGE ▷

My Enrollments

Medicare ID Report

Medicare ID Report

The following report displays Medicare ID(s) for the listed provider/organization. The report shows Medicare ID(s) associated with Reassignment of Benefits, Practice Locations, and non-associated Medicare ID(s):

Name: MY INFORMATION   **TIN:**

Medicare ID(s) associated with a Practice Location:

Medicare ID	Practice Location Name	Practice Location Address	Effective Date	Termination Date
NTEST1	TEST	900 42ND ST S FARGO ND 58103	08/30/2019	

Medicare ID(s) associated with a Reassignment of Benefits:

Reassigning Medicare ID	Receiving Medicare ID	Name/LBN of Provider Receiving Reassignment	NPI	Effective Date	Termination Date
NTEST2	NTEST1	HARRY POTTER	1295221240	08/30/2019	

Other Medicare ID(s) - (Note: The following Medicare ID(s) are associated with this enrollment record for claims payment purposes, but are not yet directly linked to a Practice Location or a Reassignment of Benefits within PECOS):

CLOSE »   PRINT »

Approved Enrollment Record

APPROVED MEDICARE ENROLLMENT RECORD

This is a report of your current Medicare enrollment in PECOS.
Note: This report is for your records only, please do not upload this report to your electronic submission or mail it to your Fee-For-Service Contractor.
View Medicare ID Report

Report Date: 09/10/2019

Enrollment Record Summary

Enrollment ID:	O20190830000002
Enrollment Status:	APPROVED
Submitted By:	Claire Anderson

FROM SECTION 2: IDENTIFYING INFORMATION

ORGANIZATION INFORMATION: MY INFORMATION

Organization Name	**Tax ID Number (TIN)**	
MY INFORMATION	00-0000042 (EIN)	
Other Name	**Type of Other Name**	**Organization Structure**
		Corporation
IRS Proprietary/Non-Profit Status	**Incorporation Date**	**State Where Incorporated**
Proprietary		

Is the applicant an Indian Health Service (IHS) facility

FROM SECTION 2: IDENTIFYING INFORMATION

SUPPLIER TYPE

Supplier Type: CLINIC/GROUP PRACTICE

FROM SECTION 2: IDENTIFYING INFORMATION

PAR STATUS INFORMATION

Does the applicant agree to accept assignment for all covered services provided to Medicare patients? Yes

Effective Date of Information
08/01/2019

My Enrollments

Please Note: The enrollment records below are displayed in alphabetical order by State and Type/Specialty.

Existing Enrollments

Contractor: NORIDIAN HEALTHCARE SOLUTIONS
State: NORTH DAKOTA
Type/Specialty: CARDIOVASCULAR DISEASE (CARDIOLOGY)

VIEW ▶
REVALIDATE ▶
MORE OPTIONS ▶

Enrollment Type: 855I
Medicare ID: View Medicare ID Report 🗗
Status: APPROVED   View Approved Enrollment Record 🗗

Current ADI Accreditation?: No

Existing Reassignments: 1
Pending Reassignments Applications: 1
View/Manage Reassignments

More Options

Application Questionnaire

(*) Red asterisk indicates a required field.

Approved/Opted Out Existing Practitioner Enrollment

* What type of action is the applicant trying to perform?

○ **Deactivate this Enrollment Record from the Medicare Program**

○ **Create an Initial Enrollment Application**

○ **Perform a Change of Information to Current Enrollment Information**

○ **Revalidate the information in this Enrollment Record**

Note: All Electronic Funds Transfer (EFT) changes must be made through the Change of Information Scenario. Please select the "Perform a Change of Information to Current Enrollment Information" option above to make changes to your EFT Record.

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My Enrollments

Please Note: The enrollment records below are displayed in alphabetical order by State and Type/Specialty.

Existing Enrollments

Contractor: NORIDIAN HEALTHCARE SOLUTIONS
State: NORTH DAKOTA
Type/Specialty: CARDIOVASCULAR DISEASE (CARDIOLO

VIEW ▶

REVALIDATE ▶

MORE OPTIONS ▶

Enrollment Type: 855I
Medicare ID: ▢ View Medicare ID Report ⌕
Status: APPROVED   View Approved Enrollment Record ⌕

Current ADI Accreditation?: No

Existing Reassignments: 1
Pending Reassignments Applications: 1
View/Manage Reassignments

Revalidation Application

Confirm Reason for Application

Medicare Part B Enrollment

Based on your responses, the following reason for application was identified.

- **A Medicare Part B practitioner is currently enrolled in the Medicare program using their social security number (SSN). The practitioner is revalidating Medicare enrollment information.**

The application is for:

Name	Social Security Number (SSN)	Practitioner Specialty	State
	XXX-XX-XXXX	CARDIOVASCULAR DISEASE (CARDIOLOGY)	NORTH DAKOTA

Clicking on the 'Start Application' button will create a Medicare application using the above information.
Please note: After you click 'Start Application' a Web Tracking ID will be created. This does not mean that your application has been submitted.

At the conclusion of this process:

- The application is submitted to the appropriate Medicare fee-for-service contractor(s) for processing
- The practitioner must sign a statement certifying the submitted information
- The certification statement, additional required signatures, and required attachments must be electronically signed or mailed to the identified fee-for-service contractor(s)
- The Medicare enrollment is finalized after the fee-for-service contractor processes this application and approves the information
- Any required and/or supporting documentation not uploaded must be mailed in to the fee-for-service contractor

START APPLICATION »

View Button

View Button

Submission History

Web Submission History Report

Enrollment Summary

Legal Business Name: MY INFORMATION
Tax Identification Number (TIN):
Supplier Type: CLINIC/GROUP PRACTICE
Medicare Contractor: NORIDIAN HEALTHCARE SOLUTIONS
State: NORTH DAKOTA

Web Submission Activity

Date	Activity Description	Submitted By
09/10/2019	Enrolled Supplier is Revalidating their Enrollment Information	Nelson
08/30/2019	Supplier is Enrolling in Medicare for the First Time	Claire Anderson

◄ PREVIOUS PAGE   PRINT ≫

View Button

Uploaded Documentation

Required and/or Supporting Documentation

Current Uploaded Documents

Date Uploaded	Document ID	Document Type	File Name	
09/10/2019	VPECOS000CA 1909101152520 739E120H2271 55T3053	Voided Check/Account Verification	EFT info.pdf	VIEW ▶
09/10/2019	VPECOS000CA 1909101152180 450E120H2271 55T3047	Official IRS document confirming TIN and LBN	IRS doc.pdf	VIEW ▶

◀ PREVIOUS PAGE

Enrollment on Demand

Enrollment on Demand (EoD) Tutorials for Part B Specialties

For new and/or already established providers, we offer many self-paced application tutorials intended to guide an applicant through completing an application correctly the first time and reduce development. Many are specific to a provider type while others are general in nature and apply to all specialties. Watch How to Use Enrollment on Demand ⬈ for assistance.

If a provider is unsure of which specialty type he/she should apply to Medicare with, visit the Washington Publishing Company (WPC) website to view the Health Care Provider Taxonomy Code Set ⬈ . Health Care Provider Taxonomy Codes define a health care service provider type, classification, and area of specialization.

| Search for an Enrollment on Demand | | X |

- EoD Extras - General How Tos
- Identity and Access (I&A) Management System
- Initial Enrollment
- Opt Out
- Ordering, Certifying, and Prescribing Part D Drugs
- Reactivation
- Reassignment to Critical Access Hospitals Billing Under Method II (CAH II)
- Reporting a Change
- Revalidation
- Terminating Employment