Chapter 5 - Enrollment forms

Provider Enrollment

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The Medicare enrollment applications are forms issued by CMS. The forms collect general information in order to:

* Ensure that the applicant is qualified and eligible to enroll in the Medicare program; and
* Help determine the proper amount of Medicare payment.

All paper enrollment applications / other applications can be downloaded from [CMS’ website](https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/CMS-Forms-List).

5.1 When to submit a CMS-855 form

Reasons to submit a CMS-855 are as follows:

* You are a newly enrolling provider/supplier
* You are joining a new group
* You are leaving the Medicare program (i.e., retirement)
* There is a change of ownership or an acquisition/merger
* A change needs to be made to the information previously supplied on a CMS-855 Enrollment Application
* A specific request is made by us for a CMS-855 form in order to complete an update to your file
* Revalidation

5.2 Paper applications

Medicare enrollment application - Physicians and Non-Physician Practitioners (CMS-855I): This form should be completed by individual practitioners, including physicians and non-physician practitioners, who render Medicare Part B services to Medicare beneficiaries. This includes a physician or practitioner who is the sole owner of a professional corporation, professional association, or limited liability company; and who will bill Medicare through this business entity. This also includes any individual who reassigns his/her Medicare benefits. Organizations can complete this application to terminate or change reassignments. (Version 5/23)

Medicare enrollment application - Clinics/Group Practices and Other Suppliers (CMS-855B): This application should be completed by a supplier organization (e.g., ambulance company) that will bill Medicare for Part B services furnished to Medicare beneficiaries. It is not used to enroll individuals. (Version 3/2021)

Medicare Enrollment Application - Institutional Providers (CMS-855A): This application should be completed by institutional providers (e.g., hospitals) that will furnish Medicare Part A services to Medicare beneficiaries. (Version 09/24)

Medicare enrollment application - Medicare Diabetes Prevention Program (MDPP) Suppliers (CMS-20134): This application should be completed by Medicare diabetes prevention program (MDPP) suppliers. (Version 01/18)

Medicare enrollment application - Ordering/Certifying Physicians and Other Eligible Professionals (CMS-855O): This application should be completed by certain physicians and non-physician practitioners to enroll in the Medicare program for the sole purpose of ordering and certifying items or services for Medicare beneficiaries. These physicians and non-physician practitioners do not and will not send claims to a Medicare contractor for the services they furnish. (Version 09/23)

Key reminders:

* Be sure to print or type all information so it is legible. Do not use pencil.
* Sign and date the application. Submit the application with a handwritten or an eligible digital signature (e.g., DocuSign, AdobeSign), as well as dated.

It is suggested that you keep a photocopy of all applications submitted for enrollment or change request. This will provide a reference point in the event your application does not reach us, or if we need to contact you to clarify information.

5.3 Internet-based Medicare enrollment

CMS has established a Medicare Internet-based provider enrollment process through PECOS. This on-line enrollment process is also known as PECOS web enrollment. The PECOS web enrollment process allows physicians, non-physician practitioners, provider and supplier organizations, and suppliers of durable medical equipment, prosthetics, orthotics, and supplies (DMEPOS) the option of enrolling, making a change in their Medicare enrollment information, or tracking the status of their Medicare enrollment applications throughout the Internet submission process.

Conducting transactions via Internet-based PECOS web enrollment is:

* Efficient.

Submitting an enrollment application using Internet-based PECOS is faster than completing and submitting a paper enrollment application.

* Secure.

The Internet-based PECOS web enrollment process is handled through a secure environment that meets all required government security standards in terms of data entry, data transmission, and the electronic storage of Medicare enrollment information.

* Easy.

Internet-based PECOS is a scenario-driven application process with front-end editing capabilities and built-in help screens. The scenario-driven process ensures the user completes and submits only the information necessary to enroll or make a change in their enrollment record.

Physicians and non-physician practitioners

There are three basic steps to completing an enrollment action using Internet-based PECOS.

Step 1:

Have a National Plan and Provider Enumeration System (NPPES) user ID and password to use the Internet-based PECOS web application.

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](https://nppes.cms.hhs.gov/webhelp/index.html).

Step 2:

Access the Internet-based [PECOS web enrollment application](https://pecos.cms.hhs.gov/) complete, review, and submit the application electronically.

Note for already enrolled physicians or non-physician practitioners:

If an enrollment record has not been established in PECOS, there will be no enrollment information to view, change, update or terminate via Internet-based PECOS. This occurs if the enrollment took place prior to 2003 and no updates or changes have been submitted to the Medicare contractor since 2003. If changes or updates are needed, a complete initial enrollment must be submitted via the Internet-based PECOS web enrollment process or through the paper application process.

Step 3:

Sign and submit the application. This can be completed electronically via e-signature or by the upload function within PECOS.

Note: Supporting documents can be uploaded in the documents portion of PECOS.

The certification statement must be signed by the physician or non-physician practitioner enrolling or making changes to enrollment information. If using the upload function, signatures must be handwritten or an eligible digital signature (e.g., DocuSign, AdobeSign), as well as dated. Stamped signatures will not be accepted.

Additional information

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

* Change his/her name or Social Security Number
* 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.

Provider and supplier organizations

Steps that must be taken before a provider or supplier organization can use Internet-based PECOS.

Obtaining access to Internet-based PECOS by a provider or supplier organization involves several steps, and the first step must be taken by the authorized official (AO) of a provider or supplier organization. These processes will register and authenticate the AO of the provider or supplier organization and the individual(s) who will be using Internet-based PECOS on behalf of the provider or supplier organization. In addition, these processes will establish the relationship between the provider or supplier organization and the organization whose employee(s) will use Internet-based PECOS on behalf of the provider or supplier organization.

Note: These processes begin with the AO of the provider or supplier organization, and they may take several weeks to be completed.

Authorized official of the provider or supplier organization:

* The AO of the provider or supplier organization will go to [Internet-based PECOS](https://pecos.cms.hhs.gov/) to register in the PECOS Identity and Access Management (I&A) system. The AO must meet the regulatory definition found at 42 CFR § 424.502. (CMS assumes the AO will not personally submit enrollment applications, but will delegate this work to another individual who is employed by the provider or supplier organization or who is employed by a different organization.)
* The AO will create a PECOS user ID and password as part of this registration process.

Note: User IDs and passwords are secure data and should not be shared.

* The AO will provide the requested information to CMS.
* CMS External User Services (EUS) help desk will verify the information furnished by the AO.
* If the AO is authenticated by the CMS EUS help desk, he or she will receive an e-mail notification to that effect from the CMS EUS help desk.
* For security reasons, the AO should change his or her PECOS password periodically—at least once a year.

Note: The AO is also involved in approving the individual (or individuals) who will use Internet-based PECOS on behalf of the provider or supplier organization. Therefore, after the AO has been authenticated by the CMS EUS help desk, the AO should periodically check his or her e-mail to take the requested actions in PECOS I&A.

Individual who will use Internet-based PECOS on behalf of a provider or supplier organization:

* An individual who will use Internet-based PECOS on behalf of a provider or supplier organization will go to [Internet-based PECOS](https://pecos.cms.hhs.gov/) to register in the PECOS I&A system.
* The individual will create a PECOS user ID and password as part of this registration process. Note: User IDs and passwords are secure data and should not be shared.
* The individual will provide the requested information to CMS. This will include information about his or her employer and about the provider or supplier organization on whose behalf he or she would be submitting enrollment applications. (If the individual is employed by the provider or supplier organization, then the information entered for the employer would be the same as that entered for the provider or supplier organization.)

The individual will receive a system-generated e-mail indicating approval or disapproval of his or her request. Once the individual’s request for access is approved, he or she is considered a PECOS “user.”

As a PECOS user, he or she will log on to Internet-based PECOS to submit an enrollment application on behalf of the provider or supplier organization.

If the Security Consent Form has not already been generated and approved, the user will download the Security Consent Form. He or she will ensure the form is completed and will obtain the signature, and the date signed, of the AO of the provider or supplier organization and of the representative of the individual’s employer (referred to as the “Employer Organization” in the Security Consent Form and who, by virtue of its representative signing and dating the Security Consent Form, is requesting approval to submit enrollment applications on behalf of the provider or supplier organization). (If the individual is employed by the provider or supplier organization, then the information entered for the employer organization would be the same as that entered for the provider or supplier organization, and the AO would sign and date the form in two places.) The individual will mail the completed, signed, and dated Security Consent Form to the CMS EUS help desk.

If the Security Consent Form is approved by the CMS EUS help desk, the AO of the provider or supplier organization will receive an e-mail notification to that effect from the CMS EUS Help Desk.

Note: The Security Consent Form cannot be approved if the AO of the provider or supplier organization is not already verified by PECOS I&A.

For security reasons, the user should change his or her PECOS password periodically—at least once a year.

Note: The Security Consent Form is completed only one time to establish the relationship between the provider or supplier organization and the employer organization whose employee(s) would submit enrollment applications on behalf of the provider or supplier organization. More than one individual may request access to Internet-based PECOS for a given provider or supplier organization, but the Security Consent Form is generated and completed by the first (if more than one) approved user who logs on to Internet-based PECOS to submit an enrollment application for the given provider or supplier organization. A Security Consent Form must be completed, signed and dated, and mailed to the CMS EUS Help Desk even if the employer organization is the provider or supplier organization.

Navigating through Internet-based PECOS to initiate an enrollment application for a provider or supplier organization

A PECOS user would follow these steps when using Internet-based PECOS to submit an enrollment application for a provider or supplier organization to a Medicare contractor:

Step 1

The PECOS user logs on to [Internet-based PECOS](https://pecos.cms.hhs.gov/).

Step 2

From the “My Home” or “My Enrollments” pages in Internet-based PECOS, the user initiates an enrollment application by selecting an existing enrollment or an initial enrollment. Since Internet-based PECOS is scenario-driven, the system will present a series of questions to gather only the information needed to process the specific enrollment scenario.

Note: If an enrollment record has not been established in PECOS, there will be no enrollment information to view, change, update or terminate via Internet-based PECOS. This occurs if the enrollment took place prior to 2003 and no updates or changes have been submitted to the Medicare contractor since 2003. If changes or updates are needed, a complete initial enrollment must be submitted via the Internet-based PECOS web enrollment process or through the paper application process.

Step 3

Once Internet-based PECOS determines the scenario, the “Enrollment Overview” page summarizes the task the user is about to begin and allows the user to confirm that it is the correct task. To complete the task, the user enters the required information by moving through the screens that are presented.

Step 4

At the end of the data entry process, Internet-based PECOS:

* Ensures that all required data have been entered.
* Provides the user the option of printing a copy of the enrollment application (we suggest the user print a copy for the provider or supplier organization’s records).
* Displays a list of any required paper documentation that must be uploaded via the documents repository (e.g., the CMS-588 Electronic funds transfer agreement) or mailed to the contractor.
* Prompts the user to e-sign the application or upload the certification statement. If using the upload function, the certification statement must be printed, signed and dated by the authorized official or delegated official of the provider or supplier organization.

Note: Click "Submit" after printing and uploading the certification statement.

Step 5

The user electronically submits the enrollment application.

Step 6

The user receives an e-mail from Internet-based PECOS indicating that the enrollment application was successfully submitted to the Medicare contractor.

Additional Information

While Internet-based PECOS supports most Medicare enrollment application actions, there are some limitations for provider and supplier organizations. Internet-based PECOS cannot currently accommodate the following scenarios; therefore, paper enrollment applications must be submitted:

* Changes in taxpayer identification number (TIN)
* An enrolled Medicare Part A provider or supplier organization wants to enroll with a Medicare carrier or A/B MAC to bill for Part B services

Need assistance with PECOS? Call the CMS [EUS help desk](https://www.cms.gov/data-research/cms-information-technology/cms-identity-management/help-desk-support) at 1-866-484-8049 or email EUS\_Support@cms.hhs.gov.

Checking the status of an enrollment application submitted using Internet-based PECOS

If desired, 15 days or more after the electronic submission of the enrollment application, the user may log on to Internet-based PECOS to check the status of the application. One of these statuses will be displayed:

* "Submitted"- A user submitted an electronic enrollment application to a Medicare contractor.
* "In process" – The Medicare contractor is reviewing the enrollment application.
* "Returned for corrections" – The Medicare contractor has returned the application to the user for corrections. The user should respond to any requests from the contractor as soon as possible within 30 days of the request. A user who does not respond timely to a contractor’s request for information will cause the application processing to be delayed or cause the application to be denied or rejected.
* "Resubmitted" – The Medicare contractor has returned the enrollment application for corrections and the user has made the corrections and has resubmitted the enrollment application to the contractor.
* "Final status" – The Medicare contractor has processed the enrollment application and the final status will be displayed. Final status includes “Approved,” “Denied,” “Rejected,” “Withdrawal of application in process,” “Voluntary withdrawal from Medicare.”

For comprehensive information about Internet-based PECOS web enrollment process, including important information that physicians, non-physician practitioners and provider/supplier organizations should know before submitting a Medicare enrollment application via Internet-based PECOS, go to <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/index.html>.

5.4 Other enrollment forms

Medicare enrollment application - Medicare Participation Agreement (CMS-460) (Part B only) - This form is a participation agreement to agree to accept assignment on all covered services that you provide to Medicare beneficiaries. The Medicare Participation Agreement (CMS-460) form must be submitted with initial enrollment form(s), within 90 days of your initial enrollment or during the annual Open Enrollment period (mid-November through December 31st). (Version 11/22)

Medicare enrollment application - Electronic Funds Transfer Authorization Agreement (CMS-588): – This form is used to have your Medicare payments deposited directly into your bank account. It eliminates paperwork and saves time by reducing routine banking. CMS requires that all providers enrolling in Medicare or making changes to their enrollment file use EFT. (Version 11/2023)

5.5 Where to send paper enrollment applications; Hardcopy documents required in conjunction with internet-based PECOS transactions; Supporting documentation; and other enrollment forms

Our Enrollment Gateway ([JH](http://www.novitas-solutions.com/webcenter/portal/Enrollment_JH/EnrollmentGateway)) ([JL](http://www.novitas-solutions.com/webcenter/portal/Enrollment_JL/EnrollmentGateway)) allows you the option to upload your paper enrollment application instead of mailing. For more information, please refer to our Enrollment Gateway user guide.

If you decide to mail the application, you will need to mail the completed, signed form and all supporting documentation to Novitas Solutions. Mailing addresses can be found below:

|  |  |
| --- | --- |
| Jurisdiction | Address |
| Jurisdiction L (JL): Delaware, Maryland, New Jersey, Pennsylvania and Washington, D.C. | Novitas SolutionsProvider Enrollment ServicesPO Box 3157Mechanicsburg, PA 17055-1836 |
| Jurisdiction H (JH): Arkansas, Colorado, Louisiana, Mississippi, New Mexico, Oklahoma and Texas | Novitas SolutionsProvider Enrollment ServicesPO Box 3095Mechanicsburg, PA 17055-1813 |
| Indian Health Service/Tribal Providers | Novitas SolutionsProvider Enrollment ServicesP.O. Box 3115Mechanicsburg, PA 17055-1858 |

5.6 Enrollment forms for electronic billing

There are many advantages to billing claims electronically.

For electronic data interchange (EDI) forms and assistance, please visit the EDI center ([JH](http://www.novitas-solutions.com/webcenter/portal/ElectronicBillingEDI_JH/Home)) ([JL](http://www.novitas-solutions.com/webcenter/portal/ElectronicBillingEDI_JL/Home)) on our website.