The Medicare enrollment process at a glance: Enrolling as a new Medicare provider / supplier

The first step in the process is to submit a CMS-855 Medicare enrollment application by using the Internet-based PECOS or by mailing us a hardcopy application.

Option #1 (Preferred): Internet-based PECOS

To enroll via the Internet-based PECOS, go to [https://pecos.cms.hhs.gov](https://pecos.cms.hhs.gov/).

Providers/suppliers must have an active National Provider Identifier (NPI) and have a web user account (user ID/password) established in the National Plan and Provider Enumeration system (NPPES) (<https://nppes.cms.hhs.gov/NPPES/Welcome.do>). Physicians and non-physician practitioners will access Internet-based PECOS with the same user ID and password they use for NPPES.

Provider/supplier organizations that would like an Authorized Official (AO) to use PECOS on their behalf must have the AO register with the Identity and Access (I&A) Management system. Registration can be completed by accessing [https://pecos.cms.hhs.gov](https://pecos.cms.hhs.gov/). This process can take up to three weeks.

Option #2: Paper Applications

To enroll via paper, download the appropriate, current [CMS-855 Medicare Enrollment Application](ddocname:00004821). It is recommended applications be completed in blue ink. For help determining which paper CMS-855 application, or any accompanying form(s) are required, access the "[Enrollment Form Selection Table](ddocname:00004835)".

Once you complete the paper forms, you can either upload the forms and supporting documentation to the Enrollment Gateway or mail all documents to us. In addition to uploading enrollment applications, the Enrollment Gateway tool allows users to upload development responses for their previously uploaded applications and can also provide the status of these applications. You can also request copies of enrollment correspondences sent to you for any applications uploaded via Gateway. For more information, please visit the Enrollment Gateway [help guide](ddocname:00221902).

If you choose to mail the application and supporting documents, please see below for mailing addresses.

Mail all hardcopy applications/supporting documents to one of the following addresses:

Jurisdiction L (JL): (Delaware, Maryland, New Jersey, Pennsylvania, and Washington D.C.)

Novitas Solutions, Inc.  
Provider Enrollment Services  
P.O. Box 3157  
Mechanicsburg, PA 17055-1836

Jurisdiction H (JH): (Arkansas, Colorado, Louisiana, Mississippi, New Mexico, Oklahoma, Texas, and Veterans Affairs Providers)

Novitas Solutions, Inc.  
Provider Enrollment Services  
P.O. Box 3095  
Mechanicsburg, PA 17055-1813

Indian Health Services (IHS) / Tribal Providers

Novitas Solutions, Inc.  
Provider Enrollment Services  
P.O. Box 3115  
Mechanicsburg, PA 17055-1858

If you are an IHS provider/supplier, please print and include an IHS provider enrollment application coversheet ([Part A](http://www.novitas-solutions.com/webcenter/content/conn/UCM_Repository/uuid/dDocName:00247131)) ([Part B](http://www.novitas-solutions.com/webcenter/content/conn/UCM_Repository/uuid/dDocName:00247132)) with any hardcopy documents being mailed. While processes are in place to ensure IHS enrollment submissions are identified upon receipt and routed to the appropriate IHS enrollment team, the coversheets provide another mechanism to aid in identification. Once the application(s)/form(s) have been received, processing will begin.

Application processing timeframes

Please be patient, it takes time to process a CMS-855 enrollment application!

CMS provides mandated timeframes for processing enrollment applications. Some processing timeframes are contingent upon whether or not we have to request additional or clarifying information from the applicant (“development”). Processing timeframes begin calculating the day we receive your application in our mailroom.

Visit our CMS-855 Enrollment Application Processing Timeframes [article](ddocname:00131972) for specific timeframes of the applications.

Processing times will vary contingent upon the number of development requests and whether or not a site visit is required. To avoid delays make sure all sections of the enrollment applications are completed and any supporting documentation is provided

Enrolling as an electronic biller

Please note that although the provider / supplier is now enrolled in the Medicare Program, the provider/supplier must also separately enroll to submit electronic claims. Novitas cannot accept electronic claims until this step has been completed. Please visit our electronic data interchange (EDI) center to learn more about the electronic claims submission process. Our EDI Analysts can be reached by dialing:

* [JL EDI Center](https://www.novitas-solutions.com/webcenter/portal/ElectronicBillingEDI_JL): (Pennsylvania, New Jersey, Maryland, Delaware and the District of Columbia, the counties of Arlington and Fairfax in Virginia and the city of Alexandria in Virginia)
* 1-877-235-8073, Option 3
* [JH EDI Center](https://www.novitas-solutions.com/webcenter/portal/ElectronicBillingEDI_JH): (Arkansas, Colorado, Louisiana, Mississippi, New Mexico, Oklahoma, Texas, Indian Health Service(IHS)/Tribal/Urban Indian Facilities as well as Veterans Affairs)
* 1-855-252-8782, Option 3