

PECOS/Medicare Provider Enrollment Application Instructions

PECOS/Medicare provider enrollment is required for all CU GME trainees. Please follow the instructions below to apply and/or confirm existing enrollment.

Step 1: Confirm Existing Enrollment – This step only applies to PGY2s and above. PGY1s should proceed to Step 2.

- If you are **not** currently enrolled as a Medicare provider in Colorado or any other state: Proceed to Step 2 to submit an 855O enrollment application. Then upload your approval letter to MedHub.
- If you are currently enrolled as a Medicare **855O** enrollment type in [Colorado](#) or another state: You do **NOT** need to submit a new application. Simply update your enrollment to reflect your current Colorado [medical license](#) and [contact information](#) (if necessary). **Do not change the state as it will submit a new application.** Then proceed to Step 6 of these instructions. You can check your current enrollment status via the following steps:
 - Log into the Pecos system - <https://pecos.cms.hhs.gov/pecos/login.do#headingLv1>
 - Select **My Associates**
 - Scroll to the bottom and select **View Enrollments** next to your name
 - If you have a current 855O enrollment, it will be listed under **Existing Enrollments**
- If you are currently enrolled as a Medicare **855I** enrollment type in **another state**: You must deactivate your current enrollment and submit a new Colorado Medicare **855O** enrollment application. [Click here for a video tutorial on how to deactivate your current enrollment.](#) Once you have deactivated your enrollment, review Step 2 below and then skip to Step 4 to start your new 855O enrollment application.
- If you are currently enrolled as a Medicare **855I** enrollment type in **Colorado**: You do **NOT** need to submit a new application. Simply take a screenshot of your current 855I enrollment status via the steps laid out below. Then proceed to Step 6 of these instructions.
 - Log into the Pecos system - <https://pecos.cms.hhs.gov/pecos/login.do#headingLv1>
 - Select **My Associates**
 - Scroll to the bottom and select **View Enrollments** next to your name
 - If you have a current 855I enrollment, it will be listed under **Existing Enrollments**

Step 2: Collect/Confirm Required Information

Have the following items on hand before starting your application.

- **CO Medical License Information (Issue and Expiration Dates):** Once you have applied for and obtained your CO Medical License you can use the [DORA License Lookup Tool](#) to confirm and save a copy of your license information.
- **NPI Number:** Make sure you have obtained or updated your National Provider Number (NPI).
 - If you have had a name change, update your NPI information before submitting this application.
 - Ensure there is only **one** taxonomy code associated with your NPI number. You can [verify your NPI taxonomy code here](#).
 - If you have a Training [License](#) (TL.), the taxonomy code associated with your NPI number **MUST** be **39020000X (Student in an Organized Health Care Education/Training Program)**.

- If you have a Full [License](#) (DR.), your taxonomy may be listed as 390200000X (Student in an Organized Health Care Education/Training Program) or another code. Either is fine. Just ensure there is only one listed.
- If you need to update your taxonomy you can do so [via the instructions provided on the NPPES website](#). If you do update your NPI number, do not submit this application until you have received confirmation of the update.

For additional clarification regarding taxonomy please contact [Kelly Knight](#).

Step 3: Create a CMS Provider Profile

- Navigate to the [CMS Identity & Access Management System \(I&A\)](#)
- Click on “Create Account Now”
- Complete all User Registration steps to create your account (remember your username/password as you will need it in Step 4)



Step 4: Enroll as an “Ordering, Certifying, Prescribing” (8550) enrollment type in the CMS PECOS system

- Navigate to PECOS: <https://pecos.cms.hhs.gov/pecos/login.do?NEXT=NEXT>
- Login using the CMS I&A Username and Password that you created in Step 3
- In the Manage Medicare and Account information, click on “My Associates”
- Click on “Create Initial Enrollment Application”
- Select your name and click next page
- Select “Eligible Ordering, Certifying, and Prescribing Physicians, and Other Eligible Professionals”
- You will be prompted to navigate to Easy Enrollment
- Click Continue and follow the prompts to complete the application

Experiencing login or account issues? Contact External User Services (EUS). Contact information available on the last page of the “Who Should I Call?” pdf on the [PECOS login page](#).

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



HELPFUL NOTES:

- If asked to list an alternate contact, please enter your [CU program coordinator](#).
- If asked to provide a reason for enrolling, choose **“Licensed Resident not employed by any entity in Group 1”** from the Group 2 options (nothing needs to be selected from Group 1)

Medicare Enrollment
for Providers and Suppliers

Welcome to the Medicare Provider Enrollment, Chain, and Ownership:

PECOS supports the Medicare-Provider and Supplier enrollment process by also electronically submit and manage Medicare enrollment information.

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

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

Provider & Supplier Resources

Manage Medicare and Account Information

[MY ASSOCIATES](#)

- Enroll in Medicare for the first time
- View and update existing Medicare information
- Continue working on saved applications

[ACCOUNT MANAGEMENT](#)

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

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](#)

Application Questionnaire

[*] Red asterisk indicates a required field.

Healthcare Services Rendered

* Please select the option that best represents the healthcare service rendered for this application.

- Institutional Provider (e.g., Hospital, Skilled Nursing Facility, Hospice, Home Health Agency)
- Clinics/Group Practices and Certain Other Suppliers (e.g., Ambulance Service Supplier, Clinic, Independent Diagnostic Testing Facility)
- Durable Medicare Equipment, Prosthetics, Orthotics, and Supplies (DMEPOS)
- Individual Physician or Non-Physician Practitioner
- Eligible Ordering, Certifying, and Prescribing Physicians, and Other Eligible Professionals

Note: Select this option only if any of the following applies to the applicant:

- The applicant, or any organization employing the applicant, will not send claims to a Medicare contractor for any service furnished by the applicant.
- The applicant, or any organization employing the applicant, sends claims through a Medicare managed care plan.

[NEXT PAGE](#)

Navigation to Easy Enrollment Alert

You will be navigated to the Easy Enrollment Process to complete your CMS-855O application. The PECOS Easy Enrollment is a simplified application process designed to be fast and easy to use.

[Cancel](#) [Continue To Easy Enrollment](#)

Step 5: Confirm Application Approval

- You can track your application status via the [Novitas Solutions Provider Enrollment Status Inquiry Tool](#)
- If you have additional questions about the status of your application, contact Novitas Solutions at 1-855-252-8782 (*Medicare Part B > Colorado > Provider Enrollment > Forms*). Recommend having your 9-11 digit DCN/Reference number on hand.
- If you run into issues with your application, please reach out to [Kelly Knight](#) for further guidance.

Step 6: Upload Proof of Enrollment to MedHub

Once your application is approved, you will need to upload proof of enrollment to your electronic MedHub package. Acceptable forms of documentation include any of the following:

- Official approval letter from Novitas Solutions and CMS. You should receive this via email shortly after your application is approved. [Sample here](#).
- A screenshot of your 8550 “approved” status as listed in the [Novitas Solutions Provider Enrollment Status Inquiry Tool](#). Screenshot must include your name, enrollment type (8550), and enrollment “approved” status (example below)

You entered NPI: [REDACTED]	
DCN/CCN	[REDACTED]
NPI	[REDACTED]
Tracking Id	[REDACTED]
Application Type	8550
Name	[REDACTED]
Legal Business Name	
Received Date	2016-10-20
The status of this application is: Approved	

- A copy of your Approved Medicare Enrollment Record and/or a screenshot of your 8550 “approved” status within the [CMS PECOS](#) system. Screenshot must include all of the following:
 - your name
 - enrollment type (8550)
 - enrollment “approved” status