

Before You Start: A Checklist for Individual Physician and Non-Physician Practitioners using PECOS

Below is a checklist of information that will be needed to complete enrollments via Internet-based PECOS:

- ✓ An active National Provider Identifier (NPI)
- ✓ National Plan and Provider Enumeration System (NPPES) User ID and password. Internet-based PECOS can be accessed with the same User ID and password that a physician or non-physician practitioner uses for NPPES.
 - For help in establishing an NPPES User ID and password or assistance in changing an NPPES password, contact the NPI Enumerator at 1-800-465-3203 or send an e-mail to customerservice@npienumerator.com.
- ✓ Personal identifying information. This includes:
 - Legal name on file with the Social Security Administration
 - Date of birth
 - Social Security Number
- ✓ Schooling information. This includes:
 - Name of school
 - Graduation year
- ✓ Professional license information. This includes:
 - Medical license number
 - Original effective date
 - Renewal date
 - State where issued
- ✓ Certification information. This includes:
 - Certification number
 - Original effective date
 - Renewal date
 - State where issued
- ✓ Specialty/secondary specialty information
- ✓ Drug Enforcement Agency (DEA) number
- ✓ If applicable, information regarding any final adverse actions. A final adverse action includes:
 - a Medicare-imposed revocation of any Medicare billing privileges;

- suspension or revocation of a license to provide health care by any State licensing authority;
 - revocation or suspension by an accreditation organization;
 - a conviction of a Federal or State felony offense (as defined in 42 CFR 424.535(a)(3)(A)(i)) within the last ten years preceding enrollment, revalidation, or re-enrollment;
 - or an exclusion or debarment from participation in a Federal or State health care program.
- ✓ Practice location information. This information includes:
- Practitioner's medical practice location
 - Special Payment Information
 - Medical Record Storage Information
 - Billing Agency Information (if applicable)
 - Any Federal, State, and/or local (city/county) professional licenses, certifications and/or registrations specifically required to operate as a health care physician or non-physician practitioner.
- ✓ Electronic Funds Transfer documentation - mechanism by which providers and suppliers receive Medicare Part A and Part B payments directly into a designated bank account.