

## **Before You Start: A Checklist for Sole Proprietor or Solely Owned Organizations (eg. LLC, PC) 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) for one of the following:
  - Sole Proprietors only need a type 1 (individual) NPI
  - Solely Owned Organizations need both a type 1 (Individual) NPI and type 2 (Organization) 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](mailto: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
  - Legal business name of a solely-owned Professional Association, Professional Corporation, or Limited Liability Company (LLC) on file with the Internal Revenue Service and appearing on the IRS CP575
  - Special Payment Information
  - Medical Record Storage Information
  - Billing Agency Information (if applicable)
  - Any Federal, State, and/or local (city/county) business licenses, certifications and/or registrations specifically required to operate as a health care facility.
- ✓ Electronic Funds Transfer documentation - mechanism by which providers and suppliers receive Medicare Part A and Part B payments directly into a designated bank account.