PECOS Medicare Enrollment Report Help

Use of the data contained herein is subject to CGI Federal restrictions and applicable Federal Acquisition Data Rights Clauses

Contents

Use of the data contained herein is subject to CGI Federal restrictions and applicable Federal Acquisition Data Rights Clauses

1 What's New?

1.1 Section Headers

The Medicare Enrollment Report has an added Section Header to allow for easy identification of the topic content. These light blue Section headers provide a reference to the corresponding part of the 855x paper forms. Examples of the added Section Headers (see below) are: "FROM SECTION 2: IDENTIFYING INFORMATION" and "FROM SECTION 4: PRACTICE LOCATION INFORMATION".

Exhibit 1 – Section Headers

FROM SECTION 2: IDENTIFYING INFORMATION
SUPPLIER TYPE
Supplier Type: INDEPENDENT DIAGNOSTIC TESTING FACILITY (IDTF)
IDTF STANDARDS QUALIFICATIONS
Date this Independent Diagnostic Testing Facility (IDTF) met all current CMS standards: 12/12/2000

FROM SECTION 2: IDENTIFYING INFORMATION
PAR STATUS INFORMATION
Does the applicant agree to accept assignment for all covered services provided to Medicare patients? No

FROM SECTION 4: PRACTICE LOCATION INFORMATION		
PHYSICAL LOCATION AND "SPECIAL PAYMENTS" ADDRESS		
# 1: loc		
Practice Location Information		
Location Name	**Location Type**	**Practice Location Type**

1.2 Sub-Headers

Sections of the Medicare Enrollment Report display additional light blue sub-headers to logically group blocks of data. For example, as shown below, Liability Insurance Information is grouped by Policy Information, Agent Information, and Underwriter Information.

Exhibit 2 – Sub-Headers

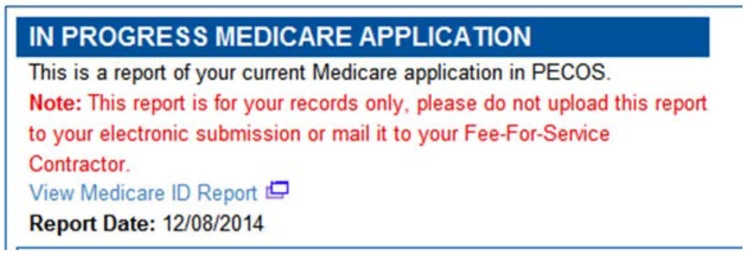
FROM SECTION 5: COMPREHENSIVE LIABILITY INSURANCE INFORMATION			
LIABILITY INSURANCE INFORMATION			
INSURANCE COMPANY INFORMATION: SDFGSG			
Policy Information			
Company Name sdfgsg	**Insurance Policy Number** sfgsdfgsgd	**Date Policy Issued** 10/22/2014	**Expiration Date of Policy** 10/22/2015
Agent Information			
Insurance Agent's Name Ima N Agent, VIII	**Agent's Telephone Number** (443) 444-4444	**Agent's Fax Number** (443) 444-4567	**Agent's E-mail Address** test.test@test.com
Underwriter Information			
Underwriter's Company Name Best Underwriting Co	**Underwriter's Telephone Number** (410) 444-4444	**Underwriter's Fax Number** (555) 555-1234	**Underwriter's E-mail Address** test2@test.com

Use of the data contained herein is subject to CGI Federal restrictions and applicable Federal Acquisition Data Rights Clauses

1.3 Link to Medicare ID Report

For enrollments that have been approved at least once before, a View Medicare ID Report link displays on the Medicare Enrollment Report. This allows direct access to the Medicare ID Report.

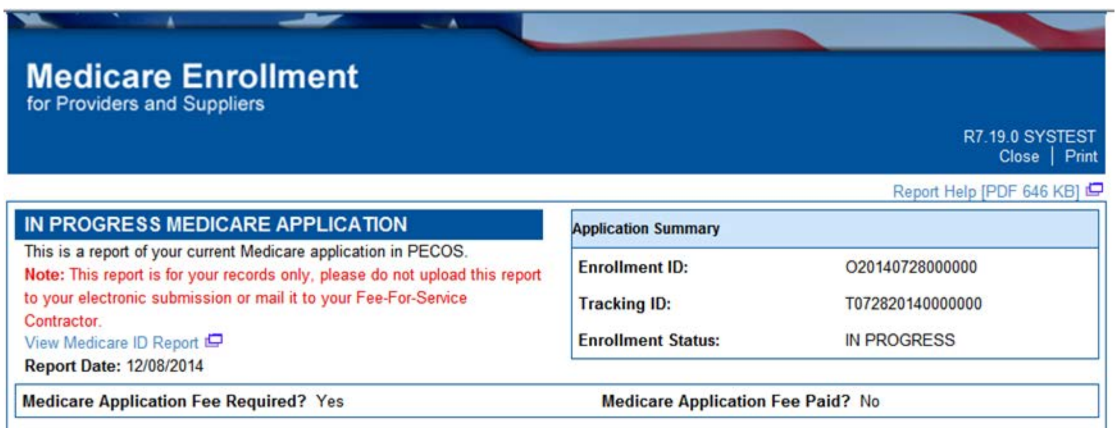
Exhibit 3 – View Medicare ID Report link



1.4 Medicare Application Fee Payment Information

Information relating to the Medicare application's fee and fee payment display for submitted applications. Prior to application submission, it displays 'Upon submission'.

Exhibit 4 – Payment Information in Submitted Application



1.5 Application Signature(s)

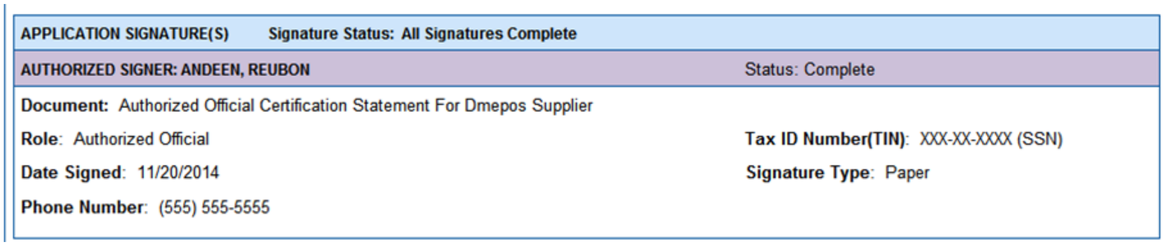
Information regarding application signatures, including paper vs. electronic and the status of the signature, displays for applications between the time of submission and when the enrollment or change of enrollment is finalized/approved.

The APPLICATION SIGNATURE(S) section displays signatures associated with the application, including:

- Authorized Official/Delegated Official certification statement,
- Authorized Official/Individual reassignment authorization statement,
- Supervising Physician (for 855B IDTF only), and
- EFT Authorized Official signature information.

Use of the data contained herein is subject to CGI Federal restrictions and applicable Federal Acquisition Data Rights Clauses

Exhibit 5 – Application Signature


APPLICATION SIGNATURE(S) Signature Status: All Signatures Complete

AUTHORIZED SIGNER: ANDEEN, REUBON Status: Complete

Document: Authorized Official Certification Statement For Dmepos Supplier

Role: Authorized Official **Tax ID Number(TIN):** XXX-XX-XXXX (SSN)

Date Signed: 11/20/2014 **Signature Type:** Paper

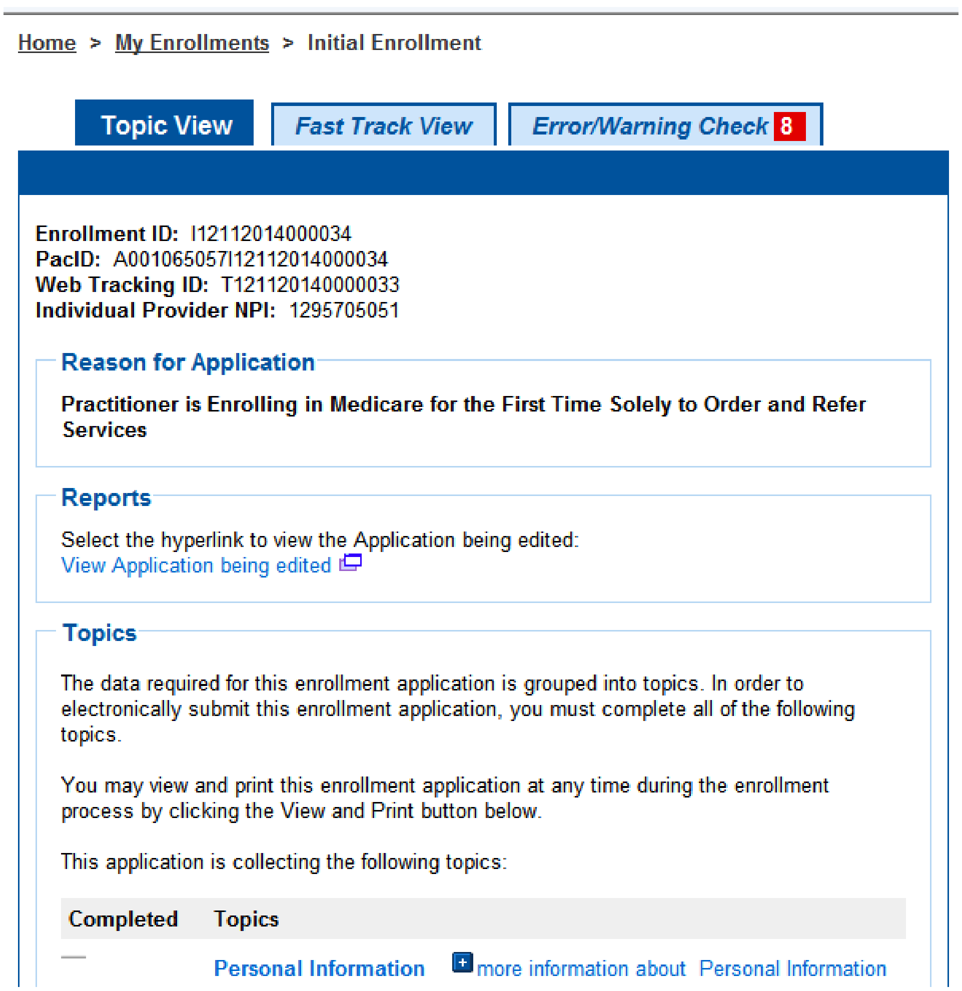
Phone Number: (555) 555-5555

1.6 Medicare Enrollment Report Link Availability

1.6.1 Link to Medicare Enrollment Report from Topic View

A link to the Medicare Enrollment Report displays in the "Reports" section near the top of the "Topic View" page in the Provider Interface (PI). The Medicare Enrollment Report reflects all data entered by a Provider/Supplier prior to generating the report.

Exhibit 6 – Medicare Enrollment Report Link – Topic View


Home > My Enrollments > Initial Enrollment

Topic View | Fast Track View | Error/Warning Check 8

Enrollment ID: I12112014000034
PacID: A0010650571I2112014000034
Web Tracking ID: T121120140000033
Individual Provider NPI: 1295705051

Reason for Application

Practitioner is Enrolling in Medicare for the First Time Solely to Order and Refer Services

Reports

Select the hyperlink to view the Application being edited:
View Application being edited

Topics

The data required for this enrollment application is grouped into topics. In order to electronically submit this enrollment application, you must complete all of the following topics.

You may view and print this enrollment application at any time during the enrollment process by clicking the View and Print button below.

This application is collecting the following topics:

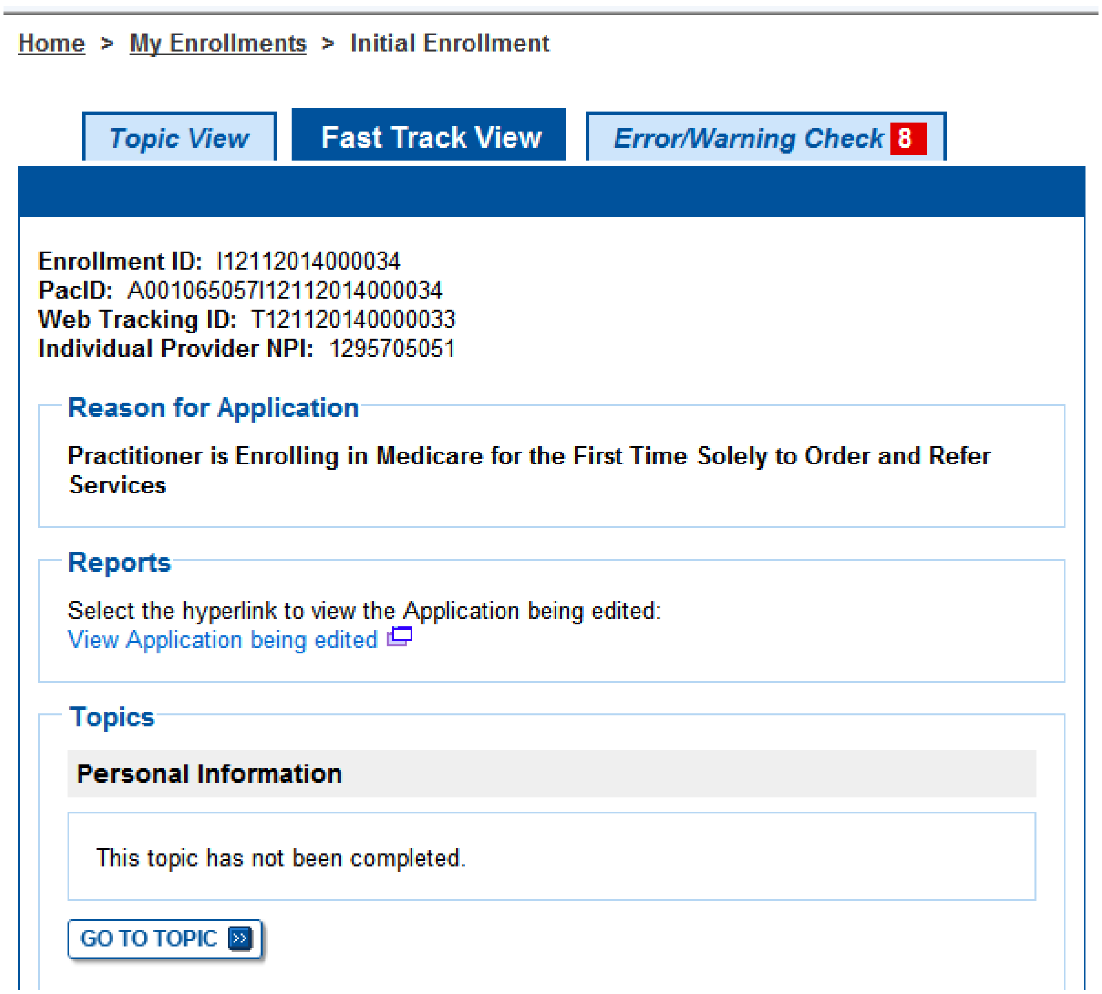
Completed	Topics	
—	Personal Information	more information about Personal Information

Use of the data contained herein is subject to CGI Federal restrictions and applicable Federal Acquisition Data Rights Clauses

1.6.2 Link to Medicare Enrollment Report from Fast Track View

A link to the Medicare Enrollment Report displays in the "Reports" section near the top of the "Fast Track View" page in the Provider Interface (PI). The Medicare Enrollment Report reflects all data entered by a Provider/Supplier prior to generating the report.

Exhibit 7 – Medicare Enrollment Report Link – Fast Track View

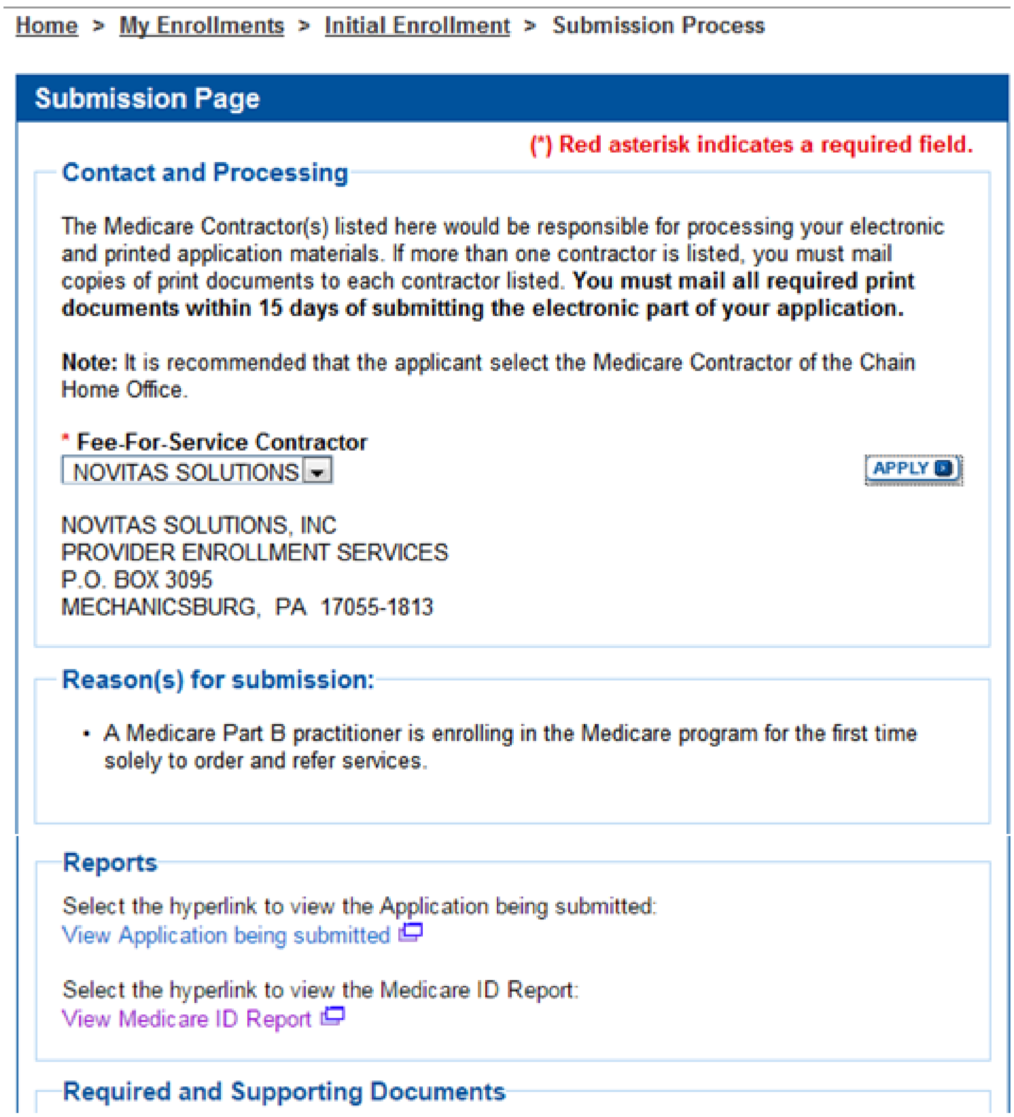


Use of the data contained herein is subject to CGI Federal restrictions and applicable Federal Acquisition Data Rights Clauses

1.6.3 Link to Medicare Enrollment Report from Submission Page

A link to the Medicare Enrollment Report displays in the “Reports” section on the “Submission Page” that appears with the “Complete Submission” button at the bottom, prior to submitting the application. The Medicare Enrollment Report reflects all data entered by a Provider/Supplier to be submitted with the application when it is submitted.

Exhibit 8 – Medicare Enrollment Report Link - Submission Page



Home > My Enrollments > Initial Enrollment > Submission Process

Submission Page

(*) Red asterisk indicates a required field.

Contact and Processing

The Medicare Contractor(s) listed here would be responsible for processing your electronic and printed application materials. If more than one contractor is listed, you must mail copies of print documents to each contractor listed. **You must mail all required print documents within 15 days of submitting the electronic part of your application.**

Note: It is recommended that the applicant select the Medicare Contractor of the Chain Home Office.

* **Fee-For-Service Contractor**
NOVITAS SOLUTIONS
APPLY

NOVITAS SOLUTIONS, INC
PROVIDER ENROLLMENT SERVICES
P.O. BOX 3095
MECHANICSBURG, PA 17055-1813

Reason(s) for submission:

- A Medicare Part B practitioner is enrolling in the Medicare program for the first time solely to order and refer services.

Reports

Select the hyperlink to view the Application being submitted:
View Application being submitted

Select the hyperlink to view the Medicare ID Report:
View Medicare ID Report

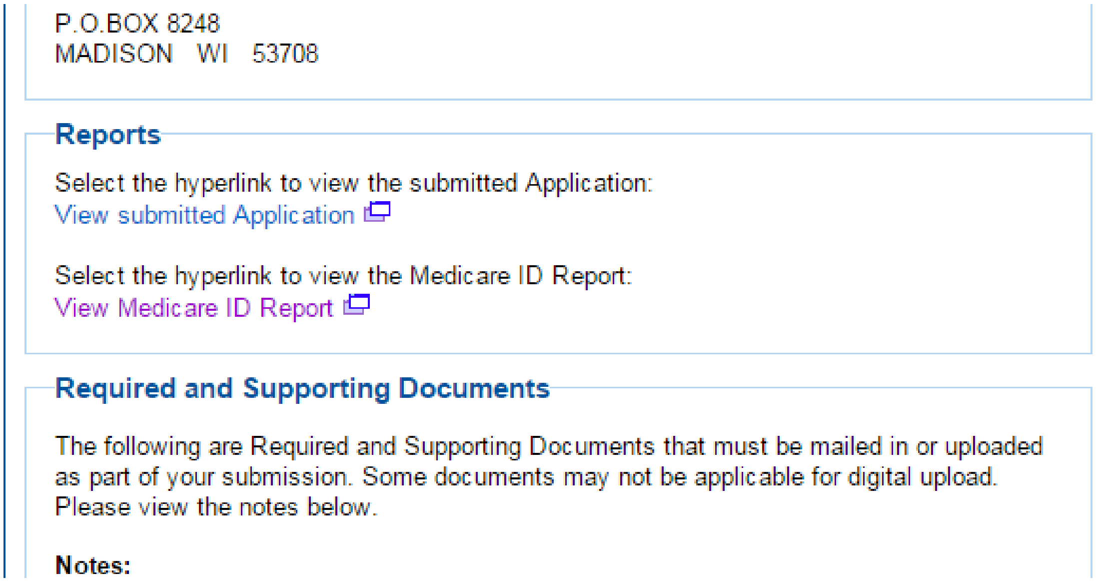
Required and Supporting Documents

Use of the data contained herein is subject to CGI Federal restrictions and applicable Federal Acquisition Data Rights Clauses

1.6.4 Link to Medicare Enrollment Report from Submission Confirmation Page

A link to the Medicare Enrollment Report displays in the "Reports" section on the "Submission Confirmation Page" after successful submission of the application. The Medicare Enrollment Report reflects all data entered on the application submitted to the Medicare Administrative Contractor (MAC), including the application signature(s) and Medicare Application Fee.

Exhibit 9 – Medicare Enrollment Report Link - Submission Confirmation Page



IMPORTANT NOTE: Please save a copy of your submitted application to help facilitate discussion with your Medicare Administrative Contractor after approval.

1.7 Report Structure

The Medicare Enrollment Report displays topics according to a set structure for each type of 855 form. Sections or sub-sections that do not apply to a given application scenario or form type (855 A, B, I, O, R or S) do not appear in the report. Data fields display in the report only when the fields apply to the scenario and form type being submitted.

2 Identifying Changed Data, No Data Provided, Large Records

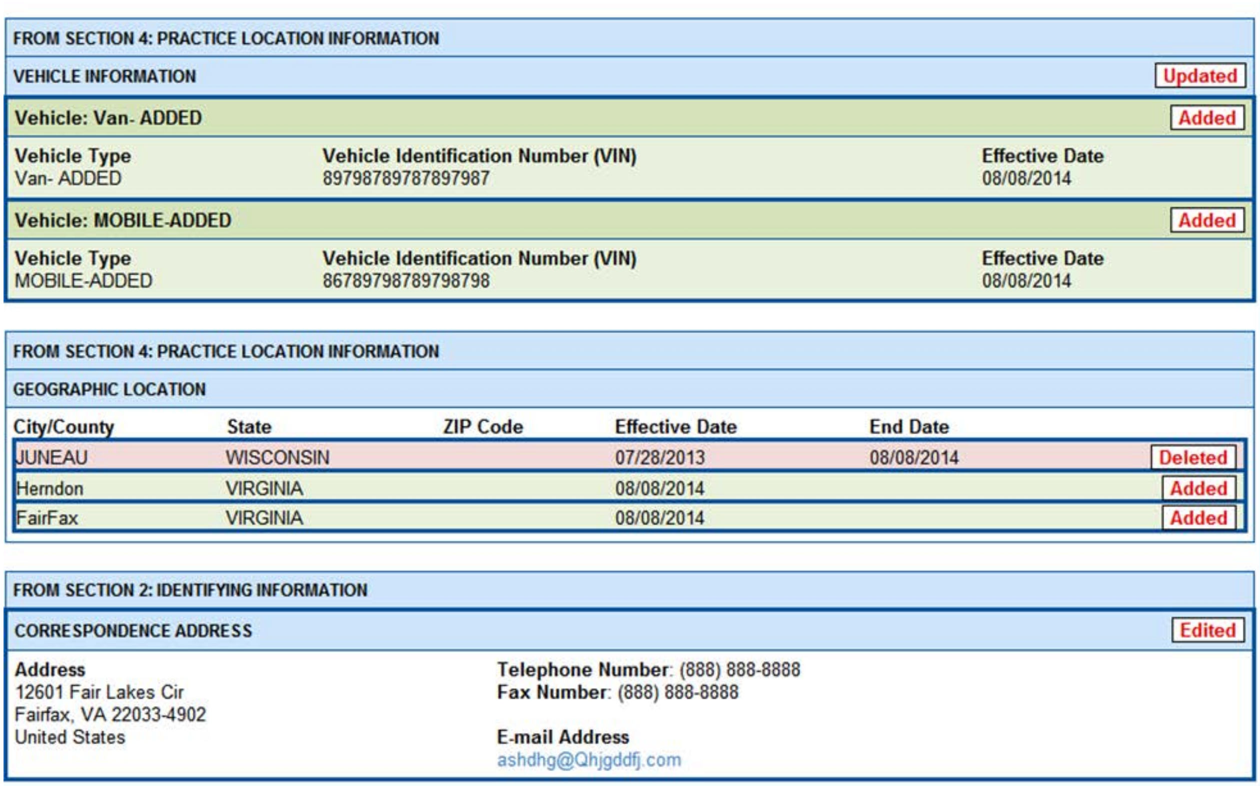
2.1 Identifying Added, Edited, or Deleted Data

When a Change of Information (COI) application or Revalidation application is submitted, data that changed (i.e., added, edited, or deleted) is flagged accordingly.

A tag displays that identifies data as "Added", "Edited" or "Deleted". For further identification, a dark border displays around each edited, added or deleted section of data. For added visual impact, added records display highlighted in light green and deleted records display highlighted in light red in both the header and data background areas.

Use of the data contained herein is subject to CGI Federal restrictions and applicable Federal Acquisition Data Rights Clauses

Exhibit 10 – Identifying Added, Edited or Deleted Data


FROM SECTION 4: PRACTICE LOCATION INFORMATION

VEHICLE INFORMATION — Updated

Vehicle: Van- ADDED — Added

Vehicle Type	Vehicle Identification Number (VIN)	Effective Date
Van- ADDED	89798789787897987	08/08/2014

Vehicle: MOBILE-ADDED — Added

Vehicle Type	Vehicle Identification Number (VIN)	Effective Date
MOBILE-ADDED	86789798789798798	08/08/2014

FROM SECTION 4: PRACTICE LOCATION INFORMATION

GEOGRAPHIC LOCATION

City/County	State	ZIP Code	Effective Date	End Date	
JUNEAU	WISCONSIN		07/28/2013	08/08/2014	Deleted
Herndon	VIRGINIA		08/08/2014		Added
FairFax	VIRGINIA		08/08/2014		Added

FROM SECTION 2: IDENTIFYING INFORMATION

CORRESPONDENCE ADDRESS — Edited

Address
12601 Fair Lakes Cir
Fairfax, VA 22033-4902
United States

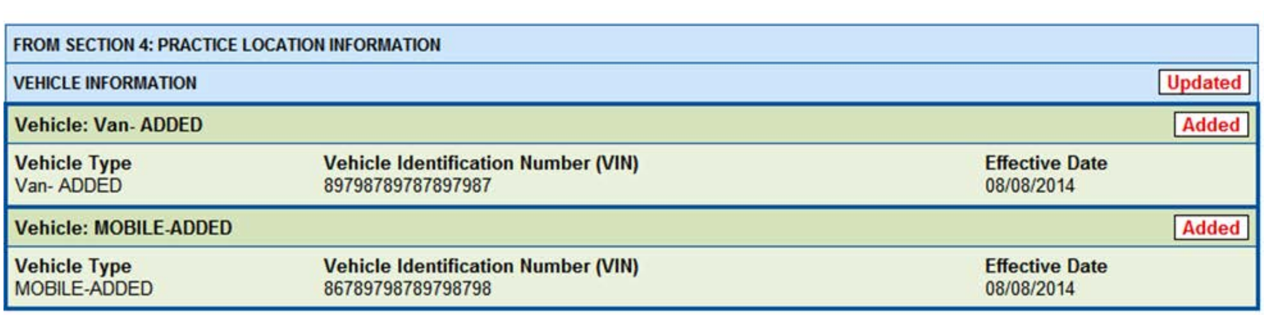
Telephone Number: (888) 888-8888
Fax Number: (888) 888-8888

E-mail Address
ashdhg@Qhjgddfj.com

2.2 Change Information Roll-Up

When data has been changed (added, edited, or deleted), the headers above the identified change are annotated as "Updated". The section header displays as "Updated" to flag the section as having modified data, allowing quick identification of updates.

Exhibit 11 – Changed Information Roll-up


FROM SECTION 4: PRACTICE LOCATION INFORMATION

VEHICLE INFORMATION — Updated

Vehicle: Van- ADDED — Added

Vehicle Type	Vehicle Identification Number (VIN)	Effective Date
Van- ADDED	89798789787897987	08/08/2014

Vehicle: MOBILE-ADDED — Added

Vehicle Type	Vehicle Identification Number (VIN)	Effective Date
MOBILE-ADDED	86789798789798798	08/08/2014

Note: When the application is an initial application, data is not marked as "Added" or "Updated" because the filing is all new data, with the exception of previously accepted ownership in an initial 855S application.

Use of the data contained herein is subject to CGI Federal restrictions and applicable Federal Acquisition Data Rights Clauses

2.3 No Data Provided

When there is no data entered for a section that applies to a form and scenario, the section header and sub-section header identify that there is "No Data Provided". The message "You have indicated that the applicant does not have any information for this topic." no longer appears.

NOTE: When data can be entered for a form, but no data has been entered or selected for a field, the report displays the label for the field and no value appears for the field. That means a blank field value in a section where some data was entered in the section indicates that a user has not provided data for the field.

Exhibit 12 – No Data Provided

FROM SECTION 3: FINAL ADVERSE LEGAL ACTIONS	
FINAL ADVERSE ACTIONS	No Data Provided
No Data Provided	

FROM SECTION 5: OWNERSHIP INTEREST & MANAGING CONTROL INFO (ORGANIZATIONS)	
ORGANIZATION CONTROL	No Data Provided
No Data Provided	

Use of the data contained herein is subject to CGI Federal restrictions and applicable Federal Acquisition Data Rights Clauses

2.4 Records in Sections with Large Number of Records

In sections that can have large volumes of data (greater than 50 records), the individual records are identified at the beginning of each set of data by a header with a purple background and a different font.

Exhibit 13 – Record Identification

FROM SECTION 6: OWNERSHIP INTEREST & MANAGING CONTROL INFO (INDIVIDUALS)

INDIVIDUAL CONTROL

INDIVIDUAL WITH OWNERSHIP INTEREST AND/OR MANAGING CONTROL: DFASDF, DFASDF

Identifying Information

Name	Date of Birth	State of Birth	Country of Birth
DFASDF, DFASDF	11/11/XXXX		
Tax ID Number(TIN)		**NPI**	
XXX-XX-XXXX (SSN)			

Ownership/Managing Control Information

Role	Effective Date	Exact Percentage	Title	Types of services furnished
AUTHORIZED OFFICIAL	07/28/2014			
5% OR GREATER DIRECT OWNERSHIP INTEREST	12/12/1999	33%		
W-2 MANAGING EMPLOYEE	12/12/1999	33%		
OPERATIONAL/MANAGERIAL CONTROL	12/12/1999	33%		

Indicate if individual is Authorized or Delegated official:	Telephone Number	Is the delegated official a W-2 employee?
AUTHORIZED OFFICIAL	(455) 434-4333	No

Final Adverse legal Actions No Data Provided

No Data Provided

3 Displaying Large Numbers of Records

3.1 “Show All” Buttons

Seven sections of the Medicare Enrollment Report are known to sometimes contain more than 50 individual records. The data that initially displays in the Medicare Enrollment Report is limited to 50 records. When there are more than 50 records for an enrollment, a “Show All <Data Type>” button displays directly under the section to enable display of the remaining data, as is shown in the “Show All IDTF Technicians” example below.

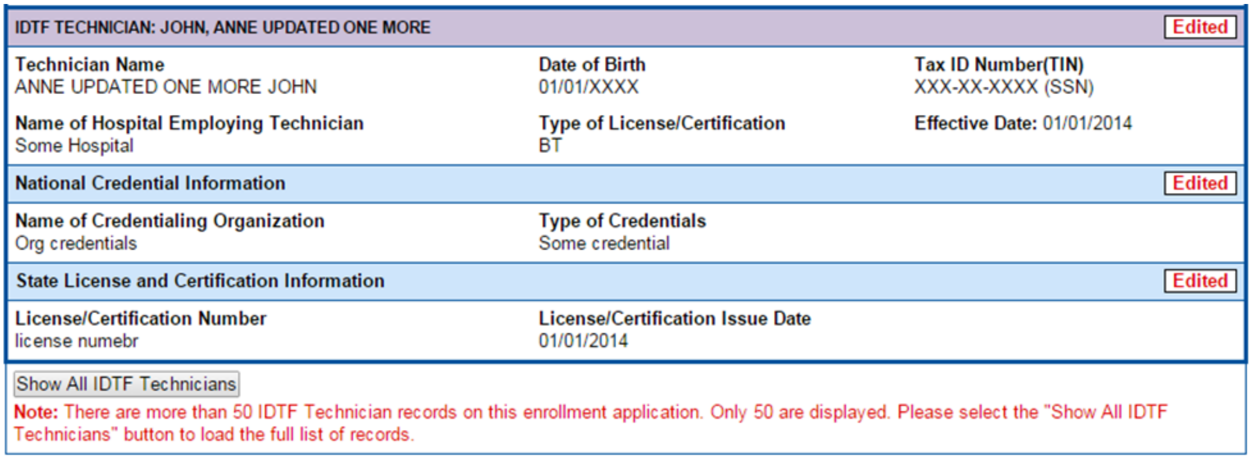
The seven sections are:

- Application Signatures
- IDTF Technician (applicable to 855B, Attachment 2)
- Ownership and/or Managing Control Info (Individuals)
- Ownership and/or Managing Control Info (Organizations)
- Physicians Assistants
- Practice Locations
- Reassignments

Use of the data contained herein is subject to CGI Federal restrictions and applicable Federal Acquisition Data Rights Clauses

The “Show All <Data Type>” button for a section displays as active until used. When the “Show All <Data Type>” button is selected, the application retrieves, formats and displays the results in a single web page, which takes time. The button is disabled once selected.

Exhibit 14 – “Show All” Button Example for “Show All IDTF Technicians”



Exercise caution when selecting a “Show All <Data Type>” button because it may cause a lengthy delay while loading data to your screen. The message “Please wait. Data is loading and will display when complete.” appears while the data is being retrieved. When the data is available on your screen, the message no longer appears on the page.

Warning: Selecting another browser function while the message that data is loading is shown on screen may cause the browser to stop responding. The browser may stop responding if the amount of memory required to display the data exceeds the memory available to your browser.

Note: The “Generate CSV Report” button for Practice Locations and Reassignments no longer appears on the report.

The report with all data can be printed. To include all records, the “Show All <Data Type>” button for each section with a large volume of data must be selected prior to printing the report.

3.2 Sorting of Data

To reduce the need to show all records, the data is sorted in seven sections with the potential for a large volume of data. The data displayed in applications with changed data first shows the changed data as a sorted block, followed by the unchanged data as a sorted block of data. When combined with the limitation to display the first 50 entries, this enables the review of the most relevant data first.

When there is no changed data, such as with an initial application, the changed or unchanged part of the sort order does not apply.

The sort order for each of the seven sections is described below.

Use of the data contained herein is subject to CGI Federal restrictions and applicable Federal Acquisition Data Rights Clauses

3.2.1 Application Signature(s) Sort Order

- Signature Status, by group
    - Last Name
        - First Name

Signatures requiring further action appear before signatures that do not require further action.

Statuses requiring further action include: Pending, Paper Signatures Expected, E-Signatures and Pending.

Statuses that do not require further action include: Complete, Manual Override, Decline, N/A, and All Signatures Complete.

3.2.2 IDTF Technician Sort Order

- Changed followed by Unchanged
    - Last Name
        - First Name

3.2.3 Ownership and/or Managing Control Info (Individuals) Sort Order

- Changed followed by Unchanged
    - Last Name
        - First Name

3.2.4 Ownership and/or Managing Control Info (Organizations) Sort Order

- Changed followed by Unchanged
    - Legal Business Name

    or
    - Name (Last, First, Middle) when person is acting as an organization

3.2.5 Physicians Assistants Sort Order

- Changed followed by Unchanged
    - Last Name
        - First Name

3.2.6 Practice Locations Sort Order

- Changed followed by Unchanged
    - Practice Location Name

3.2.7 Reassignments Sort Order

- Changed followed Unchanged
    - Last Name
        - First Name

    or
    - Legal Business Name

Use of the data contained herein is subject to CGI Federal restrictions and applicable Federal Acquisition Data Rights Clauses

4 Printing the Report

The report prints all data for each section of the report. For sections that have the “Show All <Data Type>” button, the button has to be selected prior to printing to have all records from the section display in the printed report.

To facilitate finding changed data on the printout, there are thick lines around the updated (i.e., added, edited, or deleted) data. The flags for changed data (“Updated”, “Added”, “Deleted”, and “Edited”) are aligned on the right-hand edge of the printout on the section and sub-section headers to facilitate scanning the report to locate sections and data that changed.

Printing is done via browser print capability (for example, by using Right-click>Print Preview>Print, in Internet Explorer).

The printed report has a plain white background with black and red text, as shown below.

Exhibit 15 – Example of Printed Medicare Enrollment Report

NEW MEDICARE APPLICATION Page 1 of 4

NEW MEDICARE APPLICATION
This is a report of your current Medicare application in PECOS.
Note: This report is for your records only, please do not upload this report to your electronic submission or mail it to your Fee-For-Service Contractor.
Report Date: 12/30/2014

Application Summary	
Tracking ID:	T123020140000002
Enrollment Status:	NEW

Medicare Application Fee Required? Upon Submission **Medicare Application Fee Paid?** Upon Submission

FROM SECTION 2: IDENTIFYING INFORMATION			
PERSONAL INFORMATION			
Date of Birth	**Tax ID Number(TIN)**	**Country of Birth**	**State of Birth**
Gender	**Accepting New Patients** No Data Provided	**IRS Proprietary/Non-Profit Status** No Data Provided	
Type of Other Name (Specify)		**Other Name**	
Medicare School or Other Professional School		**Year of Graduation**	

APPLICATION SIGNATURE(S)	Signature Status:	Only Populated Upon Submission
Only Populated Upon Submission		

FROM SECTION 2: IDENTIFYING INFORMATION	
PRACTITIONER SPECIALTY	
Practitioner Type PHYSICIAN	**Primary Practitioner Specialty** INTERNAL MEDICINE

Use of the data contained herein is subject to CGI Federal restrictions and applicable Federal Acquisition Data Rights Clauses