PECOS/Medicare Enrollment Instructions  
Program Coordinators

Enrollment Application Information

- Required for **all** trainees (new and continuing).
- Trainees can enroll in PECOS online or via a mail-in application. Click here to access enrollment details and instructions for trainees.
- Residents/Fellows only need to enroll once until they become a billable provider. If Residents/Fellows enrolled while in a previous residency or fellowship program they should not have to enroll again as it is connected to their NPI number.
- If your trainees have questions about the online application and are not able to get the help they need by contacting Novitas Solutions directly at the number below, they can email ACECredentialing@cumedicine.us.

**NOTE:** PECOS/Medicare is separate from CO Medicaid. Information regarding CO Medicaid enrollment is available on the GME onboarding website.

Program Coordinator Instructions

1. Ensure **ALL** Residents and Fellows are enrolled in PECOS/Medicare. Enrollment can be confirmed via one of two options:
   a. Novitas Solutions Provider Enrollment Status Inquiry Tool (trainee NPI numbers can be found in their MedHub Demographics tab)
   b. Call Novitas Solutions at 1-855-252-8782 (option #4)

2. As you confirm enrollment, complete the PECOS Enrolled (required) and PECOS Effective Date (optional) fields in the MedHub Demographics tab. It is important that these fields be completed for all new and continuing residents/fellows in your program(s) by the start of the academic year as this is how GME tracks compliance.
   **NOTE:** PCs can generate a MedHub report on these two fields for all of their Residents/Fellows by going to the Reports tab  
Ad Hoc Resident Demographics report  
Check boxes for “PECOS Enrollment Status” and “PECOS Enrollment Effective Date”  
generate report.

3. Reach out to those Residents/Fellows who are not enrolled instructing them to complete the Medicare Enrollment Application (instructions here).

Program Coordinator Recommendations/Tips (Mail-in Application)

- If using the mail-in application, program coordinator should fill out as much of the form as possible, then send to Resident/Fellow for full completion and signature (note that they must sign in blue ink).
- For Section 6, choose one person in your office to be the contact for all Residents/Fellows and enter that individual’s contact information in that section.