

PECOS/Medicare Enrollment Application Instructions

PECOS/Medicare 8550 enrollment is required for all CU GME trainees. The only exception is if you have a dual instructor-fellow appointment and will be billing through CU Medicine. In that case you will be automatically enrolled by CU Medicine and no documentation needs to be obtained or uploaded to MedHub. If you are unsure if this applies to you, confirm with your [program coordinator](#) before moving forward with enrollment.

Instructions for online enrollment are laid out below. We highly recommend enrolling online but a [mail-in option](#) is available.

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:** Proceed to Step 2 to submit an 8550 enrollment application. Then upload your approval letter into MedHub.
- **If you are currently enrolled as a Medicare 8550 enrollment type in Colorado or another state*:** Simply login to the [CMS PECOS](#) system, Select “My Associates”, and then “View Enrollment”. Then proceed to Step 6 of these instructions to upload a screenshot of your current enrollment status. If you would like to update your address, contact information, etc. to ensure you receive any important Medicare-related communications you can, but this is not required. Do **not** change the state as it will prompt you to submit a new application (From “View Enrollment”, select “More Options”, then “Perform a change in information”).
- **If you are currently enrolled as a different Medicare enrollment type (e.g. 855I, etc.) in Colorado or another state:** You must deactivate your current enrollment before submitting a new 8550 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 8550 enrollment application.

Step 2: Collect 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
 - If you have a Training License (TL.), the taxonomy code associated with your NPI number **MUST** be **390200000X (Student in an Organized Health Care Education/Training Program)**.
 - If you have a Full License (DR.), your taxonomy code can be either 390200000X (Student in an Organized Health Care Education/Training Program) or another specialty code.
 - You can [verify your NPI taxonomy code here](#) and [update it via the instructions provided on the NPPES website \(if necessary\)](#). 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 CU Medicine at aceproviderenrollment@cumedicine.us.

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

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)



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.

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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.

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 our CU Medicine contact at aceproviderenrollment@cumedicine.us 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 MedHub onboarding 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