



Provider Enrollment: Opioid Treatment Program

2/20/2025

Closed Captioning: Auto-generated closed captioning is enabled in this course and is at best 70-90% accurate. Words prone to error include specialized terminology, proper names and acronyms.





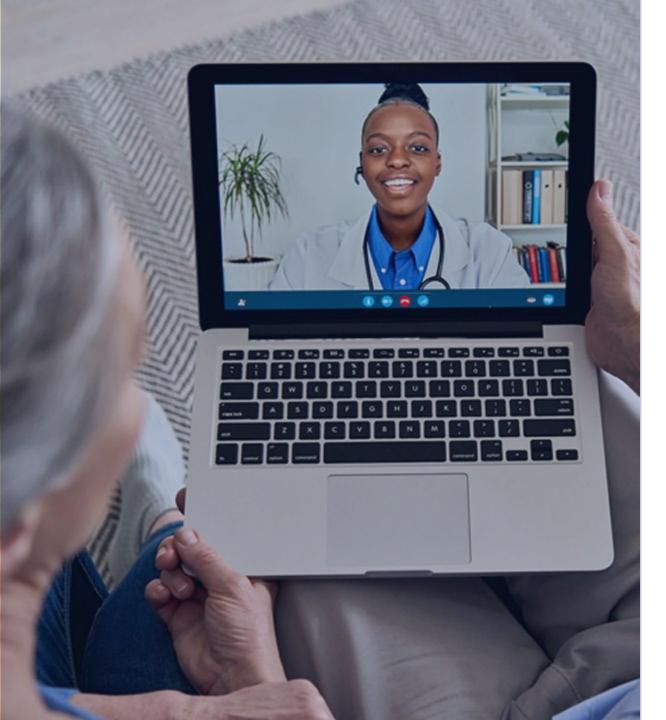


Disclaimer

National Government Services, Inc. has produced this material as an informational reference for providers furnishing services in our contract jurisdiction. National Government Services employees, agents, and staff make no representation, warranty, or guarantee that this compilation of Medicare information is error-free and will bear no responsibility or liability for the results or consequences of the use of this material. Although every reasonable effort has been made to assure the accuracy of the information within these pages at the time of publication, the Medicare Program is constantly changing, and it is the responsibility of each provider to remain abreast of the Medicare Program requirements. Any regulations, policies and/or guidelines cited in this publication are subject to change without further notice. Current Medicare regulations can be found on the <u>CMS website</u>.







Recording

Attendees/providers are never permitted to record (tape record or any other method) our educational events. This applies to webinars, teleconferences, live events and any other type of National Government Services educational events.



Today's Presenters



- Provider Outreach and Education Consultants
 - Susan Stafford PMP, COA, AMR
 - Laura Brown, CPC







Agenda

- <u>Overview</u>
- Enroll in Medicare
- <u>Supporting Documents</u>
- Process after Submission
- <u>Check Application Status</u>
- Contact Information
- <u>Resources</u>





Overview

Overview Part B

- Part B OTP provider
 - Beginning 1/1/2020, Part B benefit for Medicare beneficiaries with OUD
 - Submit claims via 837P transaction to transmit health care electronically, or CMS-1500 form
 - HCPCS Codes G1028, range G2067–G2080 and G2215 to G2216
 - Place of Service 58 Nonresidential Opioid Treatment Facility
 - CMS pays OTPs through bundled payments for OUD treatment services in an episode of care provided to people with Medicare Part B (Medical Insurance)
 - <u>Opioid Treatment Programs (OTPs) Medicare Billing and Payment</u>
 - NGS <u>Coding and Billing for OTP Services</u> web page





Overview Part A

- Part A OTP provider
 - Beginning 1/1/2021, Medicare Part B covers hospital outpatient OTP services
 - Submit claims via 837I transaction to transmit health care electronically or CMS-1450 form
 - HCPCS codes G1028, range G2067–G2080 and G2215 to G2216
 - Type of bill code Freestanding Nonresidential Opioid Treatment Programs (087x)
 - Hospital-based providers bill OTP services on TOB 013X and 085X
 - Condition code for a provider-based OTP (89) CMS pays OTPs through bundled payments for OUD treatment services in an episode of care provided to people with Medicare Part B (Medical Insurance)
 - Opioid Treatment Programs (OTPs) Medicare Billing and Payment
 - NGS Coding and Billing for OTP Services Web Page





Overview Requirements

- <u>Certified by the Substance Abuse and Mental Health Services</u> <u>Administration (SAMHSA)</u>
- State Operation License
- Registration through the local Drug Enforcement Administration office
- <u>CMS-1561 Provider Agreement</u> signed by an authorized official





Overview

- NPI
 - Separate NPI for OTP services (optional)
- Select "OTP" specialty or "Other," type "Opioid Treatment Provider"
- Application fee required
- Revalidate every five years
- <u>Opioid Treatment Programs (OTPs) Medicare Enrollment</u>
- Part A enrollments for provider-based billing, after the OTP enrollment is approved the OTP then must add the OTP location on the Hospital's enrollment record by submitting a change of information application to add the OTP practice locations with the OTP NPI and PTAN for proper billing





Enroll In Medicare

Enroll In Medicare Paper

- Submit via CMS-855 Paper Application
 - <u>CMS-855A</u> (Institutional Providers)
 - <u>CMS-855B</u> (Clinics/Group Practices and Certain Other Suppliers)
 - <u>CMS-588</u> (EFT Authorization Agreement)
- <u>Opioid Treatment Programs (OPTs) Medicare Enrollment</u>
- Mailing addresses
 - <u>NGS website</u> > Resources > Contact Us > Mailing Addresses > Business Function (Provider Enrollment)





Enroll In Medicare PECOS

- Submitting via internet-based <u>PECOS</u>
 - User ID and password
 - Access to enrollment records
 - Enroll as OTP Part A or B provider, but not both
 - Upload supporting documentation function
 - E-Signature/Upload signed and dated certification statement





PECOS Login

Medicare Enrollment for Providers and Suppliers

Welcome to the Medicare Provider Enrollment, Chain, and Ownership System (PECOS)

(*) Red asterisk indicates a required field.

PECOS supports the Medicare Provider and Supplier enrollment process by allowing registered users to securely and electronically submit and manage Medicare enrollment information.

New to PECOS? View our videos at the bottom of this page.

SYSTEM NOTIFICATIONS

PECOS users are no longer able to mail documents that require a signature. When submitting your application, be
prepared to provide an e-signature or upload your documents that require a signature.

 To better protect your identity and information, PECOS will be implementing Multi-Factor Authentication (MFA) in April 2020. If you have not setup your MFA account already, please navigate to the following site IP to setup your account.

USER LOGIN

Please use your I&A (Identity & Access Management System) user ID and password to log in.

* User ID

* Password

LOG IN 🔊

Forgot Password?

Forgot User ID?

Manage/Update User Profile

Who Should I Call? [PDF, 155KB] 🖾 - CMS Provider Enrollment Assistance Guide

BECOME A REGISTERED USER

You may register for a user account if you are: an Individual Practitioner, Authorized or Delegated Official for a Provider or Supplier Organization, or an individual who works on behalf of Providers or Suppliers.

Register for a user account

Questions? Learn more about registering for an account

Note: If you are a Medical Provider or Supplier, you must register for an NPI - before enrolling with Medicare.

Helpful Links

Application Status - Self Service Kiosk to view the status of an application submitted within the last 90 days.

Pay Application Fee 📮 - Pay your application fee online.

View the list of Providers and Suppliers [PDF, 94KB] who are required to pay an application fee.

E-Sign your PECOS application - Access the PECOS E-Signature website using your identifying information, email address, and unique PIN to electronically sign your application.

Provider & Supplier Resources

- CMS.gov/Providers
 Section of the CMS.gov website that is designed to provide Medicare enrollment information for providers, physicians, nonphysician practitioners, and other suppliers.

- Enrollment Tutorials
- Change of Information: Step-by-step demonstration of how to update or change information for an existing enrollment already on file with CMS.

Revalidation Notice Sent List - Check to see if you

Ordering, Certifying, or Prescribing Practitioners List

- View the Ordering, Certifying, or Prescribing

items or services to Medicare beneficiaries, or

Practitioners List to verify eligibility to order or certify

· Ordering, Certifying, or Prescribing Information [PDF,

1.64MB] - Learn about the Ordering, Certifying, or

on file with Medicare.

prescribe part D drugs.

Prescribing enrollment process.

have been sent a notice to revalidate your information

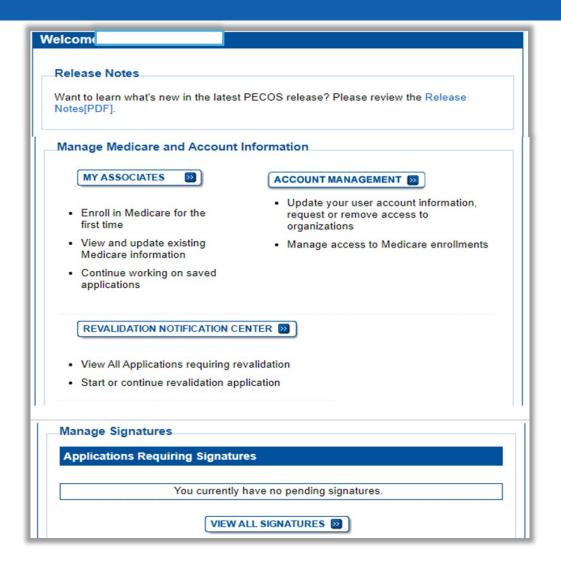
Individual Provider 🖵 or Organization/Supplier 🖵

- Revalidation: Step-by-step demonstration on how to submit your revalidation application using PECOS. Individual Provider □ or Organization/Supplier □
- Deactivated: Example of how to deactivate an existing enrollment record. Individual Provider III
- Reactivation: Step-by-step demonstration of how to re-enroll based on enrollment information that already exists in PECOS. Organization/Supplier
- Adding a Practice Location (DMEPOS Only): Demonstration of how to add a new practice location for DMEPOS supplier who is already enrolled with CMS. DME Supplier III





My Associates

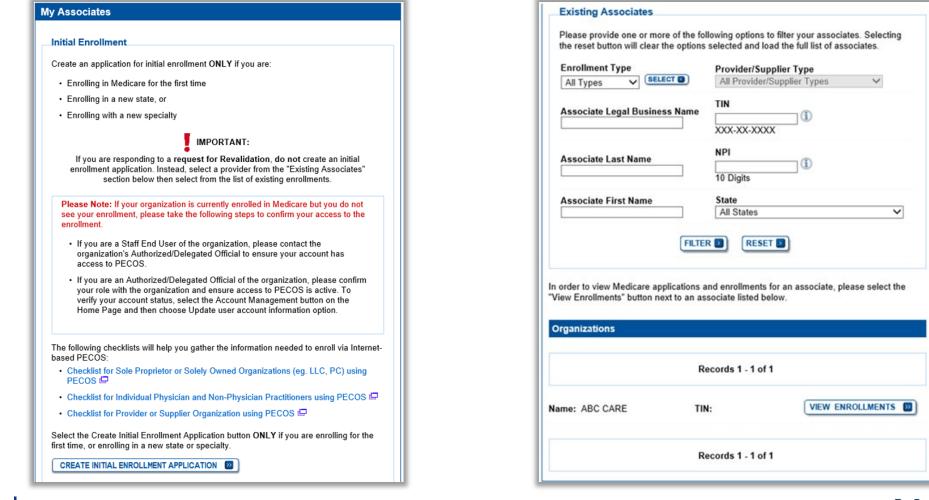






View Enrollment

aovernment





16

My Enrollments

My Enrollments

Initial Enrollment

Create an application for initial enrollment ONLY if you are:

- · Enrolling in Medicare for the first time
- · Enrolling in a new state, or
- Enrolling with a new specialty

IMPORTANT:

If you are responding to a request for Revalidation, please do not create an initial e nrollment application. Instead, select one of your current enrollment records below.

Please Note: If your organization is currently enrolled in Medicare but you do not see your enrollment, please take the following steps to confirm your access to the enrollment.

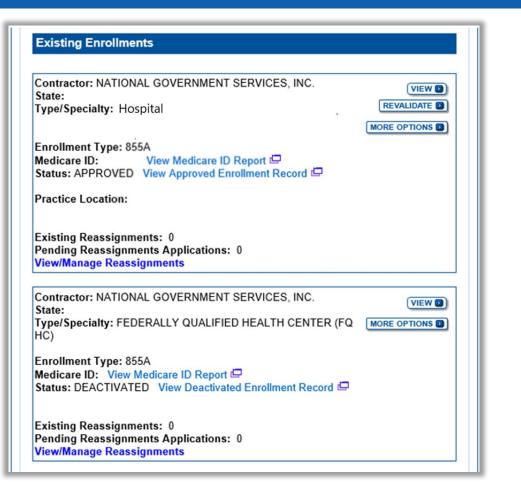
- If you are a Staff End User of the organization, please contact the organizatio n's Authorized/Delegated Official to ensure your account has access to PECO S.
- If you are an Authorized/Delegated Official of the organization, please confirm your role with the organization and ensure access to PECOS is active. To verif y your account status, select the Account Management button on the Home P age and then choose Update user account information option.

The following checklists will help you gather the information needed to enroll via Internetbased PECOS:

- Checklist for Sole Proprietor or Solely Owned Organizations (eg. LLC, PC) using PE COS III
- Checklist for Individual Physician and Non-Physician Practitioners using PECOS 4
- Checklist for Provider or Supplier Organization using PECOS

Select the Create Initial Enrollment Application button **ONLY** if you are enrolling for the first time, or enrolling in a new state or specialty.

CREATE INITIAL ENROLLMENT APPLICATION







Application Questionnaire

	(*) Red asterisk indicates a required field.
Hea	Ithcare Services Rendered
	ease select the option that best represents the healthcare service rendered for this ication.
0	Institutional Provider (e.g., Hospital, Skilled Nursing Facility, Hospice, Home Health Agency)
0	Clinics/Group Practices and Certain Other Suppliers (e.g., Ambulance Service Supplier, Clinic, Independent Diagnostic Testing Facility, Sole Owner of a Professional Association (PA), Professional Corporation (PC), or Limited Liability Corporation (LLC))
0	Durable Medicare Equipment, Prosthetics, Orthotics, and Supplies (DMEPOS)
0	Medicare Diabetes Prevention Program Supplier (MDPP)
	NEXT PAGE
CAI	ICEL

	(*) Red asterisk indicates a required field.
State/Territory Where He	althcare Services Rendered
Please select a single state/te	erritory where the applicant renders healthcare services.
* State/Territory	
Select State/Territory	\checkmark
	NEXT PAGE D





Part B

Application Questionnaire	Select Supplier Type
(*) Red asterisk indicates a required field. Primary Medicare Services Rendered Note: A separate application is required for each primary healthcare service rendered. Please select the primary Medicare Services rendered by the applicant. Part B Supplier Services Select Supplier Type Undefined Type Specification	AMBULANCE SERVICE SUPPLIER AMBULATORY SURGICAL CENTER CENTRALIZED FLU BILLER CLINIC/GROUP PRACTICE HOSPITAL DEPARTMENT(S) INDEPENDENT CLINICAL LABORATORIES (CLIA) INDEPENDENT DIAGNOSTIC TESTING FACILITY (IDTF) INTERVENTIONAL CARDIOLOGY MAMMOGRAPHY SCREENING CENTER MANAGED CARE PLAN (NON-MEDICARE + CHOICE) MASS IMMUNIZATION (ROSTER BILLER ONLY) MEDICAL FACULTY PRACTICE PLAN MEDICARE + CHOICE ORGANIZATION OPIOID TREATMENT PROGRAM (OTP) OTHER OTHER MEDICAL CARE GROUP PART B CAP DRUG VENDOR PHARMACY
PREVIOUS PAGE NEXT PAGE	PHYSICAL/OCCUPATIONAL THERAPY GROUP IN PRIVATE PRACTICE PORTABLE X-RAY SUPPLIER PUBLIC HEALTH/WELFARE AGENCY RADIATION THERAPY CENTER SLEEP LABORATORY/MEDICINE SPORTS MEDICINE VOLUNTARY HEALTH/CHARITY AGENCY

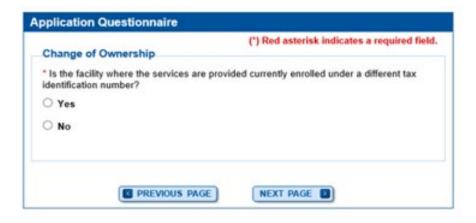
Application Questionnaire	
IHS Provider	(*) Red asterisk indicates a required field.
* Is the applicant an Indian Healt	h Service (IHS) facility?
○ Yes	
O No	
	PAGE NEXT PAGE





Part A

Steed Provider Type COMMUNITY MENTAL HEALTH CENTER COMPREHENSIVE OUTPATIENT REHABILITATION FACILITY CRITICAL ACCESS HOSPITAL END-STAGE RENAL DISEASE FACILITY (ESRD) FEDERALLY QUALIFIED HEALTH CENTER (FQHC) HISTOCOMPATIBILITY LABORATORY HOME HEALTH AGENCY HOSPICE HOSPITAL INDIAN HEALTH SERVICES FACILITY ORGAN PROCUREMENT ORGANIZATION (OPO) OTHER OUTPATIENT PHYSICAL THERAPY/OCCUPATIONAL THERAPY/SPEECH PATHOLOGY SERVICES RELIGIOUS NON-MEDICAL HEALTH CARE INSTITUTION (RNHCI) RURAL HEALTH CLINIC SKILLED NURSING FACILITY







Start Application

Medicare Part B	Enrollment		
Based on your resp	oonses, the following rea	son for application was iden	tified.
 A Medicare Pa time. 	nt B supplier is enrolli	ng in the Medicare prograr	n for the first
The application is fo	or:		
Legal Business Name	Tax Identification Number (TIN)	Supplier Type	State
ABC CARE		OPIOID TREATMENT PROGRAM (OTP)	
	your application has be	on' a Web Tracking ID will be en submitted.	
The application		ropriate Medicare fee-for-ser	rvice contractor
 The application for processing 	is submitted to the app Official representing the	ropriate Medicare fee-for-sei supplier must sign a statem	
 The application for processing An Authorized submitted inform The certification 	is submitted to the app Official representing the mation n statement, additional r		ent certifying the uired
 The application for processing An Authorized submitted inform The certification attachments mic contractor(s) The Medicare etail 	official representing the mation n statement, additional r ust be electronically sign	supplier must sign a statem equired signatures, and requ ned or mailed to the identified ter the fee-for-service contra	ent certifying the uired d fee-for-service
 for processing An Authorized submitted inform The certification attachments mic contractor(s) The Medicare end this application 	official representing the mation n statement, additional r ust be electronically sign and approves the inform	supplier must sign a statem equired signatures, and requ ned or mailed to the identified ter the fee-for-service contra	ent certifying the uired d fee-for-service ctor processes





Topic View

	Topic View	Fast Track View	Error/Warning Check 15
Pacl	llment ID:): Tracking ID:		
Re	ason for Applica	ation	

Supplier is Enrolling in Medicare for the First Time

Reports

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

Topics

1

N/A

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

Organization Information
More information about Organization
Information

Supplier Type
more information about Supplier Type

PAR Status Information

Physical Location and "Special Payments" Address https://www.information.about Physical Location and "Special Payments" Address

Vehicle Information

Geographic Location
more information about Geographic
Location

Rendering Healthcare Services at a Patient's Home
more
information about Rendering Healthcare Services at a Patient's Home

	Correspondence Address Torrespondence Address
	License and Certification Information Information about License and Certification Information
	Final Adverse Legal Actions More information about Final Adverse Legal Actions
	Organization Control Immore information about Organization Control
	Individual Control Individual Control
	Patient Records Storage Location Fraction More information about Patient Records Storage Location
	Billing Agency/Agent
1	Contact Person Smore information about Contact Person
	Electronic Funds Transfer more information about Electronic Funds Transfer
	Required and/or Supporting Documentation about Required and/or Supporting Documentation
Subn	e you have completed all the topics and no errors are present, the 'Begin nission' button will be enabled. You may review errors at any time by clicking Error Check' tab. Clicking 'Begin Submission' will initiate the Submission ess.
	NEXT PAGE





Organization Information

Organization Information
(*) Red asterisk indicates a required fie Provider Identity for Institutional Providers, Clinics, Group Practices, DMEPOS Suppliers, and MDPP Suppliers Legal Business Name: ABC CARE Tax Identification Number (TIN): Other Name
Type of Other Name Select Type Of Other Name ✓ Other(Specify)
Are you an Indian Health Service (IHS) facility? O Yes No

CANCEL





NEXT PAGE D

Organization Information

RS Proprie	tary/Non-Profit Status	
~	business is a Federal and/ -Profit" below.	/or State government provider or supplier,
dentify how	your business is register	red with the IRS
O Proprieta	ry	
O Non-Profi	it	
	PREVIOUS PAGE	NEXT PAGE

	(*) Red asterisk indicates a required field
Organization Structure for Institut Practices	ional Providers and Clinics/Group
Incorporation Date	
MM/DD/YYYY	
State Where Incorporated	
Select State	\sim
* Type of Organization Structure Select Organization Structure ✓ Other(Specify)	





Organization Information Summary

Organization Information

Information

· Organization Information was successfully added.

Topic Summary

This topic requests information about the provider's corporate information. Organization data includes information about the organization's other name, corporate structure type, and incorporation information. (more information about Organization Information)

Organization Information

ABC CARE

Type of Organization Structure: Corporation IRS Proprietary/Non-Profit Status: Non-Profit Incorporation Date: 01/01/2020 State Where Incorporated: Indian Health Facility: No

EDIT 💽

RETURN TO TOPICS

GO TO EF

GO TO ERROR CHECK 🔊







Supplier Type

	or this enrollment is listed below for your reference. No further red for this topic. 💷 (more information about Supplier Type)
Supplier Type Ir	
Supplier Type	
OPIOID TREATM	IENT PROGRAM (OTP)





PAR Status

PAR Status

Topic Summary

This topic requests information to determine if the applicant agrees to accept assignment for all covered services provided to Medicare patients.
(more information about PAR Status)

If you select "Yes" below, the following form must be completed and submitted along with your application:

CMS-460 Medicare Participating Physician or Supplier Agreement 🖾

PAR Status Information

* Does the applicant agree to accept assignment for all covered services provided to Medicare patients?

Yes

⊖ No

REVIOUS TOPIC

You have indicated that the applicant has PAR Status Information. Please click the "Next Topic" button or change the answer to the question above.

GO TO ERROR CHECK 🔯

NEXT TOPIC 🔊





Physical Location

Physical Location and "Special Payments" Address

Information

· PAR Status Information was successfully added.

Topic Summary

This topic requests information about the Physical Location and "Special Payments" Address of the applicant's practice location and/or base of operations. (Improvements) (

ADD INFORMATION

Filter Physical Location and "Special Payments" Address

Please provide one or more of the following options to filter your enrollments. Clicking on the Clear Filter button will clear the options and load the full list of enrollments.

Advanced Search

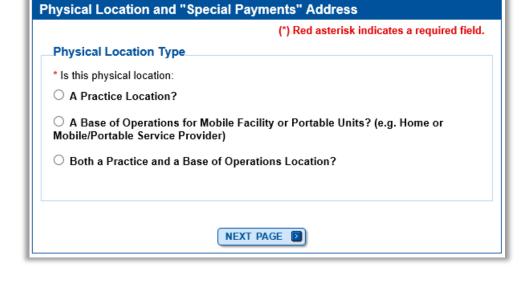
Physical Location and "Special Payments" Address Information

No Physical Location and "Special Payments" address has been listed. Please click "Add Information" above.

GO TO ERROR CHECK

NEXT TOPIC D

PREVIOUS TOPIC







Physical Location Address

nysical Lo	cation and "Special Payments" Address
	(*) Red asterisk indicates a required fi
Previously	Entered Address Information
Select an ac	ldress or enter a new address in the fields below:
Select addr	ess
APPLY	
Physical L	ocation Address
Note: The F which you ar	Physical Location address being added or modified must be in the state in e enrolling.
Location Ty	pe: Practice Location
* Effective D	Date of Information
MM/DD/YYY	Ŷ
Location N	lame
* Address L	ine 1
Address Lir	ne 2
City	
State/Tarrite	Dry: CONNECTICUT
	-
* ZIP Code -	
	F
* Telephone No Format F	
E-mail Addr	ess
	e Primary Practice Location? rimary practice location is only for Physician Compare.
CANCEL	
CANCEL	





Address Verification

Address Verification

(*) Red asterisk indicates a required field.

You must resolve the following error(s) to continue

 The provided address cannot be confirmed as a valid United States Postal Service (USPS) delivery point. Please provide a reason to continue with this address, or select Previous Page to return to the previous page.

Address Verification

The address you provided could not be confirmed as a valid United States Postal Service (USPS) delivery point.

Address Footnotes:

 The input address primary number is valid, but the secondary (apartment, suite, etc.) number is missing.

You may proceed with the address as entered after providing a reason or select Previous Page to try a different address.

Address you entered:

PREVIOUS PAGE

* Reason why an address not verified by the US Postal Service (USPS) is being used:

Maximum of 255 characters. You have 255 characters remaining.

NEXT PAGE D





Claims Information

	(*) Red asterisk indicates a required field.
aims Information	
	on, which can be found in the NPPES Validation ondence associated with this location.
edicare Identification Number (if	issued)
National Provider Identifier (NPI)	
Digits	
N Type: EIN	
x Identification Number (TIN)	
(-XXXXXXX	
s the CP-575 Legal Business Name Ilidation Letter?	e of ABC CARE the name printed on the NPPES
Yes	
No	
Effective Date of this Practice Loo	cation
M/DD/YYYY	
PREVIOUS PAG	E NEXT PAGE

Physical Location and "Special Payments" Address		
CLIA Numbers		
Please provide any CLIA numbers that apply to this physical location.		
Note: Use the Add More button to add more than one CLIA number.		
CLIA Number		
(ADD MORE ())		
PREVIOUS PAGE NEXT PAGE		
Physical Location and "Special Payments" Address		
FDA Numbers		
Please provide any FDA/Radiology (Mammography) Certification numbers that apply to this physical location.		
Note: Use the Add More button to add more than one FDA/Radiology (Mammography) Certification number.		
FDA/Radiology (Mammography) Certification Number		
ADD MORE		
PREVIOUS PAGE NEXT PAGE		





Special Payment Address

Physical Location and "Special Payments" Address		
(*) Red asterisk indicates a required field. Practice Location Type * Is this practice location a: Select Type Other Health Care Facility (Specify)		
PREVIOUS PAGE		

Physical Location and "Special Payments" Address	
(*) Red asterisk indicates a required field.	
Previously Entered Address Information	
Select an address or enter a new address in the fields below: Select address	
"Special Payments" Address (Domestic)	
Note: If you choose to enter a Special Payments Address on this page, Effective Date of Information, Country, Address Line 1, City, State, and Zip Code are required fields. If you wish to not enter a Special Payments Address at this time and enter it at a later point before you submit this application, ensure that all fields are blank or returned to their default values before saving this page.	
Country	
United States	
Payment Location Name: ABC Healthcare	
Effective Date of Information	
MM/DD/YYYY	
Address Line 1	
Address Line 2	
C:+	
State/Territory	
Select State/Territory	
ZIP Code +4	
SAVE SAVE	





Physical Location Summary

Information		Claims Infor
 Physical Location and "Special Payments" Address Information was successfully added for ABC Healthcare at 300 George St. 	Physical Location Contact Information:	
Topic Summary	Telephone Number: (999) 999-9999	Medicare Ide pending National Pro
This topic requests information about the Physical Location and "Special Payments" Address of the applicant's practice location and/or base of operations. information about Physical Location and "Special Payments" Address)	Fax Number:	Tax Identific Type: EIN
	E-mail address:	TÍN: CP-575 Indio Effective Da
Filter Physical Location and "Special Payments" Address Please provide one or more of the following options to filter your enrollments. Clicking on the Clear Filter button will clear the options and load the full list of enrollments.	EDIT	Location: 01
Advanced Search	CLIA and FDA Certification Nun	nber(s):
Records 1 - 1 of 1	(ADD)	
Physical Location and "Special Payments" Address Information		
ABC Healthcare		
Location Type: Practice Location Practice Location Type: Other Health Care Facility : OTP	R	ecords 1 - 1 of 1
Physical Location Address Special Payment Address		TO ERROR CHECK 🔊
Physical Address: Payment Address:		
Effective Date of Information: 01/01/2020 Effective Date of Information: 01/01/2020		



E



NEXT TOPIC 题

Claims Information:

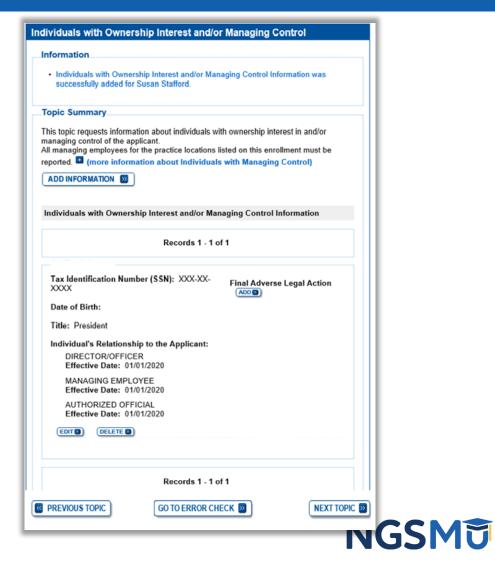
Medicare Identification Number:

National Provider Identifier (NPI): Tax Identification Number (TIN)

CP-575 Indicator?: Yes Effective Date of this Practice Location: 01/01/2020 (EDIT D) (DELETE D)

Individual Control

Individuals with Ownership Interest and/or Managing Control
Topic Summary This topic requests information about individuals with ownership interest in and/or
managing control of the applicant. All managing employees for the practice locations listed on this enrollment must be reported. (more information about Individuals with Managing Control)
Individuals with Ownership Interest and/or Managing Control Information
No Individuals with Ownership Interest and/or Managing Control have been listed. Please click "Add Information" above.
GO TO ERROR CHECK D





34

Contact Person Information

Contact Person		
Topic Summary		
The topic requests information about the person or persons that the Medicare contractor should contact if any questions exist about the application. (more information about Contact Person)		
Contact Person Information		
Address: 300 GEORGE ST		
Telephone: E-mail Address:		
EDIT DELETE D		
Image: Construction of the co		





Electronic Funds Transfer

Electronic Funds Transfer	
	(*) Red asterisk indicates a required field.
Topic Summary	
This topic requests information about the El agreement. This topic is the electronic CMS includes financial institution and account inf person for the electronic funds transfer.	ormation, and information for the contact
Electronic Funds Transfer Information	1
No EFT authorization information has be above.	en entered. Please click "Add Information"
PREVIOUS TOPIC GO TO ERR	





Required and/or Supporting Documentation

Required and/or Supporting Documentation

(*) Red asterisk indicates a required field.

Topic Summary

This topic covers information pertaining to required and/or supporting documentation you will need to furnish to your Medicare Administrative Contractor (MAC) to process your Medicare enrollment application. Based on information you provide in your enrollment application, PECOS displays a checklist of the types of required and/or supporting documentation you need to provide to your MAC.

For each document, you have the option of selecting which delivery method to use upload a digital copy or send a hard copy via U.S. Mail. PECOS provides a feature to upload digital copies of documents from your computer that you want to deliver to your MAC with the Internet-based PECOS enrollment application.

Medicare Administrative Contractor Information:

N/A

Please remember that your application could be delayed or not processed if any required and/or supporting documentation is missing from your Medicare enrollment application. If you have questions about required and/or supporting documentation, please contact your MAC.

Instructions for Completing This Topic

There are three steps to complete for this topic. Step 1 and Step 2 are required; Step 3 is required only if you are uploading digital copies of documents identified in Step1 now.

Step 1. Review the required and/or supporting documentation, optionally, identify the delivery method for each document; optionally, print the other required documentation; and save the checklist.

Step 2. Confirm that you want to upload digital copies of the required or supporting documents.

Step 3. Upload digital copies of the documents. (Step 3 might not appear depending on your response in Step 2)

you	tructions for this step: If you selected the Upload delivery method for any umentation selected in Step 1, and you want to upload them now, please select "Ye did not select the Upload delivery method for any documentation Step 1, you did no uplete Step 1, or you do not want to upload the documents now, please select "No".
	I may return to this topic at a later time - but before application submission - to uploa uments.
	o you want to upload one or more documents with your Medicare enrollment lication now?
0	Yes, I would like to upload one or more documents now.
	No, I do not want to upload any documents now. (You may upload documents r time.)
Do	cument Information





View and Print Certification Statements







Upload Documents

Step 3: Upload digital copies of the documents.

Instructions for this step: This step is required only if you selected the Upload delivery method for any documents you identified in Step 1. Complete Step 2 before Step 3.

Please select any required or supporting documents you identified in Step 1 with the Upload delivery method and upload them below as attachments to your Medicare enrollment application. Please select the document type, the document name, and click the UPLOAD button to attach each file to your Medicare enrollment application.

Documents you upload appear in the Current Uploaded Documents table.

Send hard copies of the documents you identified with the Mail delivery method in Step 1 to your MAC via U.S. Mail.

Note: Please do not upload your signed documents in this section. You will be able to upload them on the Manage Signatures page of the submission process.

Please do not upload the following documentation. Doing so might delay processing your application and could require further action:

 Form CMS-855A, Form CMS-855B, Form CMS-855I, Form CMS-855R, Form CMS-855S, or Form CMS-855O.

File Upload Constraints:

- · You may upload only PDF or TIFF formatted document files that are 10MB or less.
- · You may upload only 100 or fewer documents per application submission.
- Each uploaded file may only contain one document. Files with multiple documents are not valid.

* Document Type		* Document Name
Select Document Type	~	Browse
		UPLOAD 🔊
	GO TO ERROR CHECK 🔊	RETURN TO TOPICS 🔯

Select Document Type Document not in List Accreditations Adverse Legal Action/Conviction Attestation Letter Bank Waiver Letter Bill of Sale/Sale Agreement Business License/Certification/Registration CMS-1561 Provider Agreement Centralized Flu Biller Approval Letter Contracts for interpreting physicians who read off site Copy of the Opioid Treatment Program's Operating Certificate Delegated Official's W-2 Employment agreements for technicians Form CMS-460 IRS Determination Letter (Non-Profit) (501(c)(3)) IRS Form 8832, IRS Confirmation (Disregarded Entity) Lease/Rental Agreement Official IRS document confirming TIN and LBN Organization Diagram Passport Pay.gov receipt/Waiver Request Phone/Power Bill

Proof of Death Document Proof of Overpayment Resolution Stock Certificate/Transfer Voided Check/Account Verification

Current Uploaded Documents Document File Name Document ID Date Uploaded Actions Type Voided This is void VIEW 関 01/08/2020 Check/Account check.pdf REMOVE D Verification GO TO ERROR CHECK REVIOUS TOPIC RETURN TO TOPICS D





Error/Warning Check

Т	opic View	Fast Track View	Error/Warning Check	
Enro	llment Subn	ission		
butto			n. Please select the Begin Submi	ission
Enrollm PacID: Web Tr	ent ID: acking ID:			
Erro	rs for this Er	rollment		
No E	rrors were four	nd for this enrollment appli	ication.	
War	nings for this	s Enrollment		
No W	arnings were f	ound for this enrollment a	pplication.	





Manage Signatures

Manage Signatures	
manage orgnatures	
	(*) Red asterisk indicates a required field.
Name: ABC CARE	
Web Tracking ID:	TIN: XX-XXXXXXX
	signed documents. Please upload your certification t(s), and CMS-588 forms on this page, or after
1.7-	Enrollments page and selecting the Manage Signatures
	o mail in signature documents. Please select either
· ·	
Please select a signature meth	lod for each signer.
Name You] SSN: XXX-XX-XXXX * Signature Method for E-Sign (Sign Now) Upload	Role: AUTHORIZED OFFICIAL Document: ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION AGREEMENT Role: AUTHORIZED OFFICIAL Document: AUTHORIZED OFFICIAL CERTIFICATION STATEMENT FOR CLINICS AND GROUP PRACTICES
√ Sign Now	
	AGE NEXT PAGE





Manage Signatures

Manage Signatures	
(*) Red asterisk indicates a required field. Name: ABC CARE Web Tracking ID: T TIN: XX-XXXXXXXX	Role: AUTHORIZED OFFICIAL Name You] Document: ELECTRONIC FUNDS SSN: XXX-XXXXXXXX TRANSFER (EFT) AUTHORIZATION AGREEMENT AGREEMENT
PECOS now allows users to upload signed documents. Please upload your certification statement(s),authorization statement(s), and CMS-588 forms on this page, or after submission, by navigating to the My Enrollments page and selecting the Manage Signatures option.	© E-Sign (Sign Now) © Upload Upload Bocument: AUTHORIZED OFFICIAL CERTIFICATION STATEMENT FOR CLINICS AND GROUP PRACTICES
Note: Users will no longer be able to mail in signature documents. Please select either Electronic or Upload. Any Authorized or Delegated Officials with an ITIN will not be able to submit electronic signatures. Authorized or Delegated Officials with an ITIN entered on this application must now upload their signature documents. Please select a signature method for each signer: Name: SSN: XXX-XX-XXXX SSN: XXX-XX-XXXX Role: AUTHORIZED OFFICIAL Document: ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION L AGREEMENT Electronic Role: AUTHORIZED OFFICIAL Document: AUTHORIZED OFFICIAL CERTIFICATION STATEMENT FOR CLINICS AND GROUP PRACTICES * Email Address * Email Address	Note: You may upload a signature document now, prior to application submission, or after the submission of this application. To upload a signature document after submission, or to change the signature method, navigate to the My Enrollments page, find this application, and select the Manage Signatures option. The following documents can be used to upload a signature: Signature page from the corresponding Medicare provider/supplier enrollment application form available on the CMS website. Signature page from the Required/Supporting Documentation topic, or from the My Enrollments Page select this application then select View > View Printable Certification To upload a signature document now, browse for the file then select the Upload button. Document: ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION AGREEMENT
Confirm Email Address	Browse UPLOAD Document: AUTHORIZED OFFICIAL CERTIFICATION STATEMENT FOR CLINICS AND GROUP PRACTICES DEBROWSE UPLOAD DEBROWSE DEBROWSE UPLOAD DEBROWSE UPLOAD DEBROWSE DEBROW





Complete Submission

ubmission Page			
(*) Red asterisk indicates a required field.	Required and Supporting	Documents	
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.	The following Required and St uploaded as part of your subm read the notes below. Do not upload to your subm	išsion. Šome documents may mission:	not be uploaded. Please
Note: It is recommended that the applicant select the Medicare Contractor of the Chain Home Office.	 A copy of the Medicare pr CMS-855 form). 	ovider/supplier enrollment app	lication form (such as a
* Fee-For-Service Contractor			
Select Medicare Contractor APPLY NATIONAL GOVERNMENT SERVICES, INC.	Required and/or Supporting	Documents:	
Application Fee Payment Information	Note: Expand for document	t details.	
Institutional Providers who are submitting applications for the following reasons are required to pay the Provider Enrollment Medicare Application Fee:	If you wish to upload a docum submitting this application, ple	ase select the Cancel button a	
Reactivations, unless the deactivation was a result of non-submission of claims for	and/or Supporting Documenta	tion topic.	
four consecutive quarters	Documentation Requiring		
Providers who are enrolled in Medicare but have not yet established a record in PECOS may be required to submit an Initial Enrollment application to establish a record in PECOS. If the reason for the application submittal is to change the	Signatures: MUST E-SIGN or UPLOAD	View and Print Documentation	Comments
information on the existing Medicare enrollment, and is not for the purpose of adding a practice location, then the provider is not required to pay the application fee.	Authorized Official Certification Statement for	View and Print [PDF]	
Year:2024 Amount: \$709	Clinics and Group Practices [PDF]		
	Note : Please do not mail		
* Would you like to pay the application fee now?	a signed Certification Statement, Signature		
O Yes O No	documents must be either		
I have already submitted payment for this application	e-signed or uploaded.		
Click the Refresh button to view the latest Payment Information.	Form CMS-588,	View and Print [PDF]	
REFRESH	Electronic Funds Transfer (EFT) Authorization Agreement		
Reason(s) for submission:	Note : Please do not mail		
 A Medicare Part B supplier is enrolling in the Medicare program for the first time to bill for Part B services. 	a signed Certification Statement. Signature documents must be either e-signed or uploaded.		
Reports			
Select the hyperlink to view the Application being submitted: View Application being submitted 💭	PREVIOUS P	COMPLETE SUBM	SSION 2





Submission Confirmation

IMPORTANT!

Your enrollment application with any uploaded documentation has been submitted to your fee-for-service contractor.

Required and/or supporting documentation not e-signed or uploaded must be mailed in to the fee-for-service contractor.

You indicated the following documentation will be provided by mail/paper:

 Form CMS-460, Medicare Participating Physician or Supplier Agreement

 Copy of IRS Form CP 575 or other official IRS communication confirming Tax Identification Number and Legal Business Name

Your application may be delayed or not processed if any required/supporting documentation is missing.

OK

Submission Confirmation - Print Your Receipt Submission Complete You have successfully submitted your application! Remember to: Make sure all required and supporting documents that require a signature are signed. · Mail all required and supporting documents that has not been uploaded to your Medicare Contractor within 15 days of submitting the electronic part of your application. Your application is not complete until the Medicare Contractor(s) receives the signed required documentation of your application in the mail. · Any required and/or supporting documentation not uploaded must be mailed in to the fee-for-service contractor. · Your application may be delayed or not processed if any required/supporting documentation is missing. If you are submitting an application with Electronic Funds Transfer (EFT) Information, please include confirmation of account information on bank letterhead or a voided check. · Print this page for your records. Note: You can print and/or save copies of the application and required documents for your records by visiting the "My Enrollments" page. · You will receive e-mails about your application status. Make sure to add "customerservice-donotreply@cms.hhs.gov" to your safe sender list. You have successfully submitted your application!

100%

My Application Progress





Enrollment Records

		_	
Evict	inci.	Encol	monte
			Iments

Contractor: NATIONAL GOVERNMENT SERVICES, INC. State: ILLINOIS Type/Specialty:

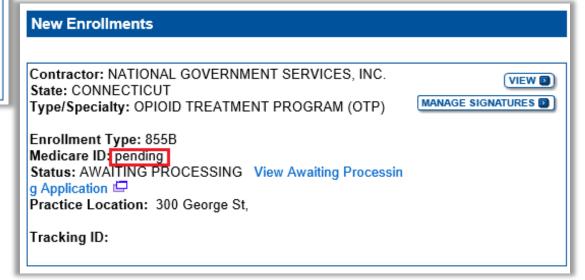


MORE OPTIONS

Enrollment Type: 855A Medicare ID: View Medicare ID Report 🖵 Status: APPROVED View Approved Enrollment Record 🖵

Practice Location: 701 W NORTH AVE,

Existing Reassignments: 0 Pending Reassignments Applications: 0 View/Manage Reassignments







Supporting Documents

Supporting Documents

- <u>SAMHSA</u> certification and/or copy of renewal letter
- State Operation License
- Drug Enforcement Administration License
- <u>CMS-1561 Provider Agreement</u>
- IRS CP575 or CP147c
 - Tax Identification for Legal Business Name
- Nonprofit IRS determination letter





Supporting Documents

- Voided check or bank confirmation letter
- Organizational flow chart (Managing Control)
- Final adverse legal action documentation and solution
- Attestation for government entities and tribal organizations





Application Fee

- Application Fee receipt
 - 2025 application fee = **\$730**
 - <u>Pay fee online</u> via credit card, debit card or check
 - No hardcopy checks can be accepted by NGS
 - Submit receipt of payment with application
 - Enables contractor to quickly verify payment was made





Process after Submission

Process After Submission

- Contact person on application will receive by email
 - Acknowledgement Notice
 - Add to safe sender list
 - customerservice-donotreply@cms.hhs.gov
 - NGS-PE-Communications@elevancehealth.com
 - Development requests for additional information
 - Respond within 30 days
 - Log into PECOS to make necessary corrections or upload the required documents, view and manage signatures
 - Response letter
 - Rejection letter for incomplete/no response to development request
 - Approval





Check Application Status

Check Application Status Tool

 Go to <u>our website</u> > Resources > Tools & Calculators > <u>Check</u> <u>Provider Enrollment Application Status</u>

Resources > Tools & Calculators

CHECK PROVIDER ENROLLMENT APPLICATION STATUS

This inquiry tool can be used to check on the status of your CMS-855 enrollment application.

How to Search

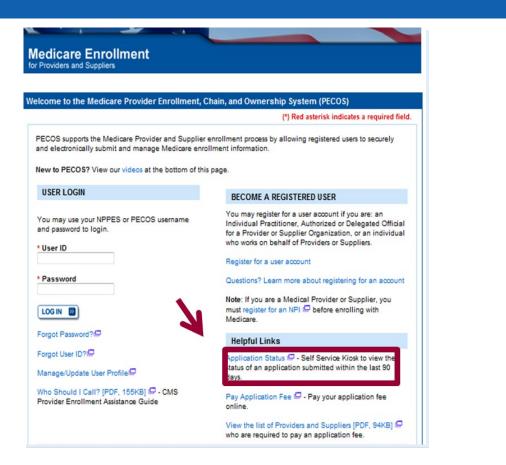
To perform a search please enter into a field below either a valid case number/web tracker ID (Option 1) or a valid National Provider Identifier (NPI) and last five digits of the Tax Identification Number (TIN) combination (Option 2).

Option 1		Option 2
Case Number / Web Tracker Id		NPI
		TIN (last five digits)
	Submit	Clear





PECOS Application Status



Provider & Supplier Resources

- CMS.gov/Providers Section of the CMS.gov website that is designed to provide Medicare enrollment information for providers, physicians, non-physician practitioners, and other suppliers.
- Enrollment Checklists Review checklists of information needed to complete an application for various provider and supplier types.
- Medicare Learning Network® (MLN) Helpful articles and tutorials about changes in Medicare enrollment.
- Revalidation Notice Sent List 🖵 Check to see if you have been sent a notice to revalidate your information on file with Medicare.
- Ordering & Referring List 🖵 View the Ordering & Referring List to verify eligibility to order or refer Medicare services for beneficiaries.
- Ordering and Referring Information [PDF, 1.64MB] - Learn about the Ordering & Referring enrollment process.

Enrollment Tutorials

- Initial Enrollment: Step-by-step demonstration of an initial enrollment application in PECOS. Individual Provider 🖨 or Organization/Supplier 🖨
- Change of Information: Step-by-step demonstration of how to update or change information for an existing enrollment already on file with CMS. Individual Provider 🖵 or Organization/Supplier 🖵
- Revalidation: Step-by-step demonstration on how to submit your revalidation application using PECOS. Individual Provider 🖾 or Organization/Supplier 🖾
- Deactivated: Example of how to deactivate an existing enrollment record. Individual Provider 🖵
- Reactivation: Step-by-step demonstration of how to re-enroll based on enrollment information that already exists in PECOS. Organization/Supplier 🖨
- Adding a Practice Location (DMEPOS Only): Demonstration of how to add a new practice location for DMEPOS supplier who is already enrolled with CMS. DME Supplier 🖨





Contact Information

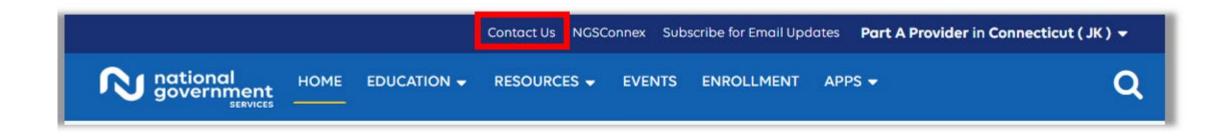
Contact Information

For Assistance With	Contact	Contact Information
 Changing an NPPES password Establishing a new user ID and password for NPPES Questions related to the NPI application 	NPI Enumerator	Phone: 800-465-3203 TTY: 800-692-2326 Email: <u>customerservice@npienumerator.com</u>
 Errors encountered while accessing or entering information in PECOS Forgotten PECOS user IDs and passwords 	EUS Help Desk	Phone: 866-484-8049 TTY: 866-523-4759 Email: <u>EUSSupport@cgi.com</u> Live Chat: <u>https://eus.custhelp.com/</u>





NGS Website



Mailing Addresses

For ADRs, claims, EDI, FOIA, medical policy, enrollment, or other inquiries. **Provider Enrollment**





Resources

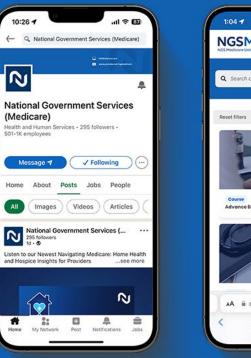
<u>CMS Opioid Treatment Programs</u>

CMS .gov	Centers for Medicare & Medicaid Services About CMS Newsroom Data & Research		
Medicare 🗸	Medicaid/CHIP V Marketplace & Private Insurance V Priorities V Training & Education V		
希 🕨 Medicare 🕨 Paymen	t > Opioid Treatment Programs (OTP)		
	Overview Enrollment Billing/Payment Medicaid Medicare Advantage Plans		
Opioid Treatment Programs (OTP)	New for CY 2024: The <u>CY 2024 Physician Fee Schedule</u> final rule:		
Enrollment	• Extends the flexibility through the end of CY 2024 to provide periodic assessments via audio-only when video isn't available, when authorized by SAMHSA and DEA		
Billing & Payment	The CY 2024 Hospital Outpatient Prospective Payment System and Ambulatory Surgical Center Payment System final rule:		
Medicaid	Establishes a weekly payment adjustment for an Intensive Outpatient Program (IOP) provided by an		
Medicare Advantage	plans OTP for opioid use disorder treatment; the IOP service: • Must be medically reasonable and necessary		
	• Can't be duplicative of any service paid for under any bundled payments billed for an episode of care in a given week		











Connect with us on social media



YouTube Channel Educational Videos

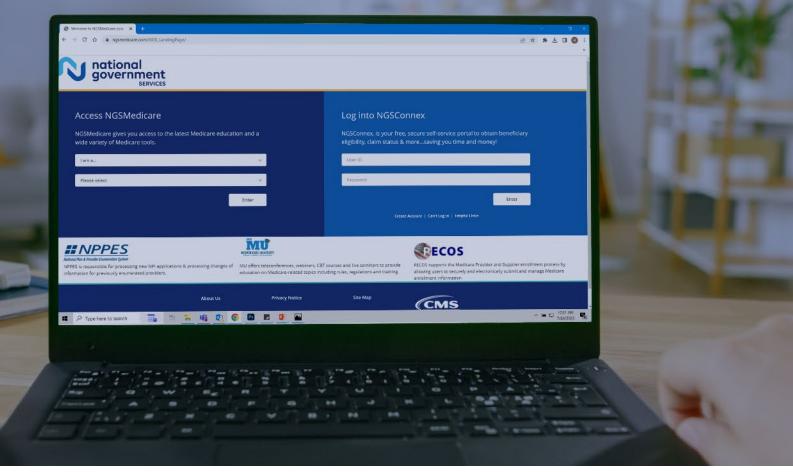








Find us online





www.NGSMedicare.com Online resources, event calendar,

LCD/NCD, and tools



IVR System

The interactive voice response system (IVR) is available 24-hours a day, seven days a week to answer general inquiries



NGSConnex Web portal for claim information



Sign up for Email Updates

Subscribe for Email updates at the top of any NGSMedicare.com webpage to stay informed of news





Questions?

Thank you!