Training Session Handouts

Medicare PECOS Enrollment: Speed CMS Forms 8551 and 855R Approval and Payments

Presented by: **Gretchin Heckenlively, CPA, FHFMA**



[DISCLAIMER]

© Training Leader. This 2021 Webinar Handout is published by Healthcare Training Leader, a division of Must Have Info, Inc. Reproduction or further distribution by any means, beyond the paid customer, is strictly forbidden without written consent of Training Leader, including photocopying and digital, electronic, and/or Web distribution, dissemination, storage, or retrieval.

This webinar is an independent product of Healthcare Training Leader. It is not endorsed by nor has it any official connection with any other organization, insurance carrier, vendor, or company. Reasonable attempts have been made to provide accuracy in the content. However, of necessity, examples cited and advice given in a national periodical such as this must be general in nature and may not apply to any particular case. The publisher, editors, board members, contributors, nor consultants warrant or guarantee that the information contained herein on coding or compliance will be applicable or appropriate in any particular situation.

(c) 2021 Must Have Info, Inc. All Rights Reserved. Healthcare Training Leader®, 2277 Trade Center Way, Suite 101, Naples, FL 34109, Phone: 800-767-1181 • Fax: 800-767-9706 • E-mail: info@trainingleader.com •

Website: www.hctrainingleader.com





Enrolling Practitioners in PECOS and Reassigning to Your Clinic/Group Practice

Training Leader

Objectives

- Review the CMS forms available for enrollment of practitioners
- Practitioners eligible to be enrolled in Medicare
- Determining effective dates of billing privileges
- MAC processing timeframes
- Checklist of items for adding a new practitioner to a clinic/group practice
- Demonstrate completion of practitioner enrollment and reassignment in PECOS (surrogacy access will need to be completed through PECOS Identity & Access in advance)

SEIM JOHNSON

(© Seim Johnson, LLP

3

The Forms

- Reminders before beginning a Medicare enrollment for a practitioner.
 - The Medicare applicant must have applied for and received a National Provider Identifier (NPI) prior to enrolling in the Medicare program.
 - A practitioner cannot be added to a group unless the group is established in the Provider Enrollment Chain & Ownership System (PECOS) or is in the process of being established.

SEIM JOHNSON
SOLUTIONS WITH VISION

(© Seim Johnson, LLP

4

The Forms

- CMS-855I (12/18)
 - For physicians and non-physician practitioners who plan to bill Medicare for Part B medical services or would like to report a change to their existing Part B enrollment data. This includes a physician or practitioner who: (1) is the sole owner of a professional corporation, professional association, or limited liability company, and (2) will bill Medicare through this business entity.
- CMS-855R (01/20)
 - For physicians and non-physician practitioners who are reassigning their rights to bill the Medicare program and receive payments to a Medicare enrolled organization or to terminate an existing reassignment of benefits. The individual must be enrolled in the Medicare program as an individual prior to reassigning his or her benefits.

SEIM JOHNSON

(© Seim Johnson, LLP

5

5

The Forms

- CMS-8550 (01/17)
 - For registration of eligible ordering and referring physicians and non-physician practitioners who are required by §6405 of the Affordable Care Act (ACA) to register in the Medicare program for the sole purpose of ordering or referring items or services for Medicare beneficiaries.
- In lieu of completing the aforementioned paper version of these forms, providers and suppliers can electronically apply for Medicare enrollment and make changes to its existing Medicare enrollment via Internet-Based PECOS.
- In order to use Internet-Based PECOS, you must be properly registered with the PECOS Identity & Access system.

SEIM JOHNSON
SOLUTIONS WITH VISION

(© Seim Johnson, LLF

6

Who is Eligible to be Enrolled in Medicare

- Physicians
- · Non-physician practitioners
 - Anesthesiology Assistants (AAs)
 - Audiologists
 - Certified Nurse-Midwives (CNMs)
 - Certified Registered Nurse Anesthetists (CRNAs)
 - Clinical Nurse Specialists (CNSs)
 - Clinical Psychologists (CPs)
 - Clinical Social Workers (CSWs)

- Nurse Practitioners (NPs)
- Occupational and Physical Therapists in Private Practice (OTs and PTs)
- Physician Assistants (PAs)
- Psychologists Practicing Independently
- Registered Dietitians (RDs)
- Speech Language
 Pathologists in Private
 Practice (SLPs)

SEIM JOHNSON
SOLUTIONS WITH VISION

(© Seim Johnson, LLP

7

7

Effective Date of Billing Privileges

- The effective date of Medicare enrollment for individual physicians and NPPs (specifically AAs, CNMs, CRNAs, CNSs, CSWs, NPs, PAs, CPs, PTs, OTs and Dieticians or nutrition professionals) is based on the date the 855I and/or 855R is <u>received</u> by the Medicare contractor that is subsequently approved.
- Medicare contractors are permitted to accept all 855Is, 855Rs up to 60 days prior to the effective date listed on the applications.

SEIM JOHNSON
SOLUTIONS WITH VISION

(© Seim Johnson, LLP

8

Effective Date of Billing Privileges

- Individual physicians and certain NPPs (AAs, CNMs, CRNAs, CNSs, CSWs, NPs, PAs, CPs, PTs, OTs and Dieticians or nutrition professionals) <u>may</u> retrospectively bill for services when these organizations and practitioners have met all program requirements, including State licensure requirements, and services were provided at the enrolled <u>practice location</u> for up to:
 - 30 days prior to their effective date if circumstances precluded enrollment in advance of providing services to Medicare beneficiaries, or
 - 90 days prior to their effective date if a Presidentially-declared disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121–5206, precluded enrollment in advance of providing services to Medicare beneficiaries.

SEIM JOHNSON
SOLUTIONS WITH VISION

(© Seim Johnson, LLP

9

9

Effective Date of Billing Privileges

- The following individual NPPs are <u>not impacted</u> by this effective date policy and can still receive retroactive billing privileges beyond 30 days prior to the filing of the applicable 855 form(s).
 - Audiologists
 - Psychologists billing independently
 - Speech-language pathologists in private practice

SEIM JOHNSON
SOLUTIONS WITH VISION

(© Seim Johnson, LLP

10

Processing Timeframes

- Paper applications without a site visit
 - MACs shall process 80% all Forms CMS-855 within 60 calendar days of receipt, 90% within 120 calendar days of receipt and 95% within 180 days of receipt.
 - Effective Feb 1, 2021, MACs shall process 95% of all Forms CMS-855 within 30 calendar days of receipt and 100% within 65 calendar days of receipt.
- Web-based applications without a site visit -
 - MACs shall process 80% of all Forms CMS-855 within 45 calendar days of receipt, 90% within 60 calendar days of receipt and 95% within 90 calendar days of receipt.
 - Effective Feb 1, 2021, MACs shall process 95% of all Forms CMS-855 within 15 calendar days of receipt and 100% within 50 calendar days of receipt.
- Bottom line: CMS is providing you with an incentive to switch from paper applications to web-based applications which should also result in more accurate PECOS records.
- If a development request is received requesting additional information or a correction to be made, this will need to be received by the MAC within 30 days of the development letter/email or the application may be rejected.

SEIM JOHNSON
SOLUTIONS WITH VISION

(© Seim Johnson, LLP

11

11

Adding a New Practitioner to a Clinic/Group Practice

- Your CEO/Clinic Administrator just informed you there is a new practitioner joining your existing clinic/group practice effective November 1, 2020. From a <u>Medicare enrollment perspective</u> <u>only</u>, what do you need to do to be able to bill for his/her professional services?
 - Initially, gather the practitioner's legal name as on file with the Social Security Administration, Social Security Number, the exact locations (i.e. clinics, hospitals, nursing homes, etc.) where services will be provided, and determine if the practitioner has an NPI or if updates need to be made.
 - For non-physician practitioners, ask what type of services they will be performing. Determine based on the practitioner's qualifications if they are eligible to be enrolled in the Medicare program and can bill for the services based on where they will be provided (MPIM, Chapter 10, §10.2.3).
 - For physicians, inquire if they are currently a resident or fellow, and if so, are the services they will be performing at any of the clinic's practice locations are part of their requirements for graduation for which the teaching hospital will incur all or substantially all of the costs of training.

SEIM JOHNSON
SOLUTIONS WITH VISION

(© Seim Johnson, LLP

12

Adding a New Practitioner to a Clinic/Group Practice

- Review State licensure information to determine if the practitioner has a current license or if a license application has been submitted (a practitioner cannot render professional services until a license is issued for the State where services will be performed, which may impact the effective date desired).
- Decide if enrollments will be completed on paper or electronically in web-based PECOS. If completed in web-based PECOS, surrogacy/permissions may need to be obtained prior to completion.
- Determine if the practitioner already has a current Medicare enrollment on file in the State(s) where they will be performing services for your clinic/group practice. Consider using the Medicare revalidation lookup tool as a resource if not completing in web-based PECOS.

https://data.cms.gov/revalidation

If not, you will need to complete both the Form(s) CMS-855I to establish the
practitioner in the State(s) where they physically will be performing services and
Form(s) CMS-855R for any reassignment(s) to your clinic/group practice. Take into
consideration multiple States and multiple group PTANs, if applicable. (Exception
for Physician Assistants who only complete the Form CMS-855I).

SEIM JOHNSON
SOLUTIONS WITH VISION

(© Seim Johnson, LLP

13

13

Adding a New Practitioner to a Clinic/Group Practice

- If one or more Form(s) CMS-855I must be completed to establish the practitioner in the State(s) where services will be provided, the following additional information should be gathered, if applicable.
 - Copy of the practitioner's medical degree; federal DEA certificate; State license and/or verification (for the State(s) in which the Form CMS-855I is being established); board certification certificate and/or verification; whether or not they will be accepting new Medicare patients; correspondence & medical records address and phone number; address of the facility the practitioner is a resident or fellow at and anticipated graduation date, if applicable; and any final adverse legal history.
 - For physicians, one primary specialty any secondary specialties to report.
 Please note physicians have the ability to self-designate their specialties.
 The specialties selected are to be reflective of how they practice and do not need to match their board certification(s)/eligibility.
 - Additional considerations for clinical psychologists, psychologists billing independently, PTs & OTs in private practice and NPs and CNSs.

SEIM JOHNSON
SOLUTIONS WITH VISION

(© Seim Johnson, LLP

14

Adding a New Practitioner to a Clinic/Group Practice

- For physician assistants to establish employment arrangements (855I, §2.I.) and for all other practitioners to reassign their rights to bill (855I, §4.F. & 855R), the following information will be required.
 - · Employer's legal name as on file with the IRS
 - · Employer's federal tax identification number
 - Group PTAN(s)
 - Group NPI(s)
 - Authorized or Delegated Official on file for the clinic/group practice for signature purposes (855R only)

SEIM JOHNSON

SOLUTIONS WITH VISION

(© Seim Johnson, LLP

15

15

Adding a New Practitioner to a Clinic/Group Practice

- If a Form(s) CMS-855I does NOT need to be completed because the new practitioner is already established in the State(s) in which services will be performed, then you only need to complete the following to associate the practitioner with your clinic/group practice:
 - Form CMS-855I for physician assistants as a change of information to establish an employment arrangement.
 - Form CMS-855R for all other eligible practitioners to establish a reassignment.
 - Need to consider if there are multiple PTANs and/or if a Form CMS-855I should also be completed as a change of information to update the practitioner's correspondence address on file
- Based on the location(s) where services will be performed, consider if any updates will need to be made to the Form CMS-855B or if a new Form CMS-855B will need to be completed.
- Understand the timeframes for submission to ensure effective date requested.

SEIM JOHNSON SOLUTIONS WITH VISION

(© Seim Johnson, LLP

16

Completing Initial Practitioner Enrollments in PECOS

Reminders

- If completing a practitioner enrollment in PECOS, need to have requested and been approved for surrogacy access through the PECOS Identity & Access (I&A) system.
 - Additional time may be needed to set up the proper permissions for PECOS access.
 - Separate webinar presentation called "Understanding PECOS Enrollment Requirements to Master CMS Surrogacy" at https://trainingleader.com
- A group enrollment record must be established or be in the process of being established to reassign a practitioner.
- There is more than one way to complete a practitioner enrollment in PECOS. The following slides demonstrate one way the enrollment of a brand new practitioner to the Medicare program or practitioner establishing an enrollment in a new State can be completed.
- The most common situation is the enrollment of a practitioner who will reassign all of his/her rights to a group. The following slides do not address sole proprietors, sole owners or any other enrollment scenarios.

SEIM JOHNSON

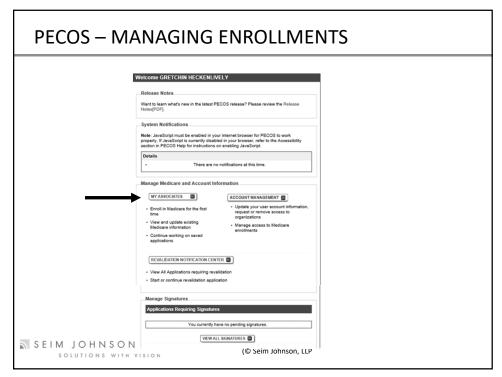
SOLUTIONS WITH VISION

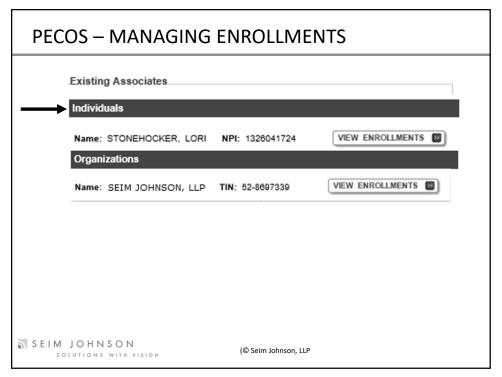
(© Seim Johnson, LLP

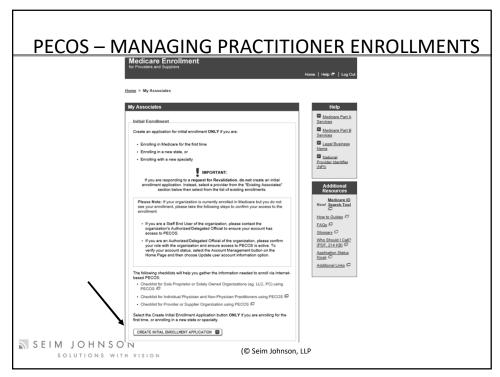
17

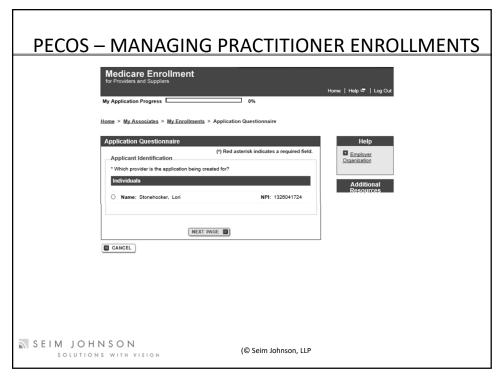
17

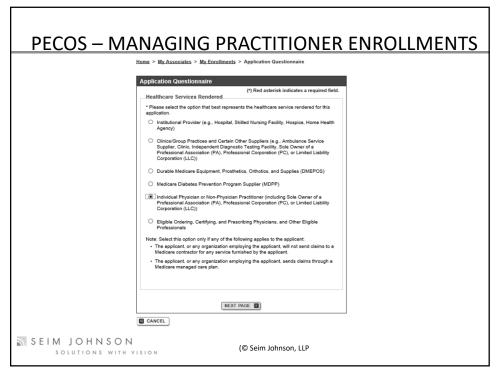
PECOS – MANAGING ENROLLMENTS Welcome to the Medicare Provider Enrollment, Chain, and Ownership System (PECOS) (*) Red asterisk indicates a required field. PECOS supports the Medicare Provider and Supplier enrollment process by allowing registered users to securely and electronically submit and manage Medicare enrollment information. New to PECOS? View our videos at the bottom of this page. HSER LOGIN 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. Please use your I&A (Identity & Access Management System) user ID and password to log in. * User ID Register for a user account * Password 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. LOG IN Helpful Links Forgot Password? Application Status 🖾 - Self Service Kiosk to view the status of an application submitted within the last 90 days Forgot User ID?□ Pay Application Fee 🖾 - Pay your application fee online. Who Should I Call? [PDF, 155KB] ☐ - CMS Provider View the list of Providers and Suppliers [PDF. 94KB] Enrollment Assistance Guide SEIM JOHNSON (© Seim Johnson, LLP SOLUTIONS WITH VISION

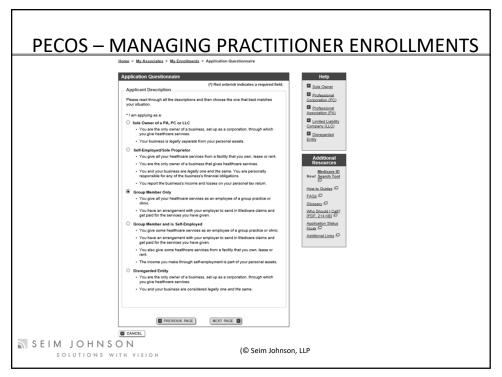


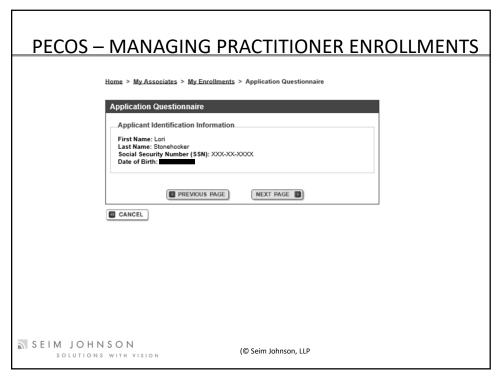


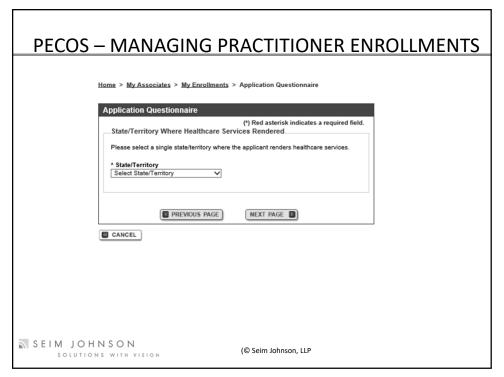


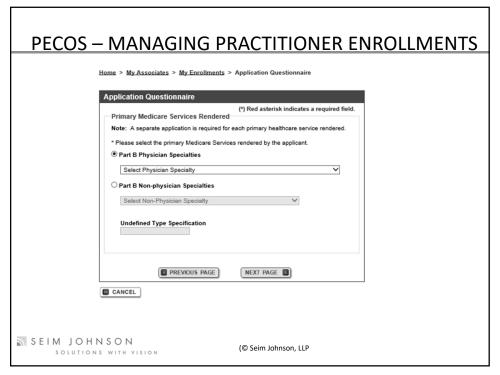


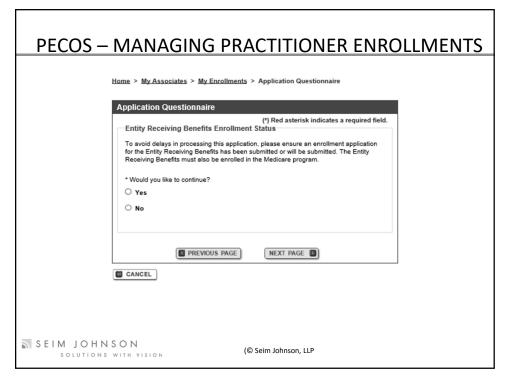


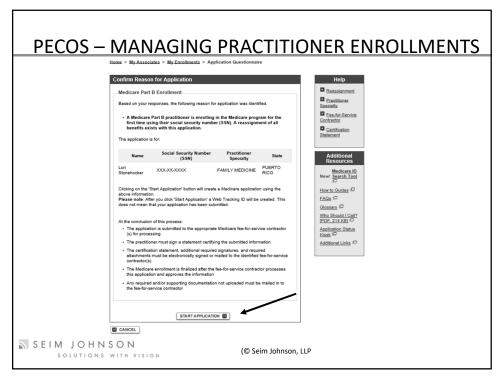


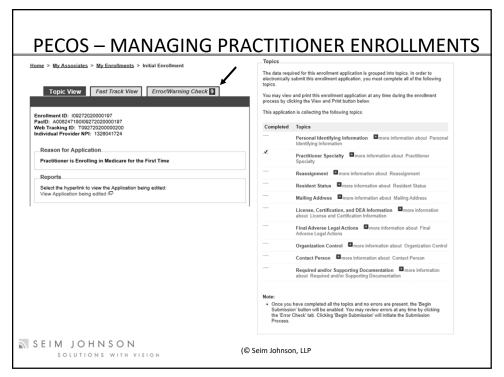


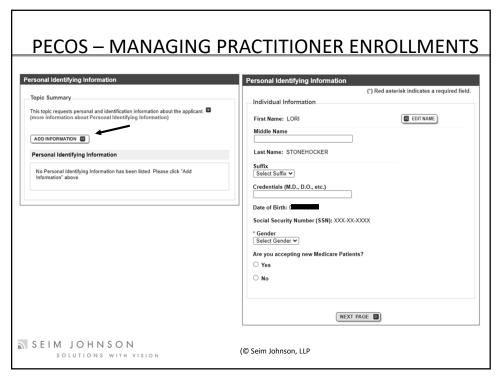


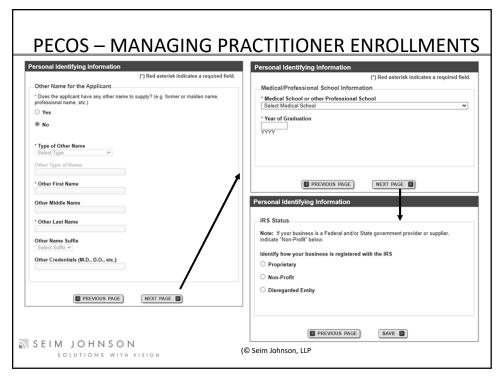


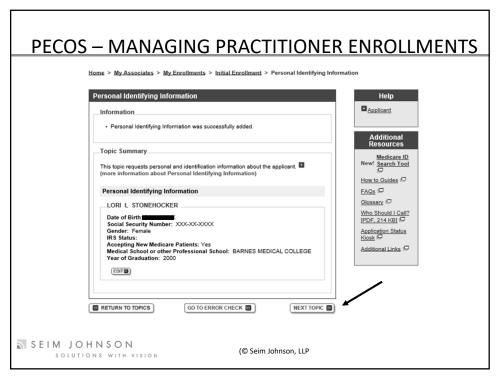




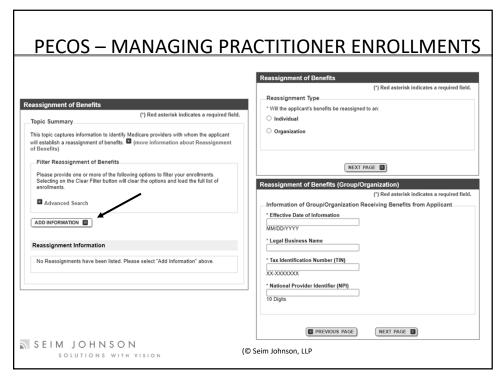


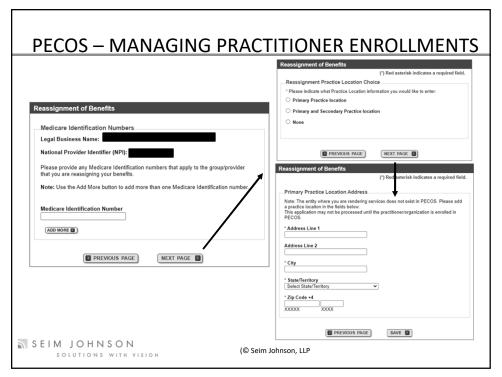


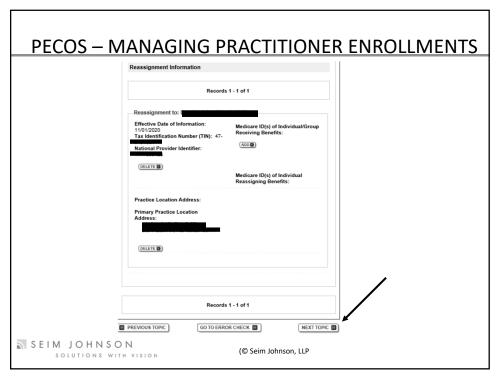


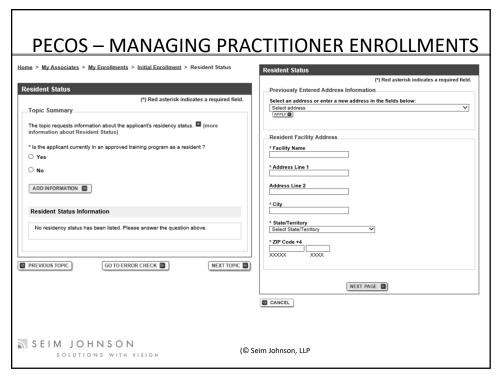


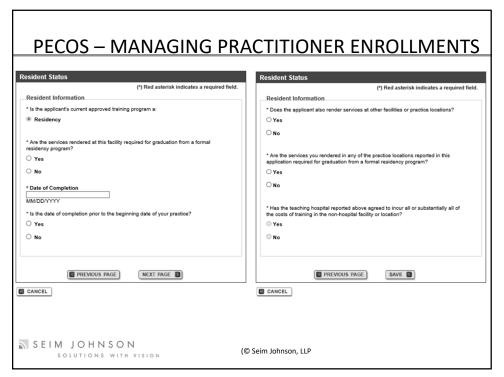
PECOS – MANAGING PRACTITIONER ENROLLMENTS
Practitioner Specialty Topic Summary The practitioner specialty for this enrollment is listed below for your reference. This topic allows you to identify any secondary specialties for the practitioner. (more information about Practitioner Specialty) Practitioner Specialty Information Practitioner Specialties Practitioner Specialty Information Practitioner Specialties Pract
SEIM JOHNSON SOLUTIONS WITH VISION (© Seim Johnson, LLP

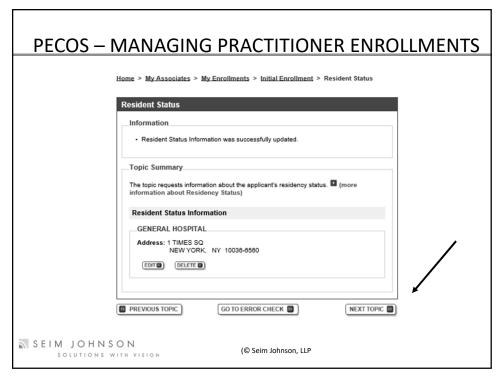


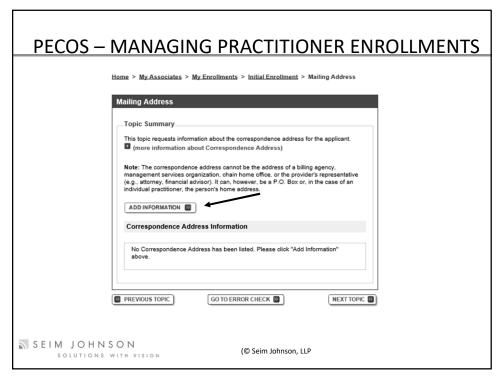




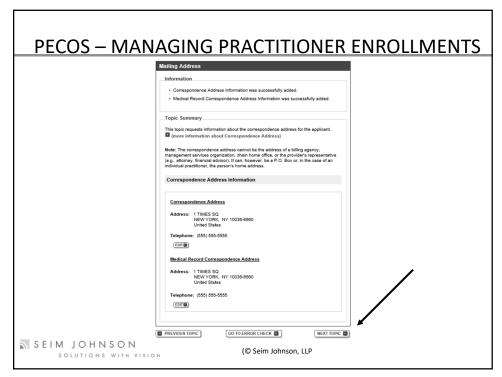


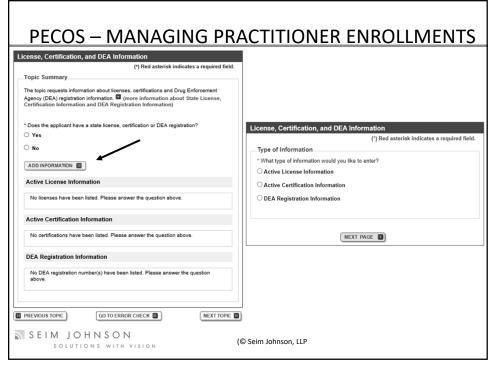


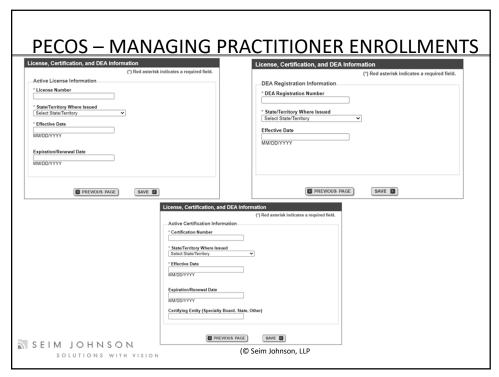


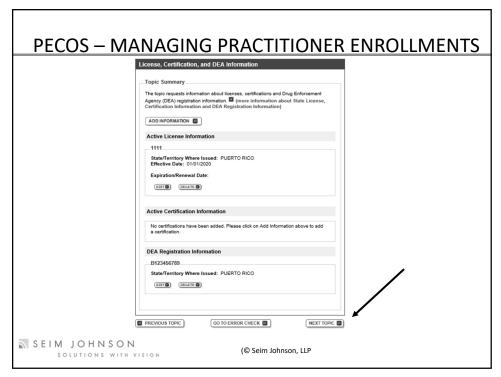


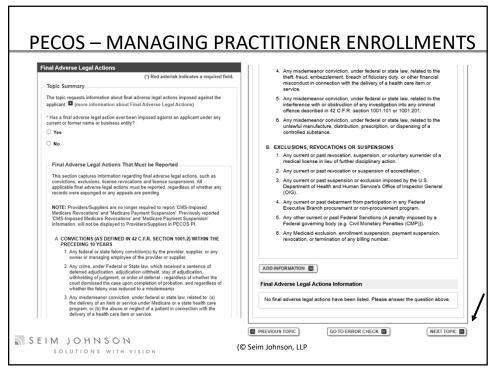
Mailing Address	Medical Record Correspondence Address
Previously Entered Address Information Saleta andress or enter a new address in the fields below: Solicit address Victorial Output Description Output D	(*) Red asterisk indicates a required field. *Is the applicant's Medical Record Correspondence Address same as the Correspondence Address? O Yes O No
Correspondence Address (Domestic)	
Note: The correspondence address cannot be the address of a billing agency, management services organization, chain home office, or the provider's representative (e.g., attorney, francial advisor). I can, however, be a P.O. Box or, in the case of an individual practitioner, the person's home address.	Medical Record Correspondence Address (Domestic). Note: The Medical record correspondence address cannot be the address of a billing agency, management services organization, chain home office, or the provision's representative (e.g., astomay, financial advisor). It can, however, be a P.O. Box or, in the case of an individual prostitioner, the persons home address.
* Country United States * GREECT *	Select an address or enter a new address in the fields below: Select address V
* Address Line 1	* Country
Address Line 2	United States V SELECT SELE
* City	*Address Line 1
	Address Line 2
* State/Territory Select State/Territory	* City
*ZIP Code +4	* State/Territory
XXXXX XXXX	Select State/Territory * ZIP Code +4
* Telephone x Extension	xxxxx xxxx
10 digits without special characters included	* Telephone x Extension
Fax [10 digits without special characters included	10 digits without special characters included Fax
E-mail Address	10 digits without special characters included
	E-mail Address
NEXT PAGE	

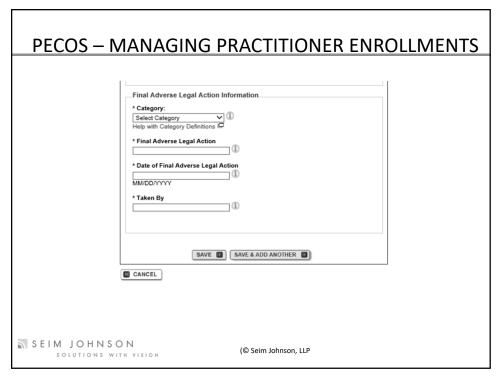


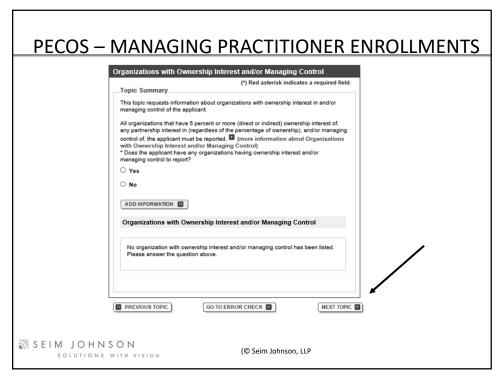


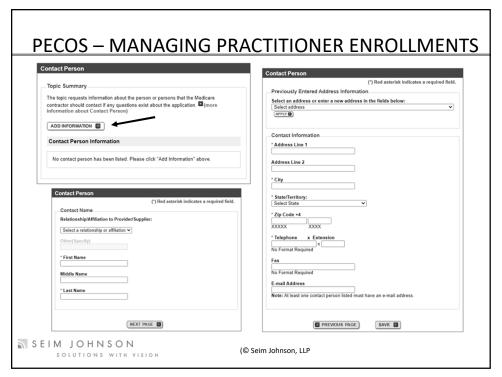


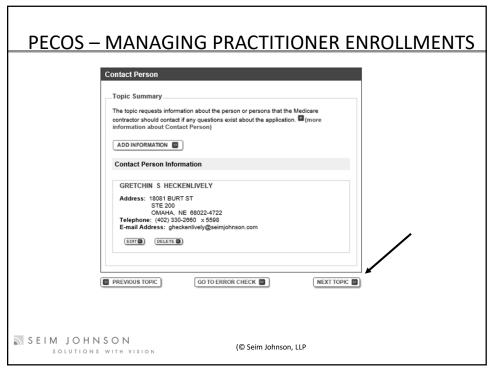


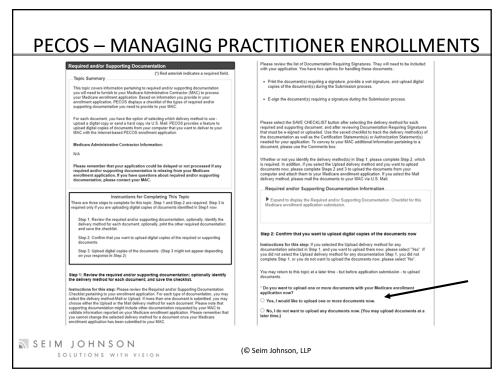


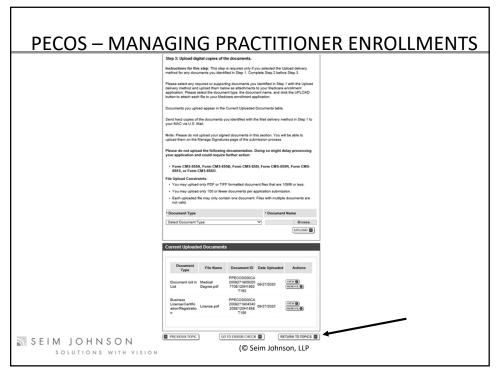


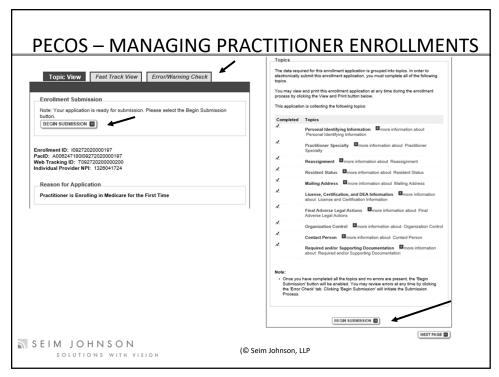


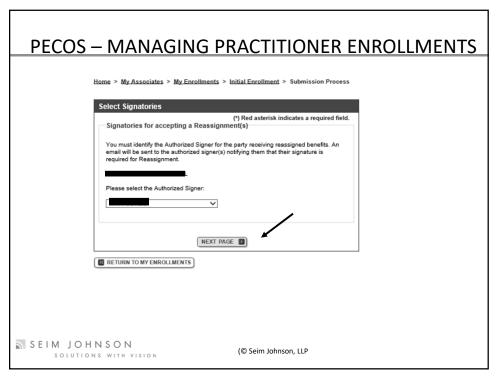


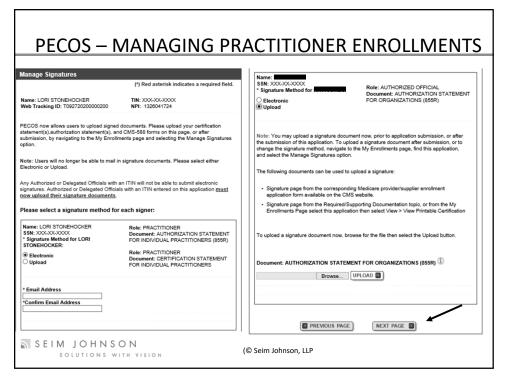


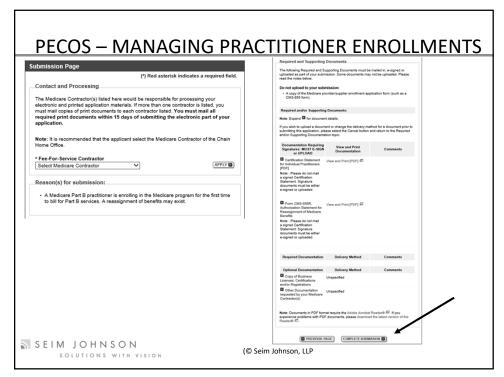








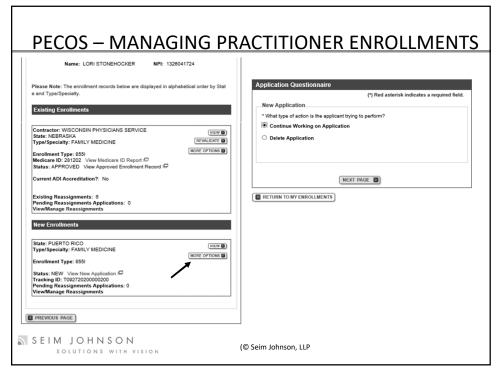




PECOS – MANAGING PRACTITIONER ENROLLMENTS

- If you are unable to complete the practitioner application in one session, the application will be saved and you can access through the "My Associates" page in PECOS the next time you login.
- Applications in edit mode which have not been submitted will be held in PECOS for 120 days. Editing the application will reset the 120 days clock.

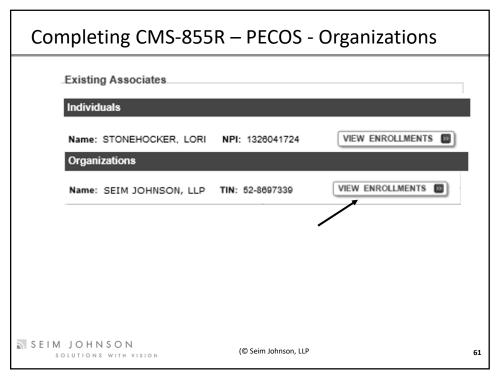




Completing CMS-855R - PECOS - Organizations

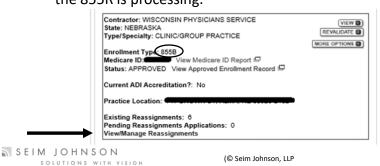
- If you determine a practitioner already has a Medicare enrollment in the State(s) for which reassignments are needed and there are no additional updates needed to the practitioner's record, a simple reassignment (Form CMS-855R) can be completed.
- A practitioner reassignment can be initiated from either the organization's enrollment record or individual practitioner's enrollment record in PECOS.
- The following slides demonstrate completion of the practitioner reassignment from the organization's enrollment record.
- Would need to have PECOS access to the organization record to be able to complete.

SEIM JOHNSON
SOLUTIONS WITH VISION (© Seim Johnson, LLP

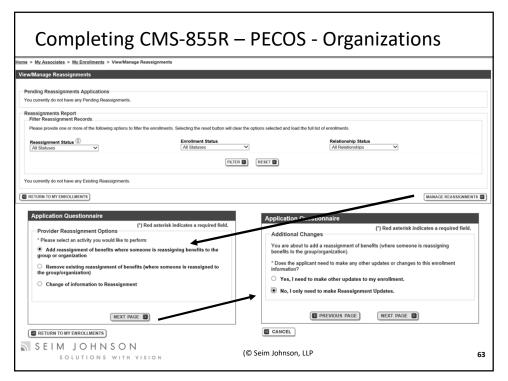


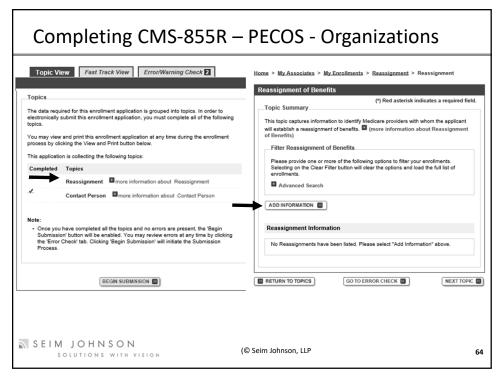
Completing CMS-855R - PECOS - Organizations

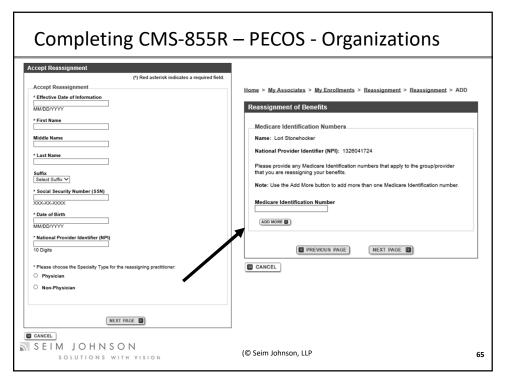
- Within the organization's enrollment record, the practitioner reassignment can be completed in one of two ways.
- Option one View/Manage Reassignments
 - This keeps the group record open for changes needed while the 855R is processing.

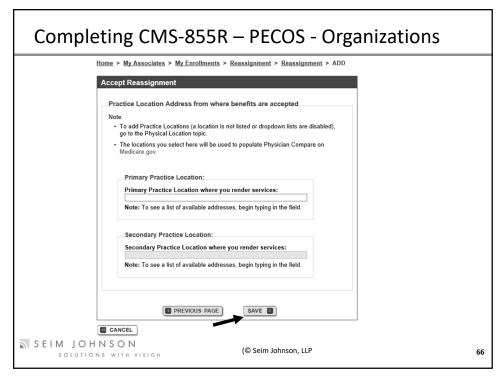


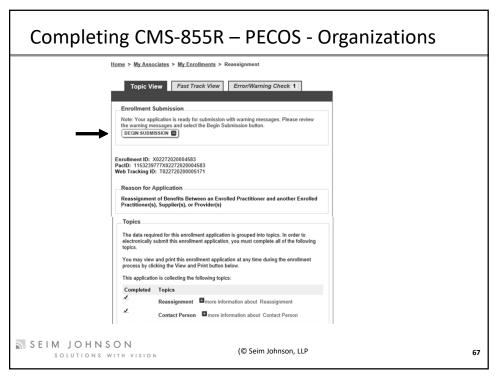
62

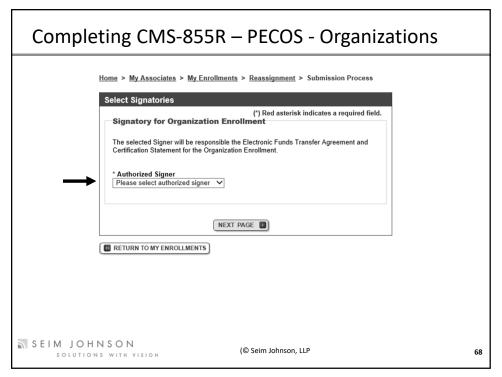


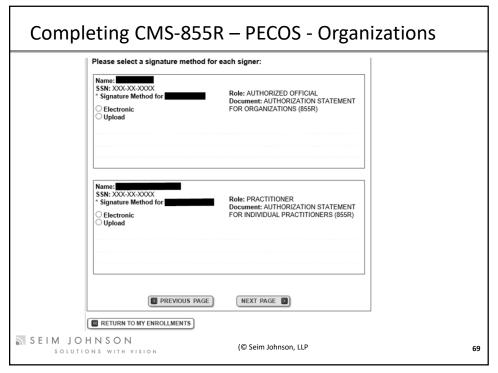






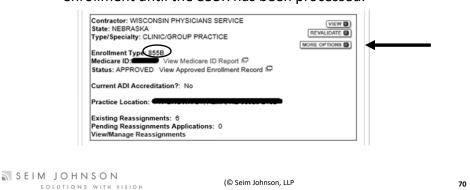


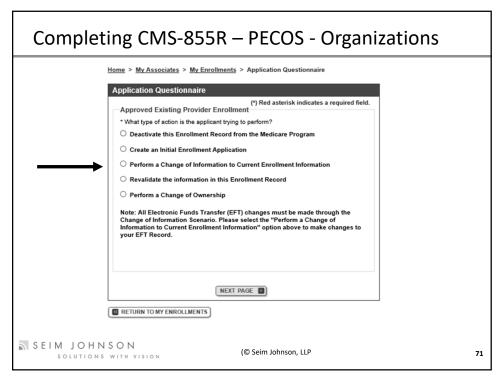


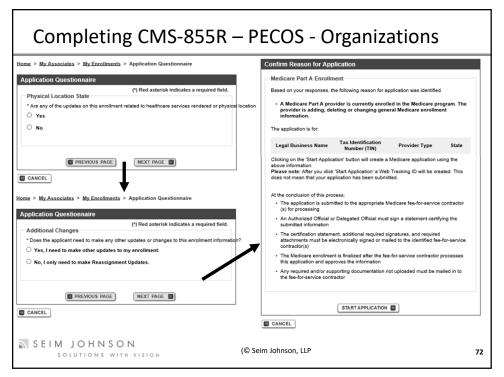


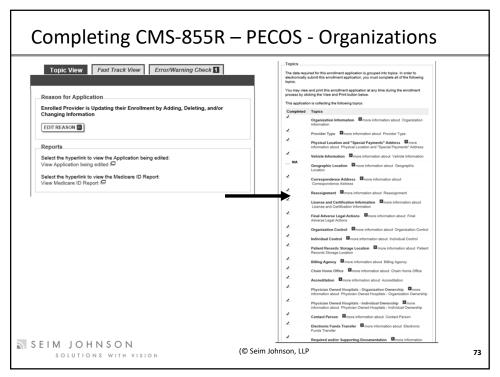
Completing CMS-855R - PECOS - Organizations

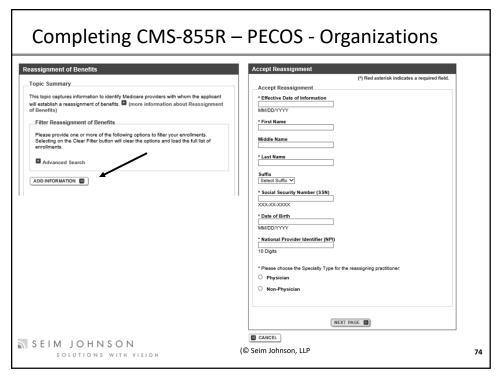
- Second Option for establishing reassignments in an organization's enrollment record is through change of information.
 - This method will not allow additional changes to the group or enrollment until the 855R has been processed.

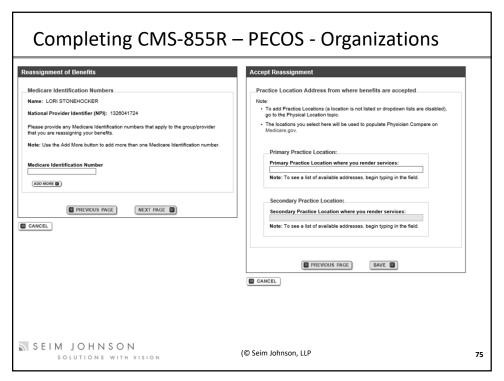


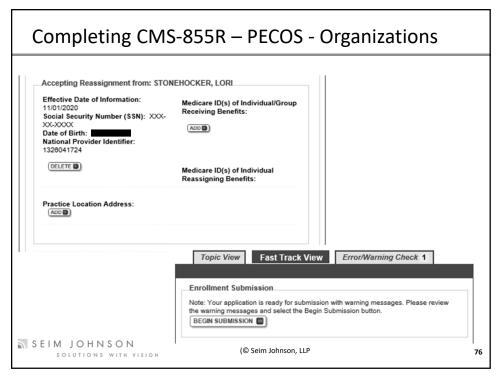


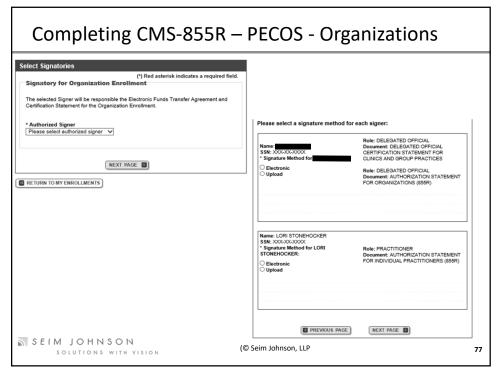










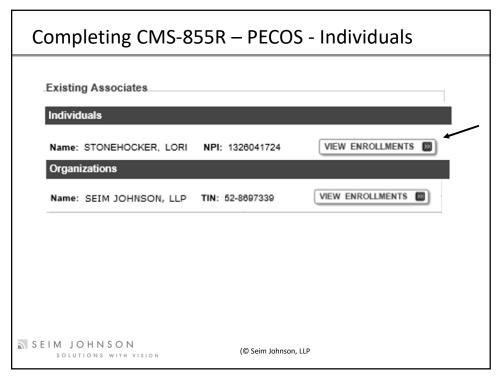


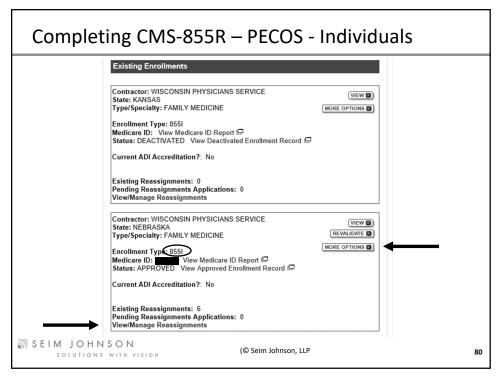
Completing CMS-855R - PECOS - Individuals

- Practitioner reassignments can also be initiated similarly from the individual practitioner's side.
- Would need to have PECOS surrogacy access to the individual practitioner's enrollment record to be able to complete.
- Reassignments can be done through "View/Manage Reassignments" or as a change of information to the practitioner's enrollment record through the reassignment section.
 - The reassignment section completed as as a change of information to the practitioner's enrollment was shown on slides 37-39.

SEIM JOHNSON
SOLUTIONS WITH VISION

(© Seim Johnson, LLP





Submission and Approval Reminders

- Maintain copies and files of all enrollments exactly as submitted to the MAC with supporting documents whether completed on the applicable paper CMS-855 form or via internet-based PECOS, including any courier tracking identification documentation.
- Once the submitted enrollment is approved, verify the approved enrollment with the information you submitted to the MAC.
 - Follow up with the MAC regarding any revisions to be completed due to the MAC's processing errors.
 - Also review all approval letters for accuracy and follow up with the MAC regarding any corrections needed.

SEIM JOHNSON
SOLUTIONS WITH VISION

(© Seim Johnson, LLP

81

81



