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NGSMEDICARE UNIVERSITY
MEANINGFUL • INFORMATIVE • SIMPLIFIED EDUCATION

national government SERVICES

Getting Access to PECOS

2/7/2023

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

Today's Presenters

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

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No Recording

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Objectives

- Know benefits of using PECOS
- Understand the CMS systems and their relationships
- How to retrieve or create an I&A user account
- How to get connected to organization/individual enrollments and manage staff's access

Agenda

- Benefits of PECOS
- CMS Systems and Relationship
- Retrieve/Create I&A User Account
- Organization/Individual Enrollment Access
- Manage Staff's Access
- Contact Information and Resources

Benefits of PECOS

Benefits of PECOS

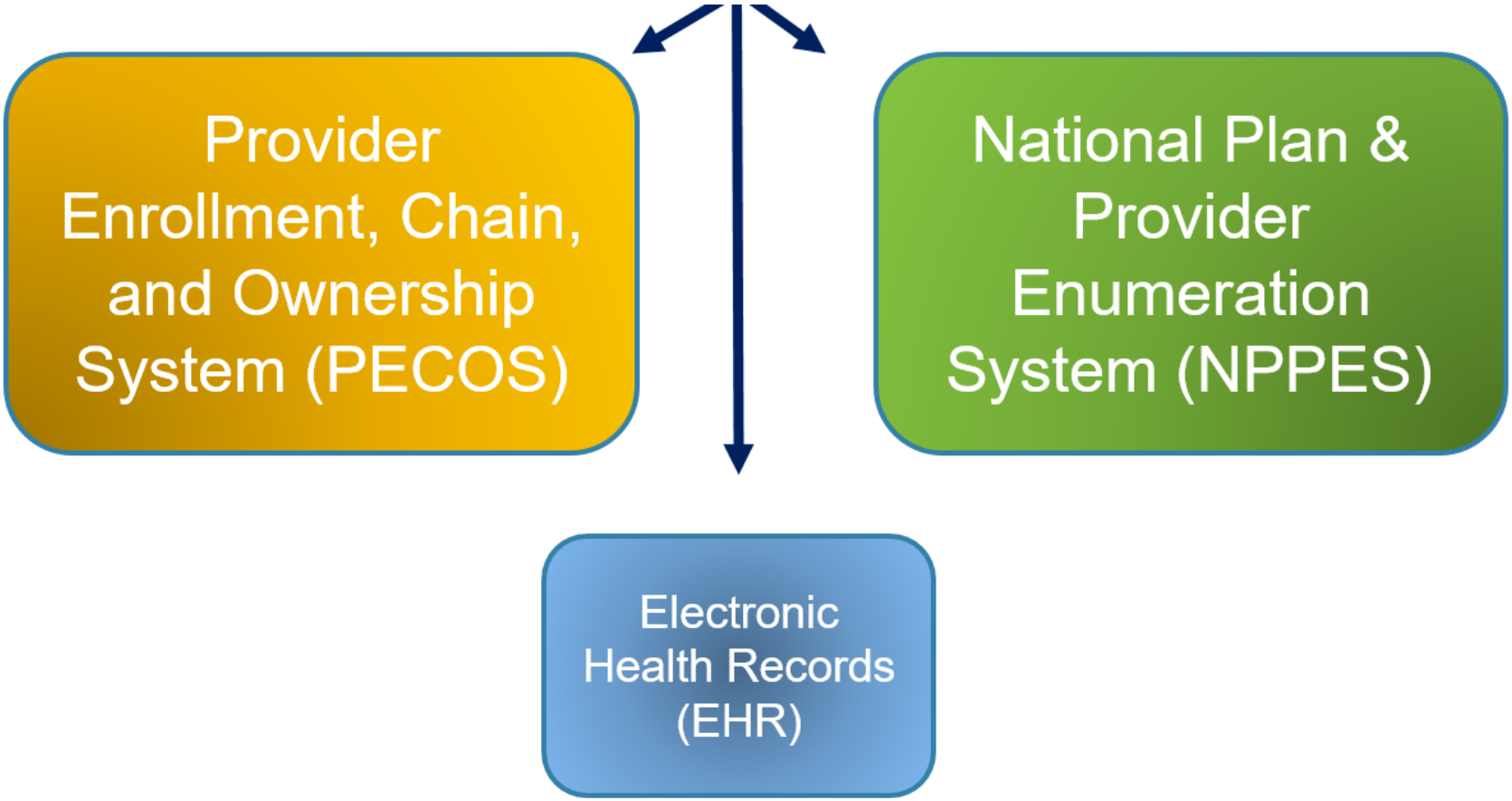
- Access to current Medicare provider enrollment information submitted electronically or by paper
- Submit electronic application for any provider enrollment scenario with the following features
  - electronic signatures or upload certification statements
  - upload supporting documents (PDF or TIFF)

Learn About PECOS

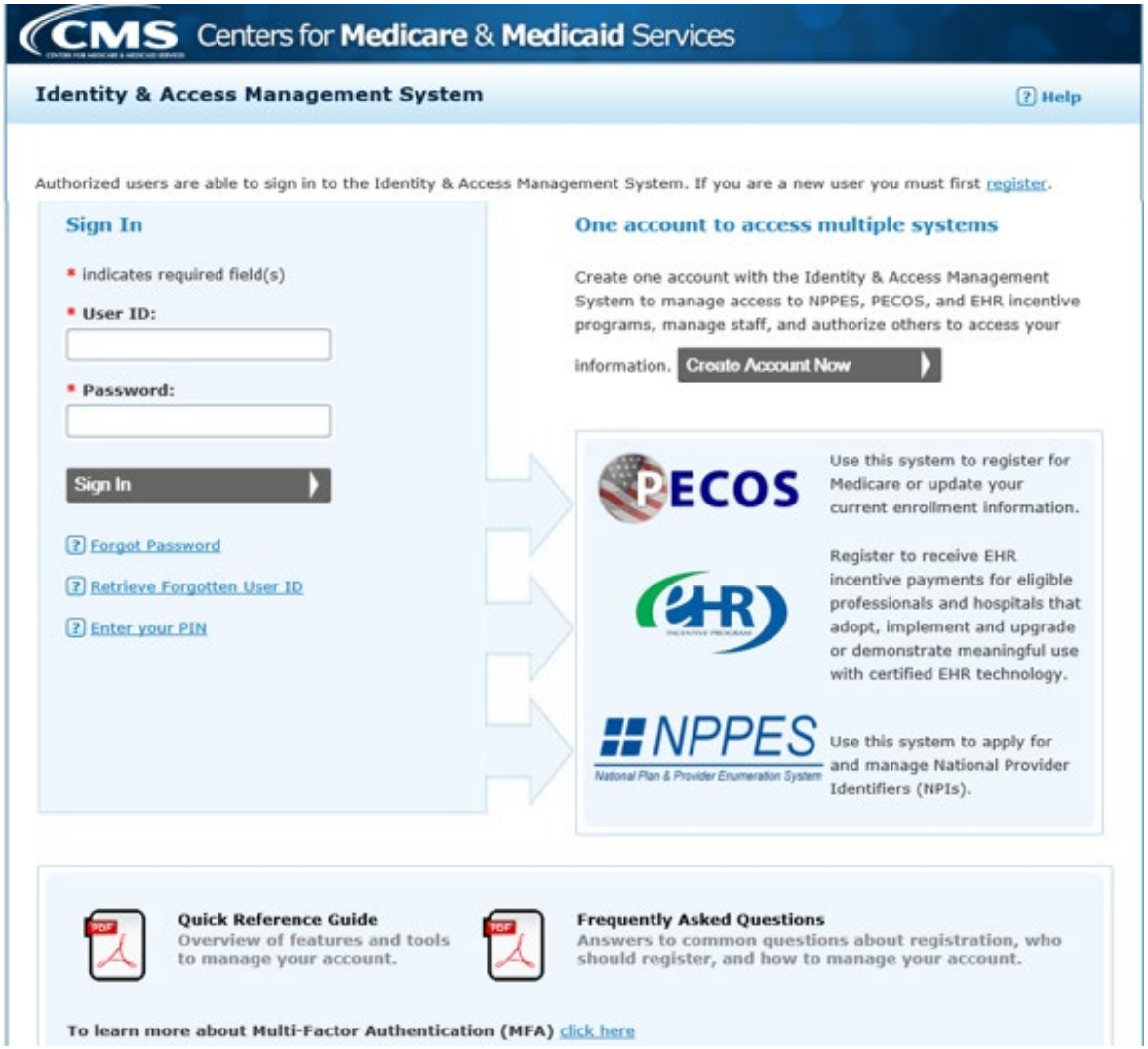
- References
  - NGS website: Learn About PECOS Web Part A or Part B
  - CMS website: Internet-based PECOS
  - PECOS website: Provider & Supplier Resources, Enrollment Tutorials and Accessibility

CMS Systems and Relationship

Identity & Access (I&A) Management System



Identity & Access Management System

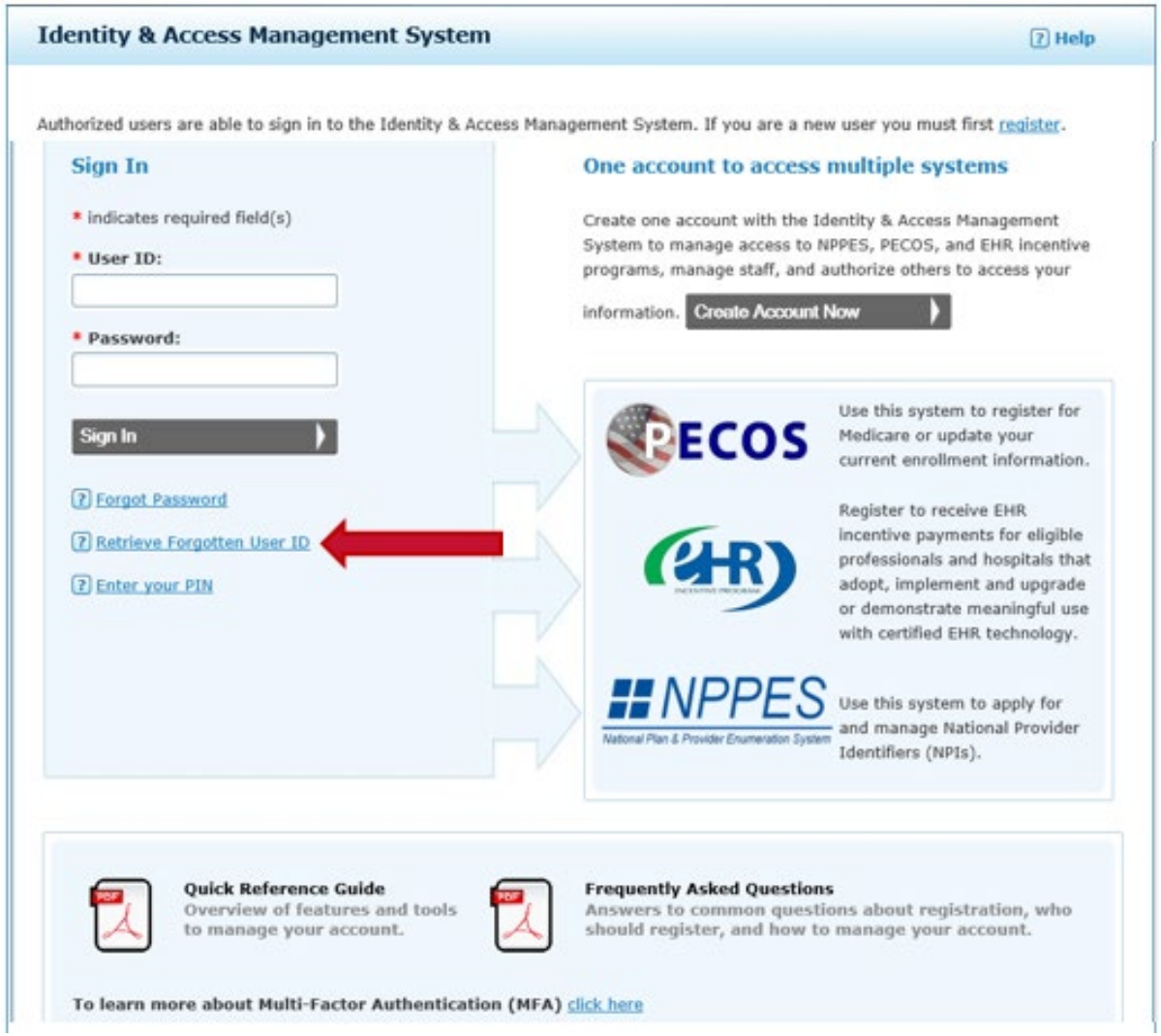


I&A Management System

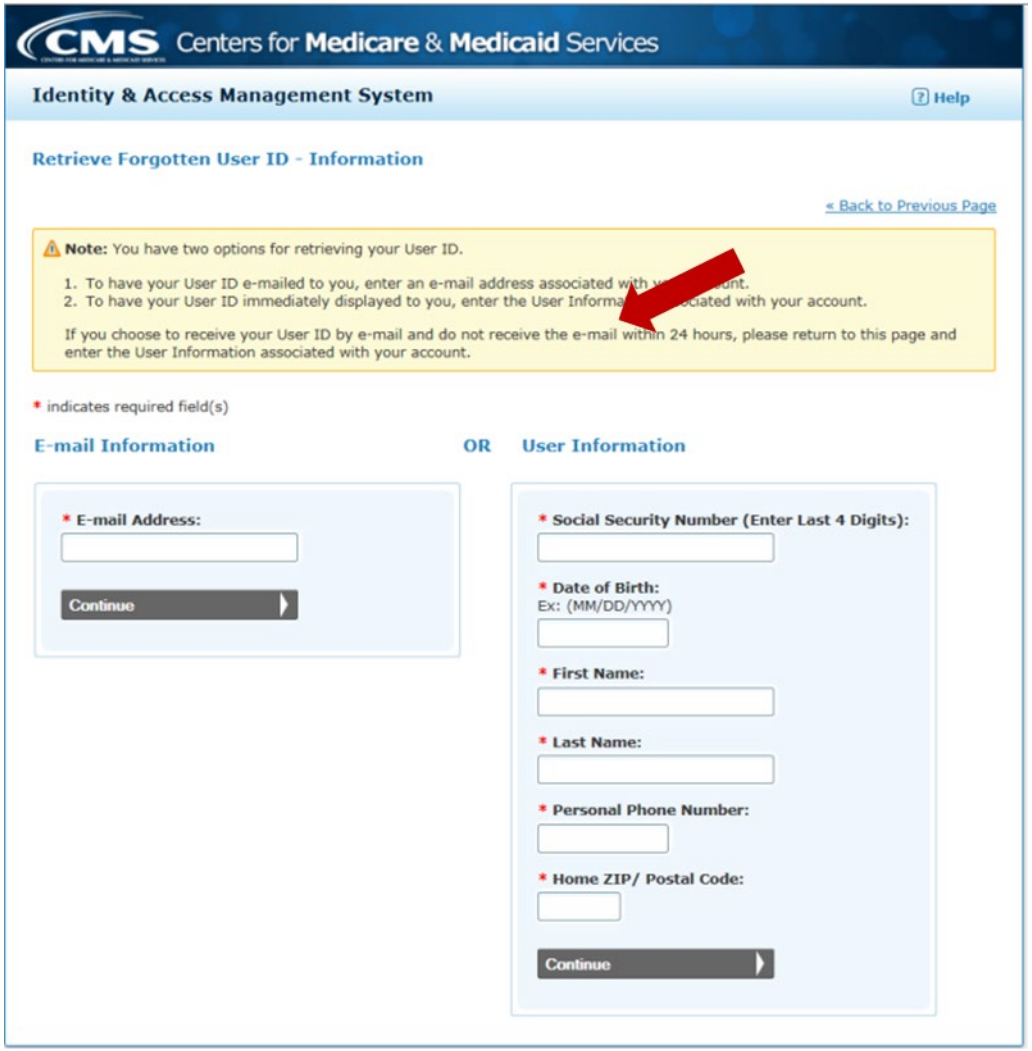
- Purpose for I&A security system
  - Individual profile for user ID to access multiple systems
    - PECOS (Medicare provider enrollment information)
    - NPPES (NPI information)
    - EHR (Electronic Health Records Incentive Program)
  - Connection to organization and individual enrollments
  - Authorize and manage staffs access to enrollment information

Retrieve Established I&A User Account

Retrieve Forgotten User ID

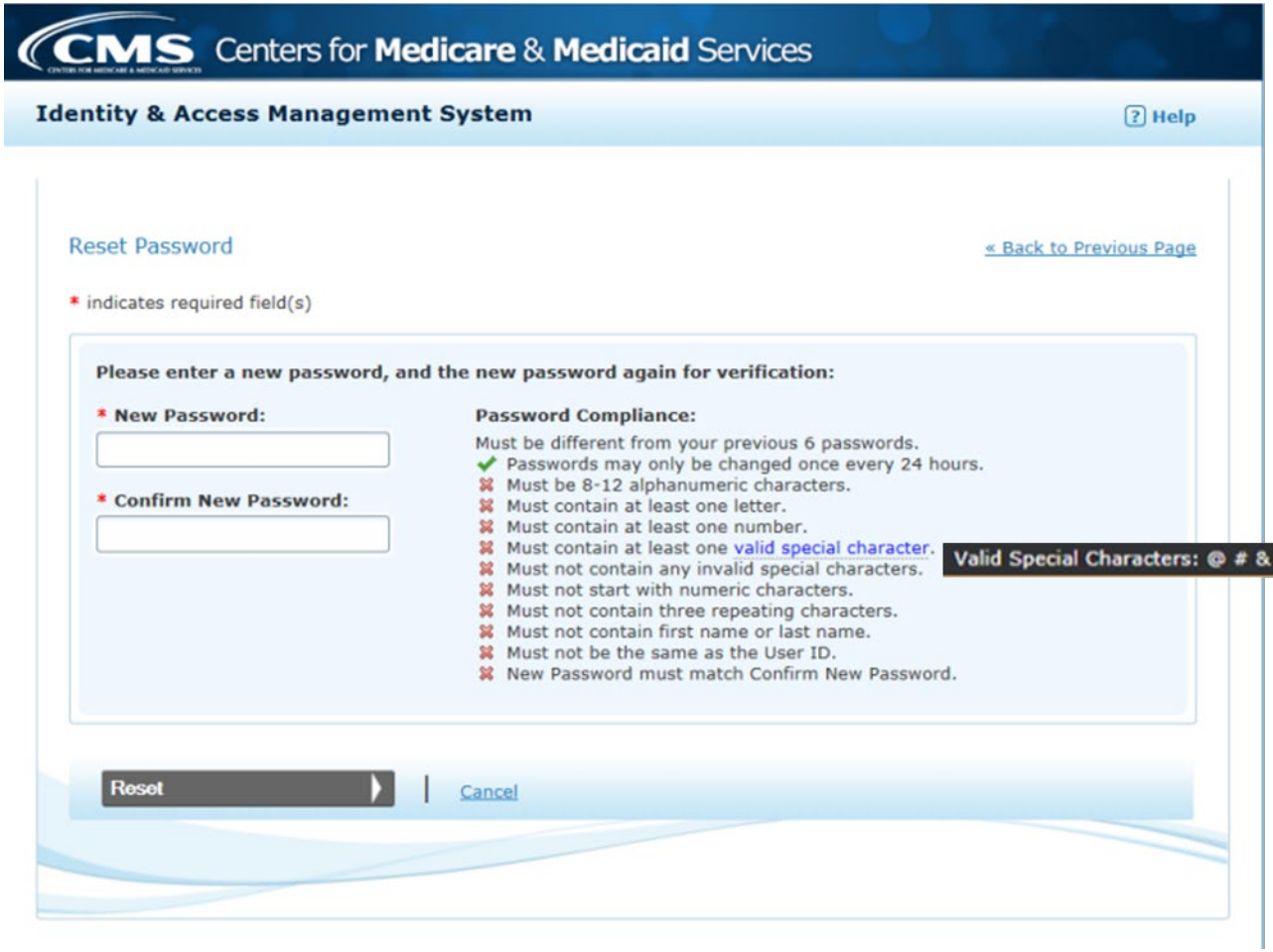


Retrieve Forgotten User ID - Information



Retrieve Forgotten User ID - Confirmation

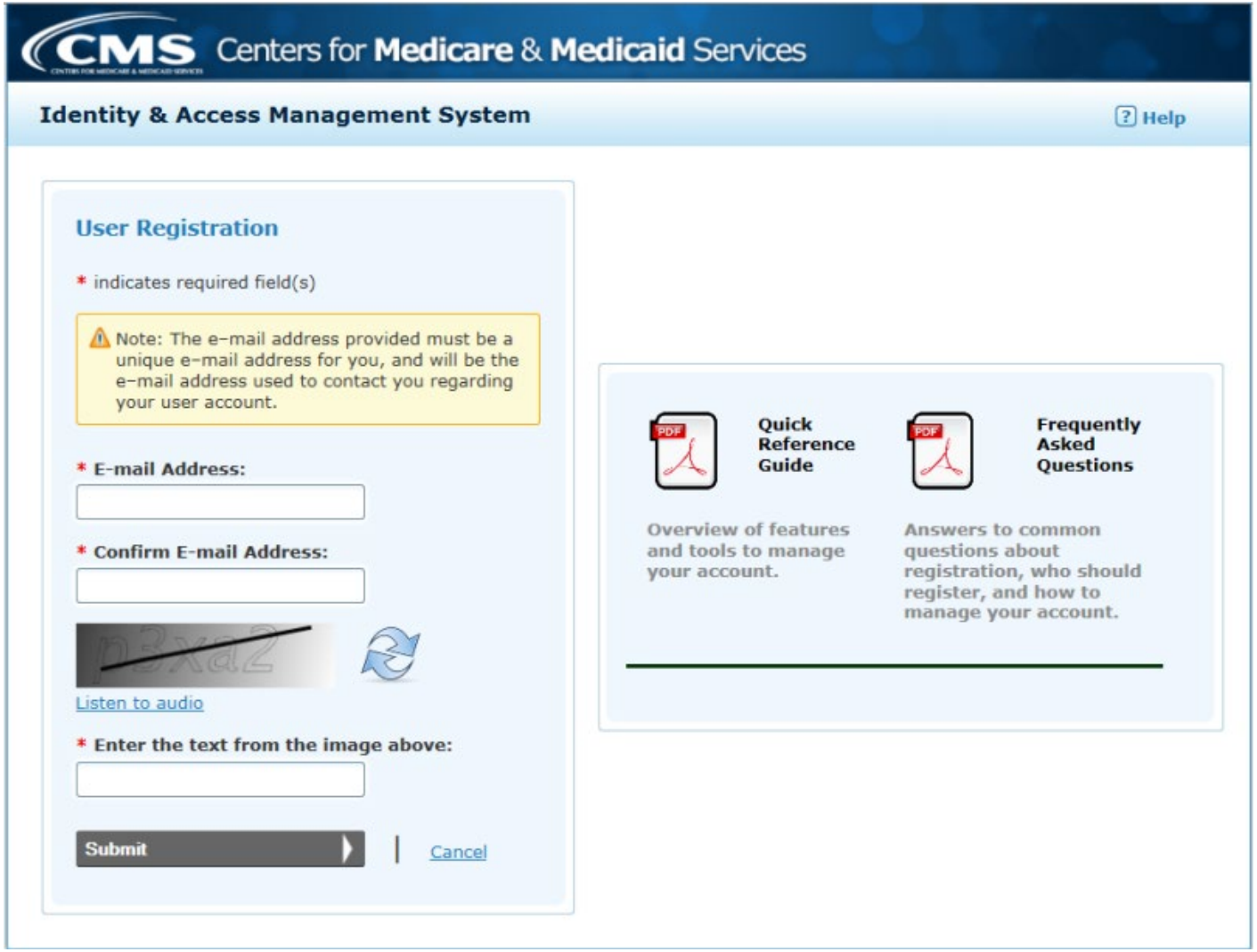
Reset Password



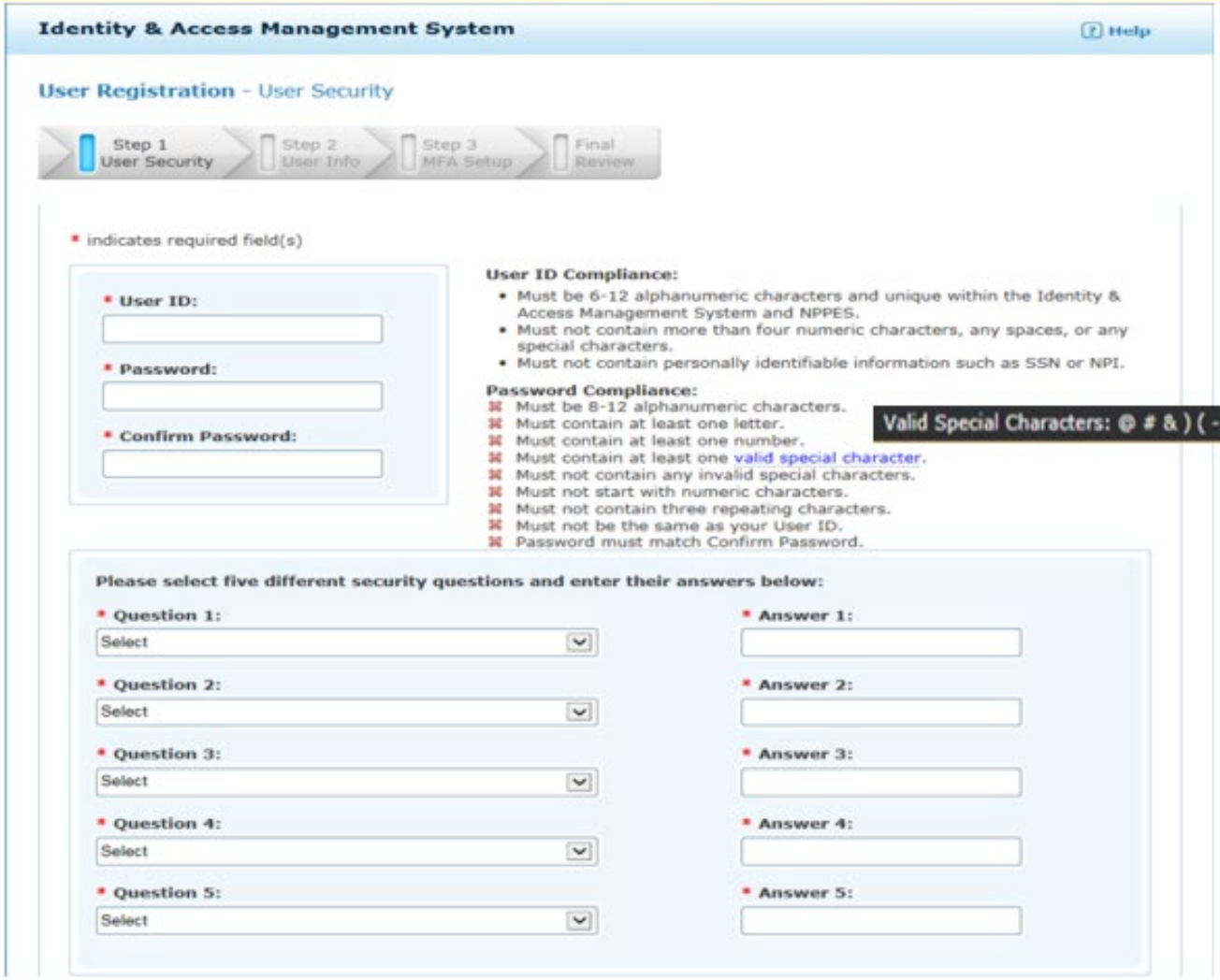
Create New I&A User Account

Create Account Now

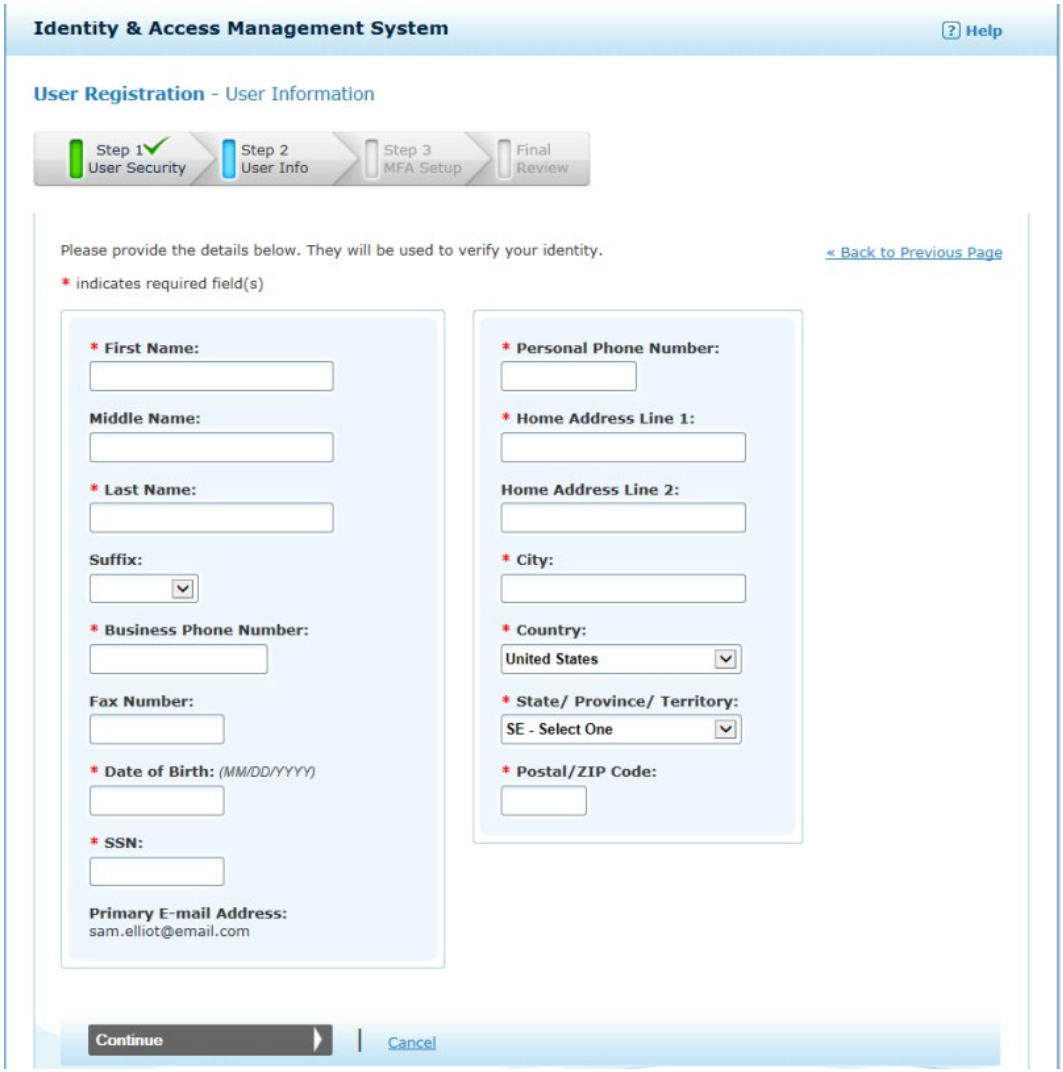
User Registration



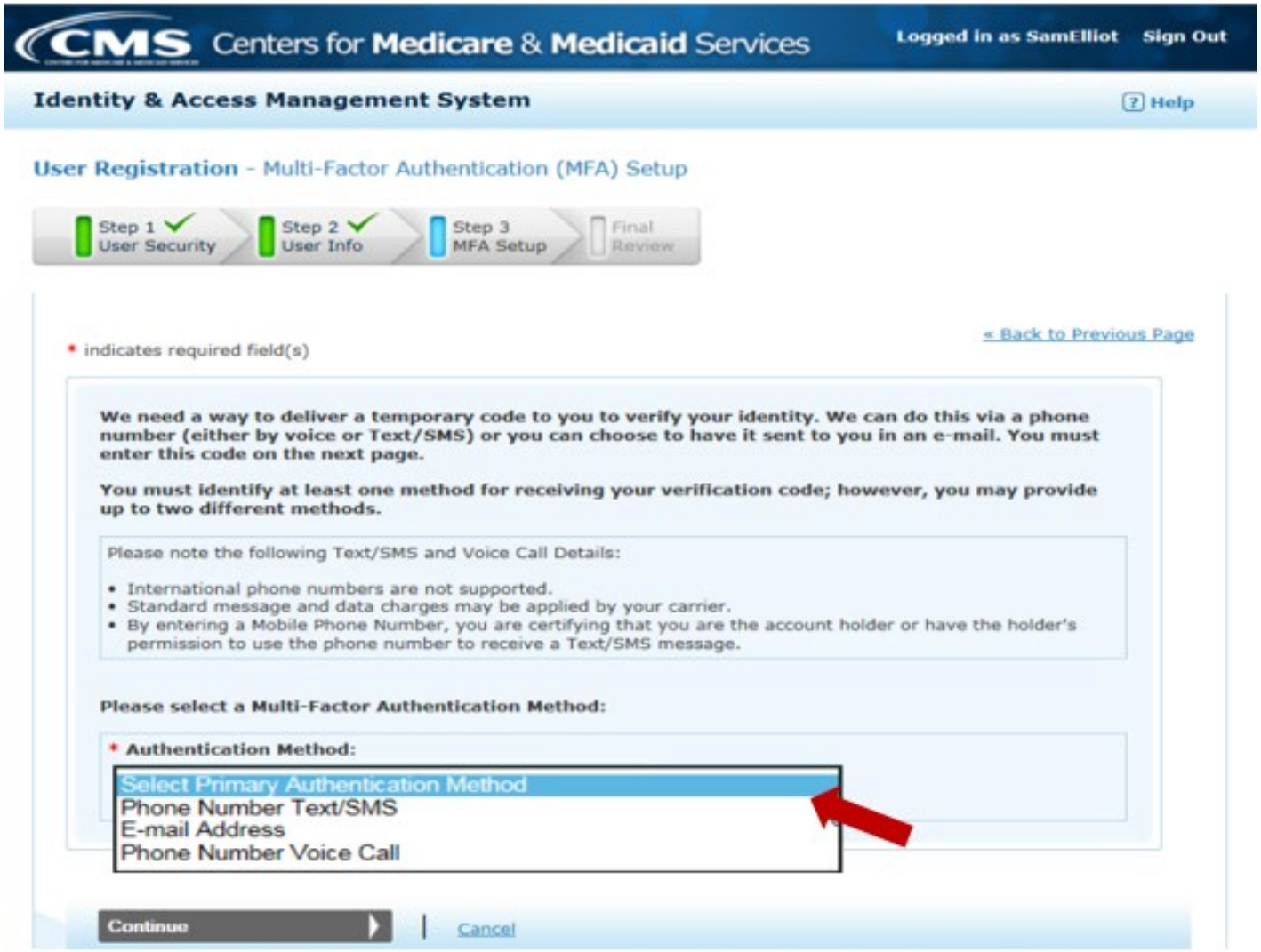
User Security



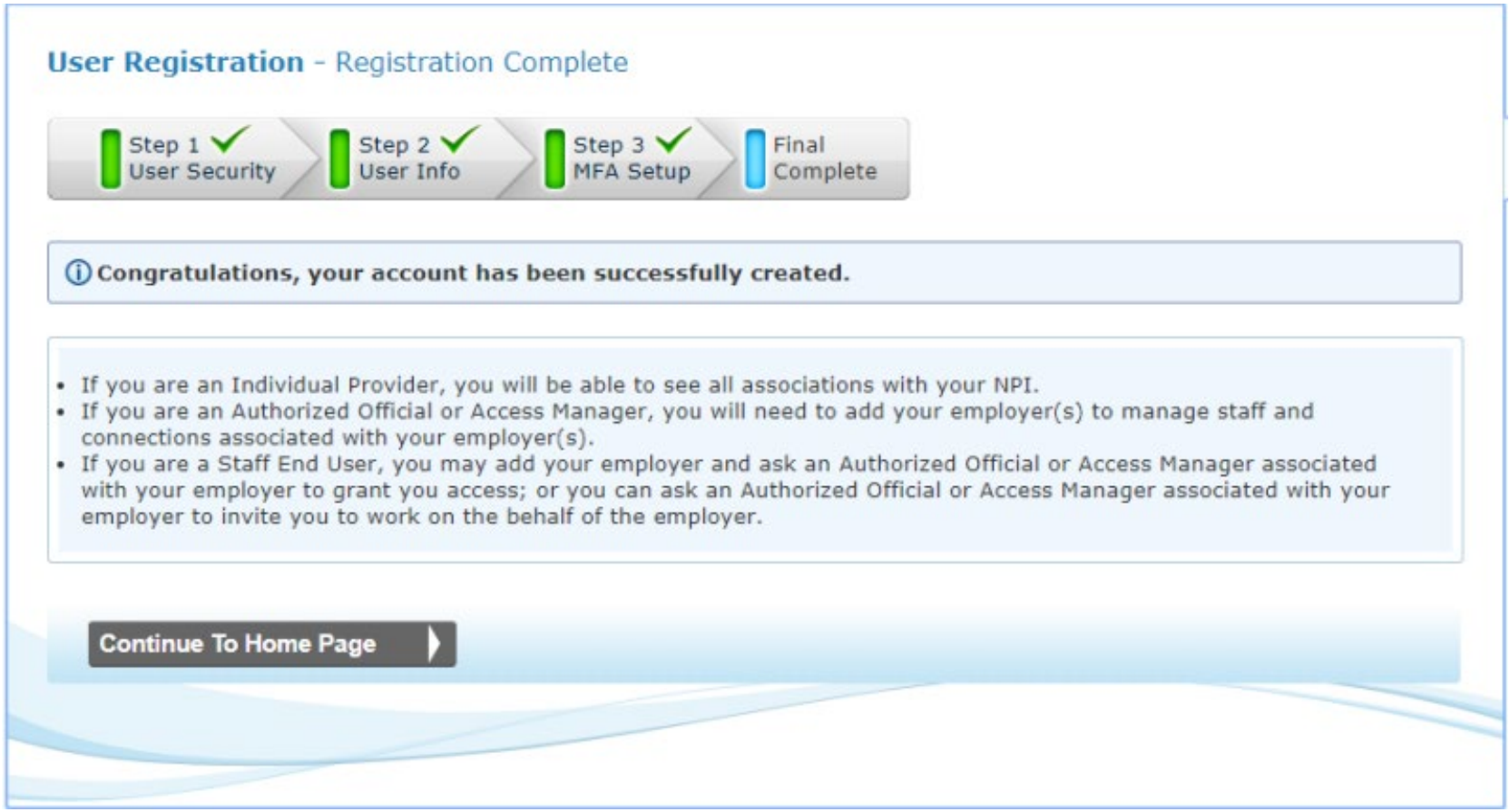
User Information



Multi-Factor Authentication Setup



Registration Complete

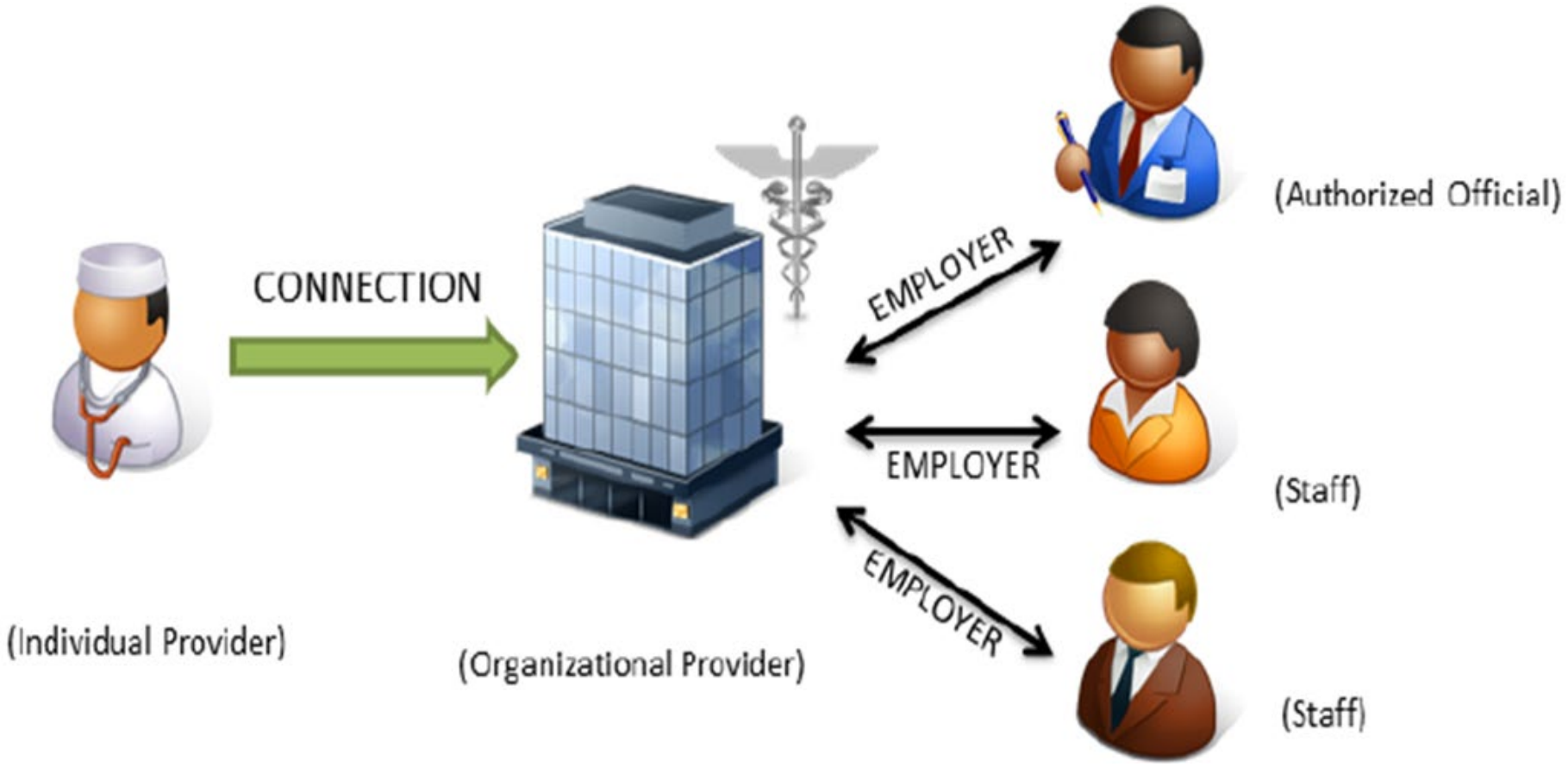


My Profile Tab
Add An Employer

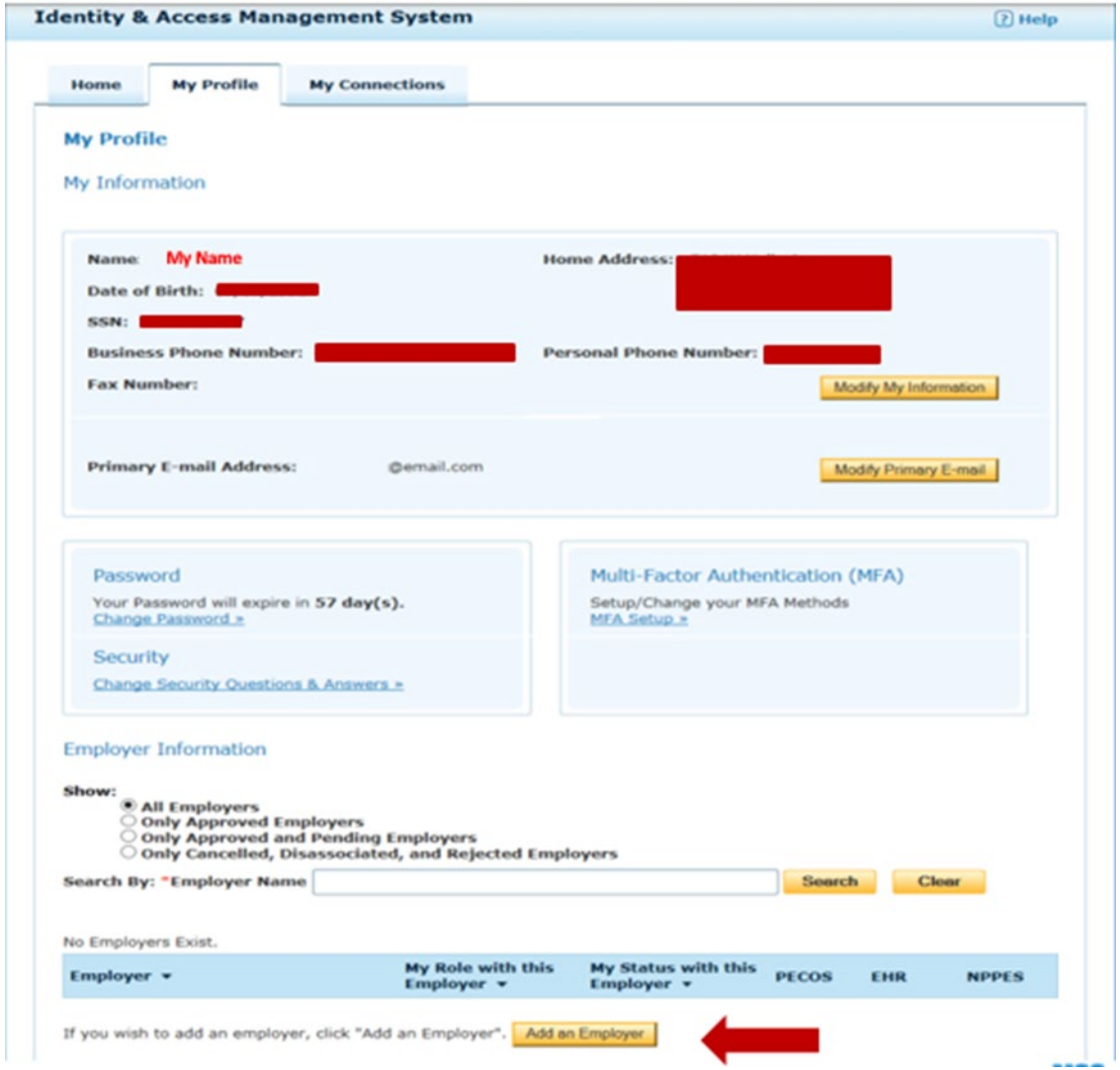
Roles

Role	Represent an Organization	Manage Staff	Approve/ Manage Connections	Act on Behalf of Individual or Organizational Providers
Individual Provider	Yes	Yes	Yes	Yes
Authorized Official	Yes	Yes	Yes	Yes
Access Manager	Yes	Yes	Yes	Yes
Staff	No	No	No	Yes
Surrogate	No	No	No	Yes

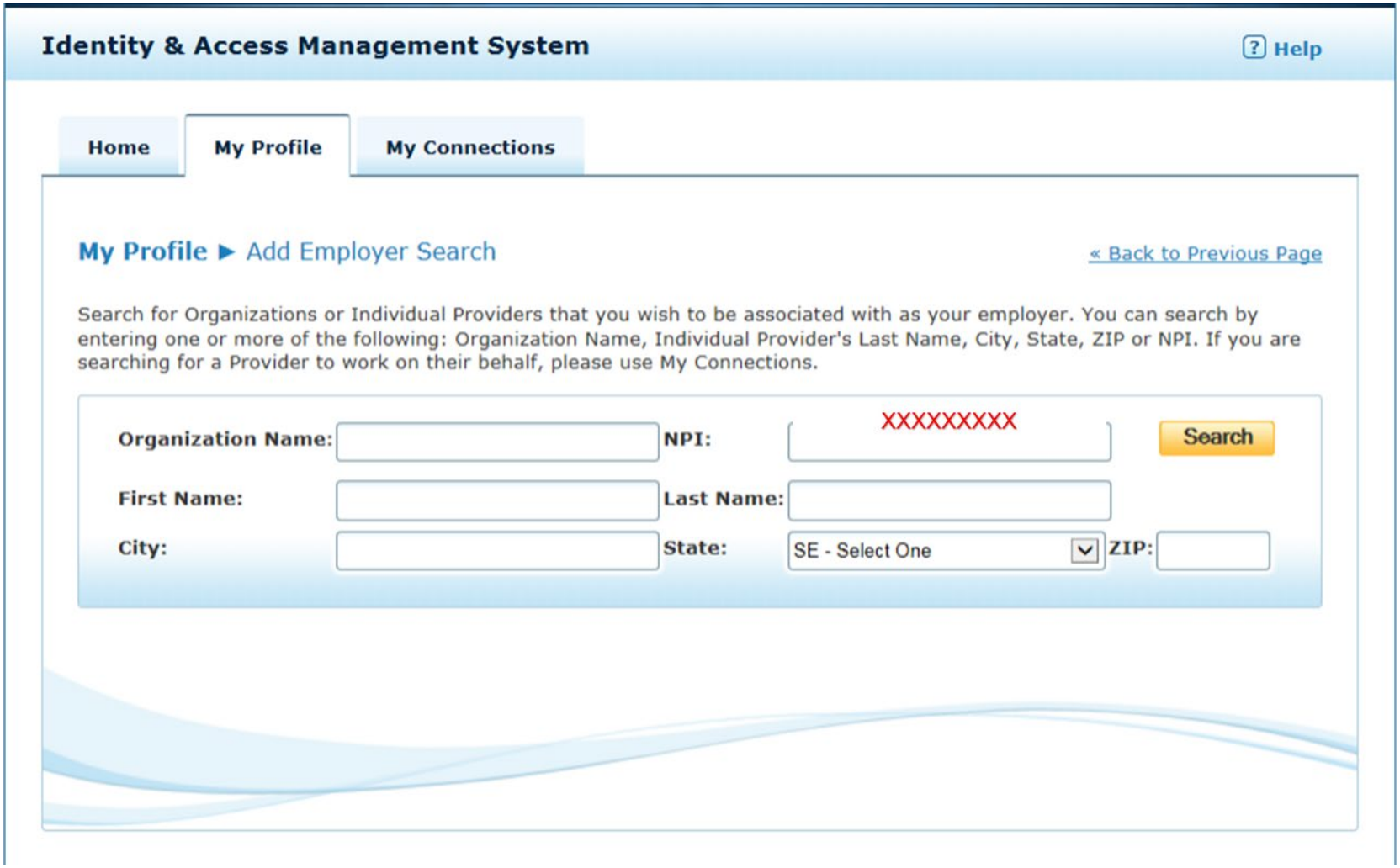
Roles and Relationships



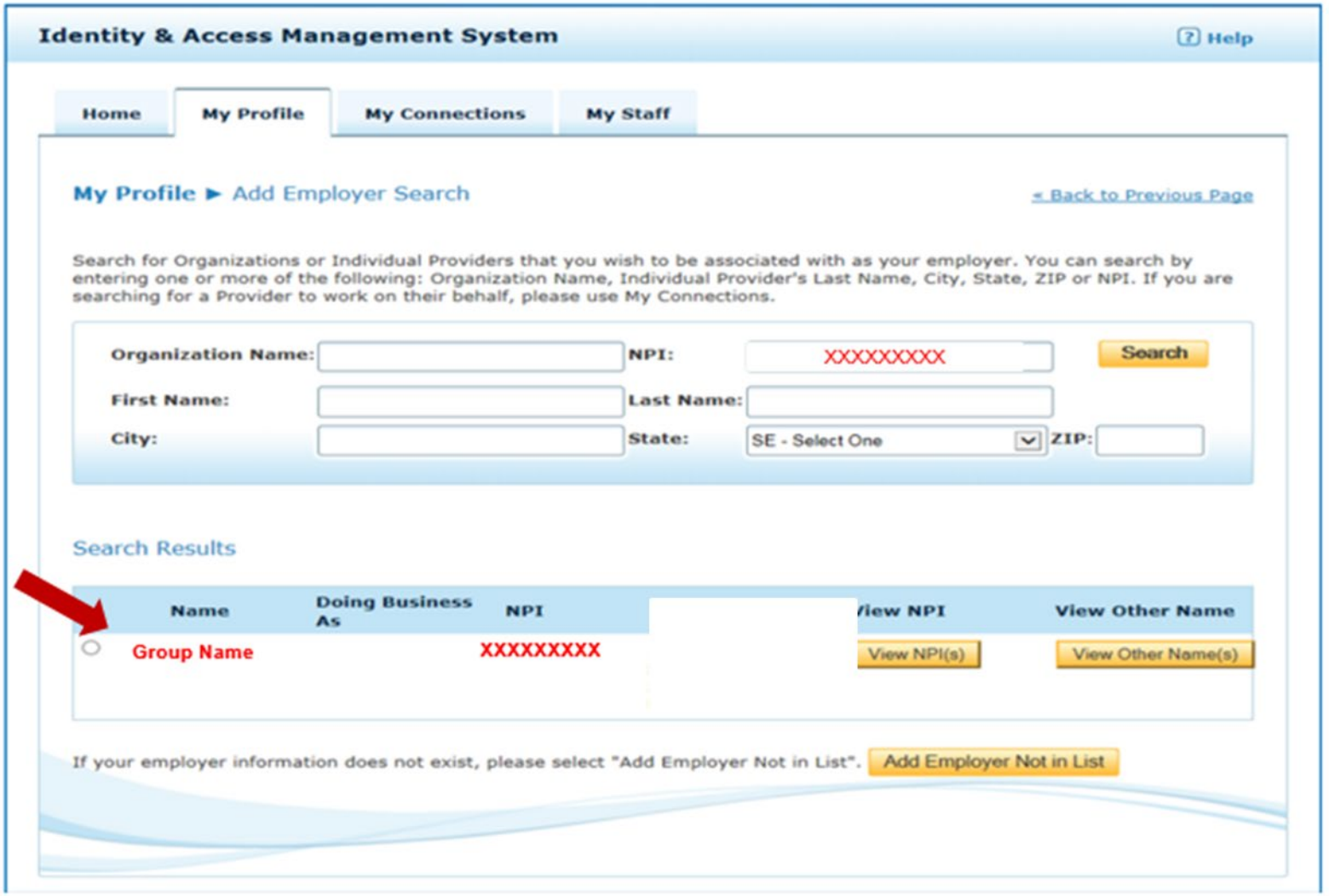
Add Employer



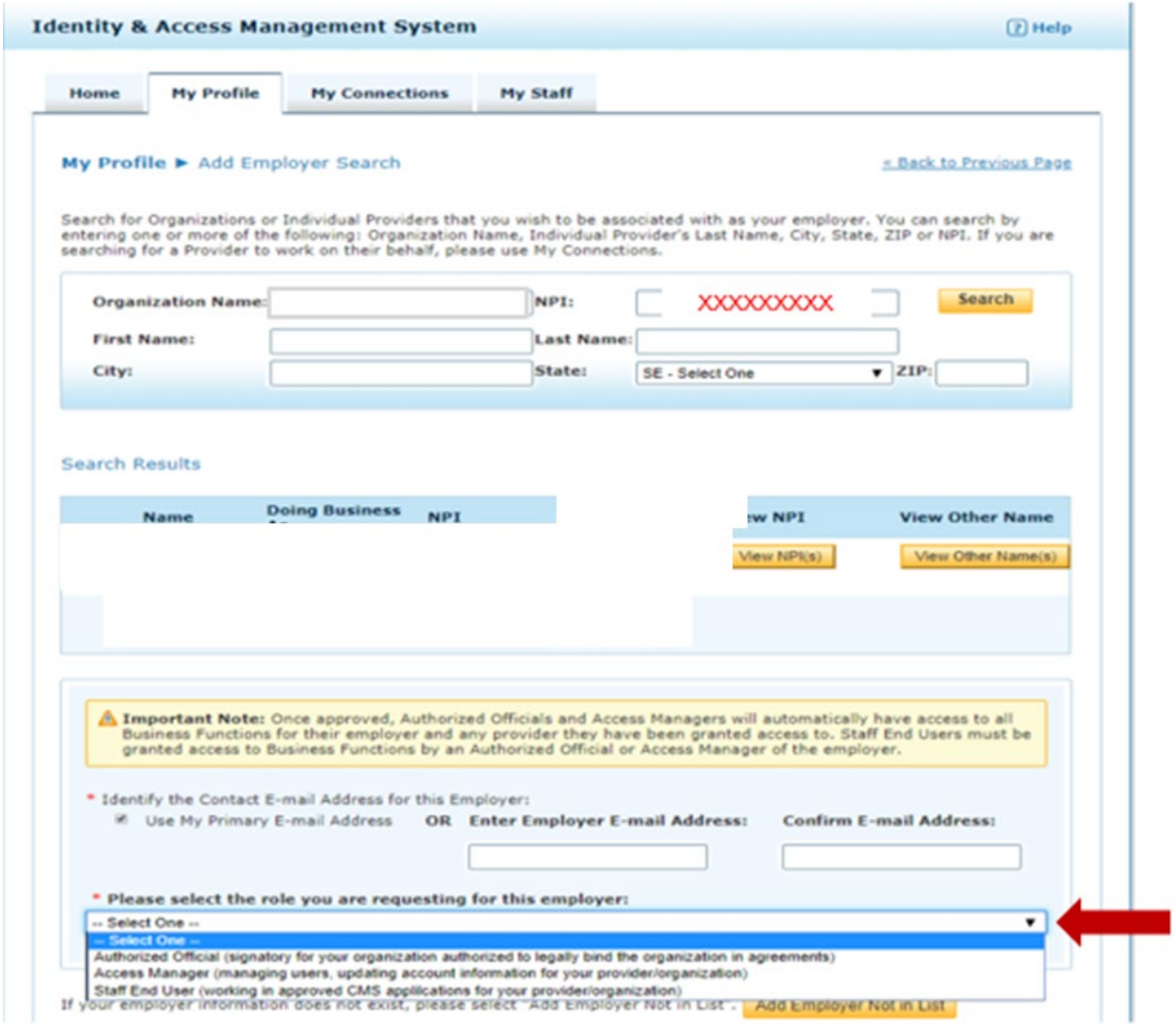
Search on an NPI



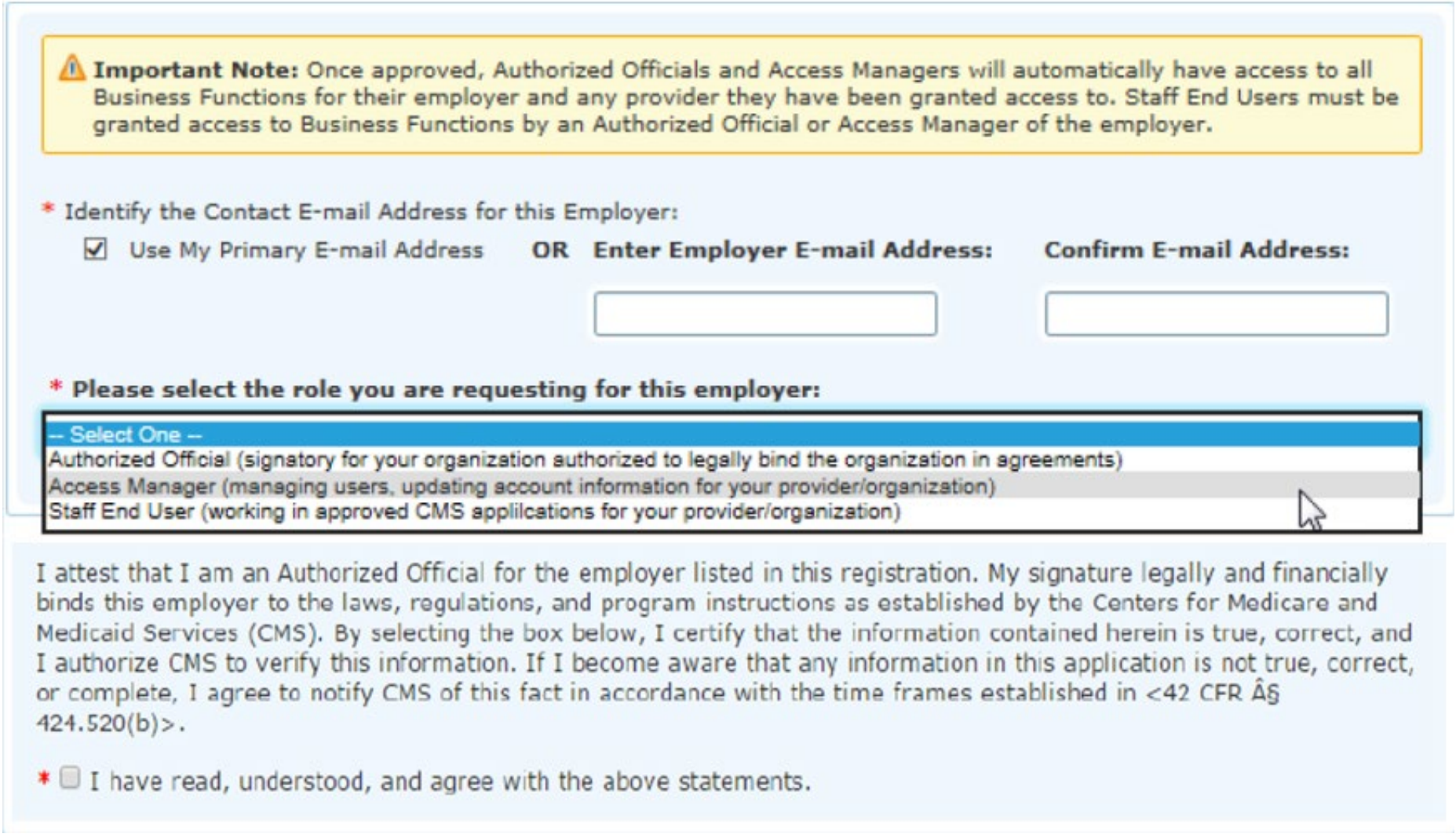
Search Results



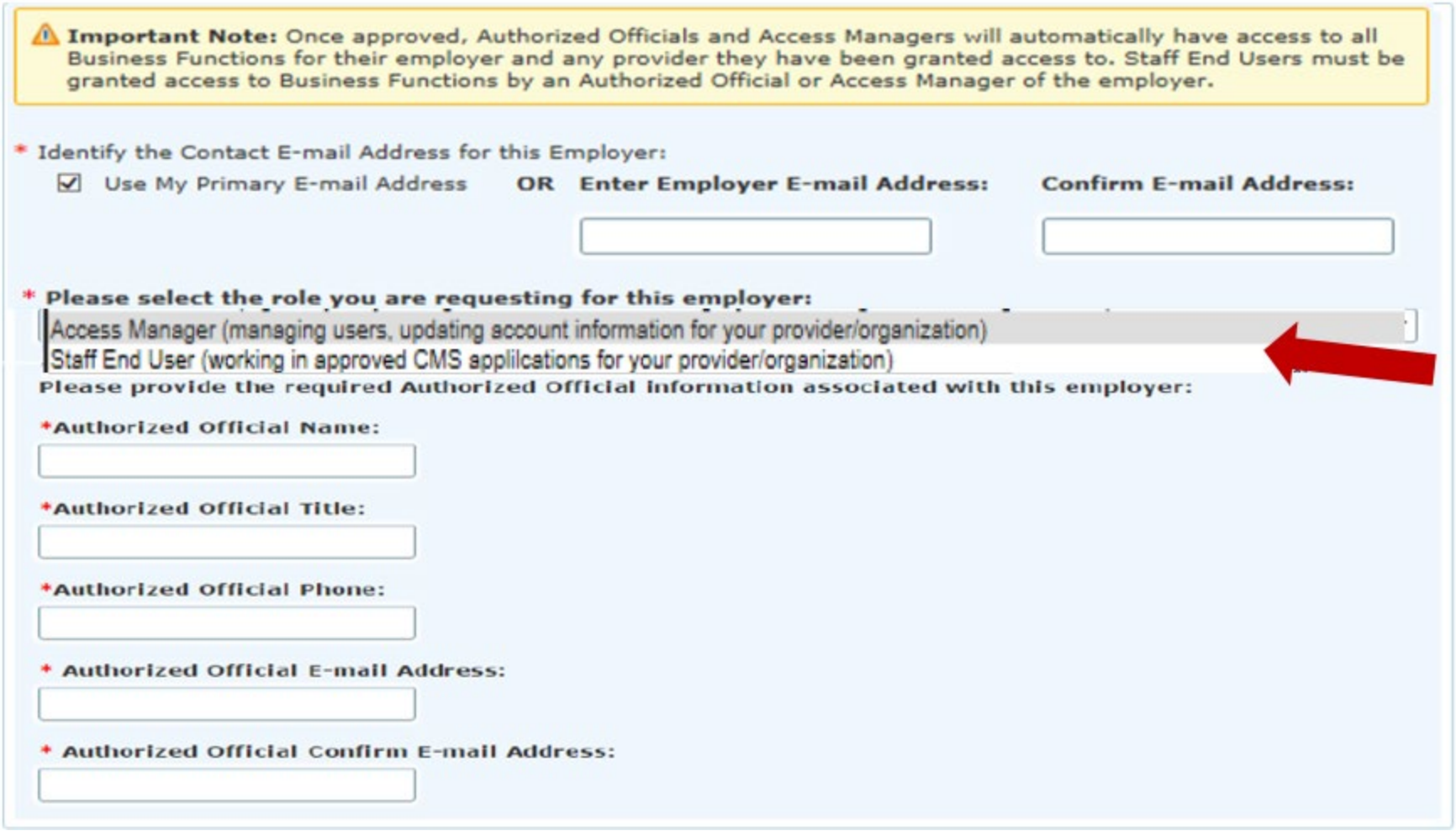
Select Role


Identity & Access Management System
Help
Home
My Profile
My Connections
My Staff
My Profile ► Add Employer Search
« Back to Previous Page
Search for Organizations or Individual Providers that you wish to be associated with as your employer. You can search by entering one or more of the following: Organization Name, Individual Provider's Last Name, City, State, ZIP or NPI. If you are searching for a Provider to work on their behalf, please use My Connections.
Organization Name:
NPI:
XXXXXXXXX
Search
First Name:
Last Name:
City:
State:
SE - Select One
ZIP:
Search Results
Name
Doing Business
NPI
View NPI
View Other Name
View NPI(s)
View Other Name(s)
Important Note: Once approved, Authorized Officials and Access Managers will automatically have access to all Business Functions for their employer and any provider they have been granted access to. Staff End Users must be granted access to Business Functions by an Authorized Official or Access Manager of the employer.
* Identify the Contact E-mail Address for this Employer:
Use My Primary E-mail Address
OR
Enter Employer E-mail Address:
Confirm E-mail Address:
* Please select the role you are requesting for this employer:
-- Select One --
-- Select One --
Authorized Official (signatory for your organization authorized to legally bind the organization in agreements)
Access Manager (managing users, updating account information for your provider/organization)
Staff End User (working in approved CMS applications for your provider/organization)
If your employer information does not exist, please select "Add Employer Not in List".
Add Employer Not in List

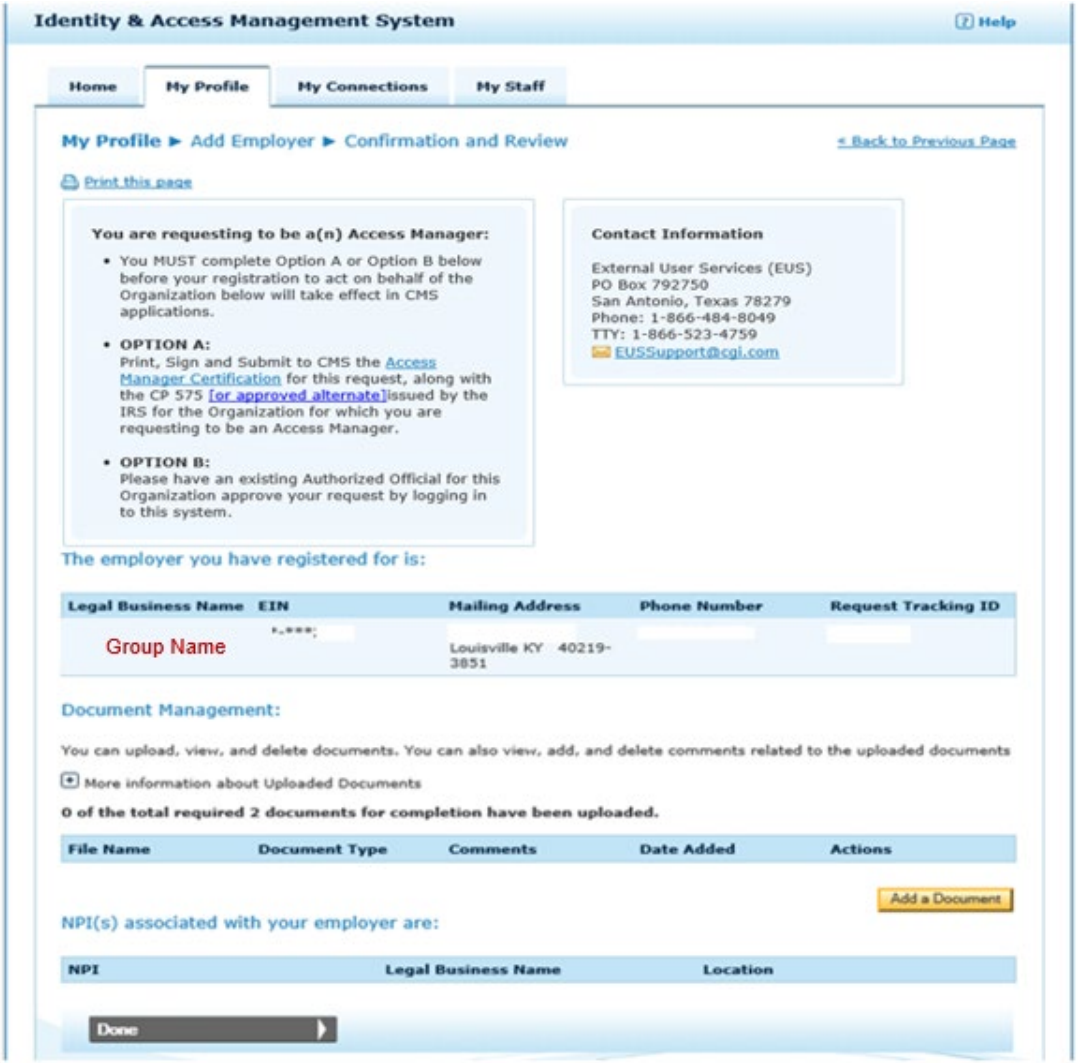
Authorized Official or Access Manager



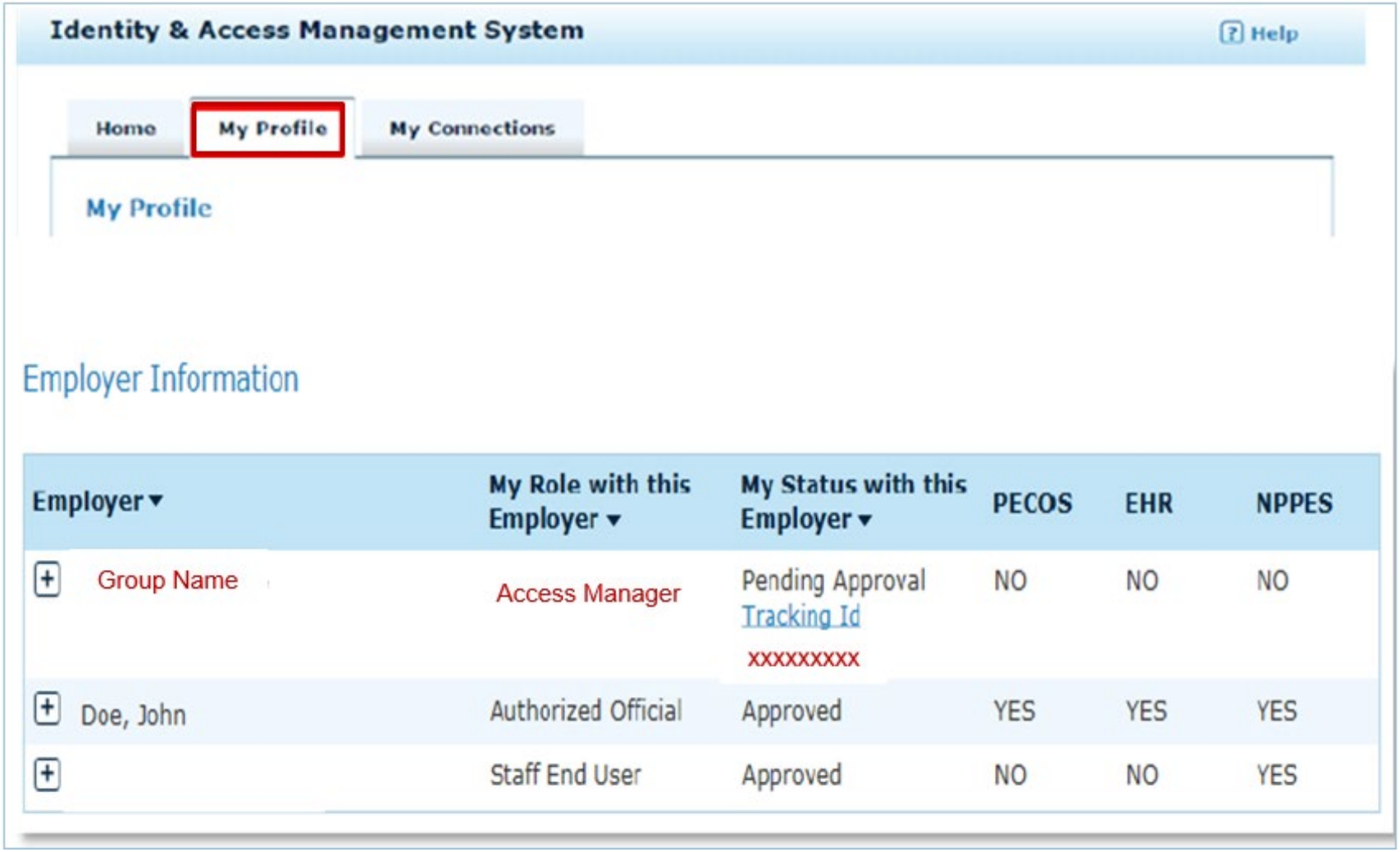
Access Manager or Staff End User



Confirmation and Review

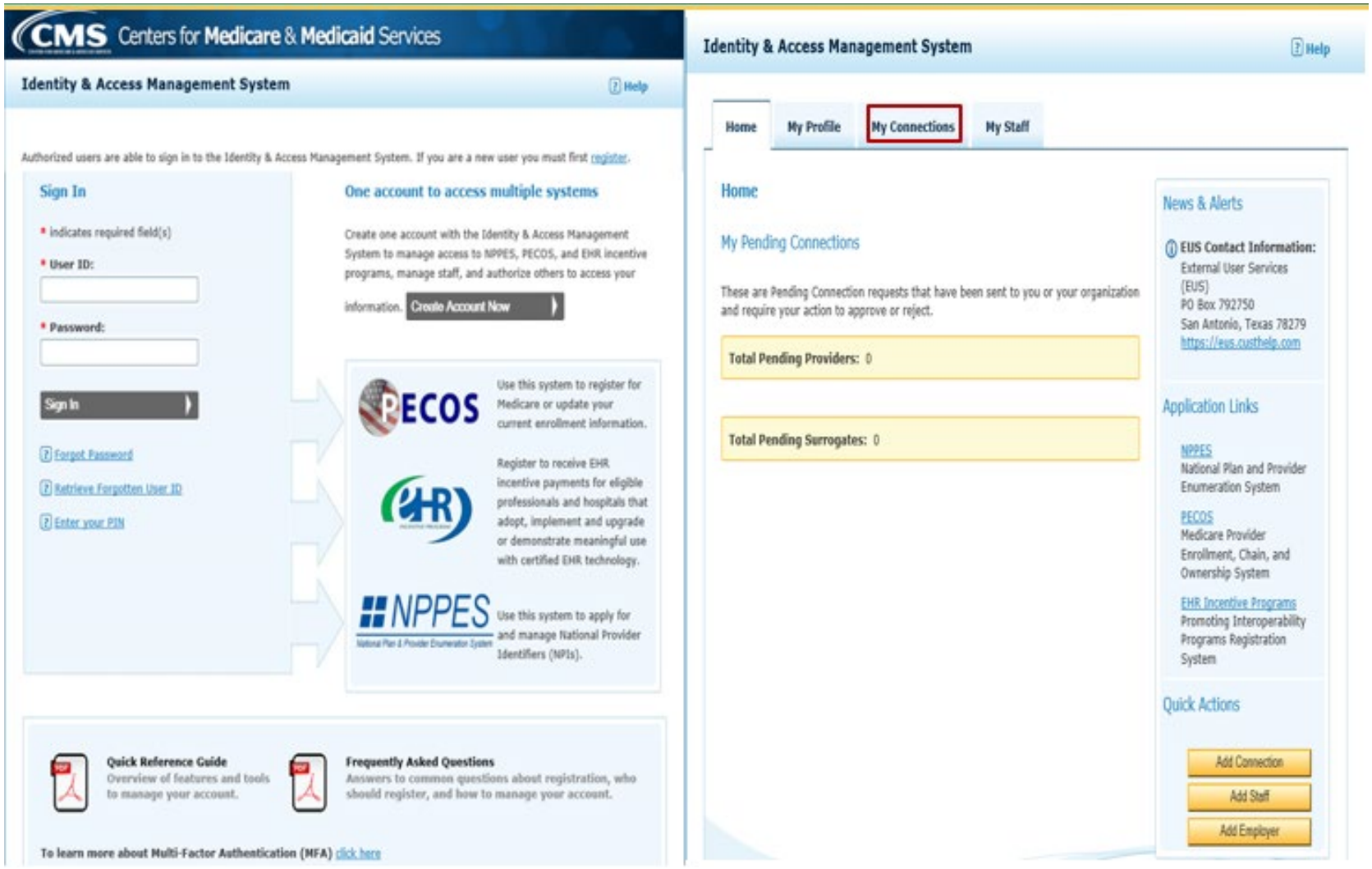


Employer Information

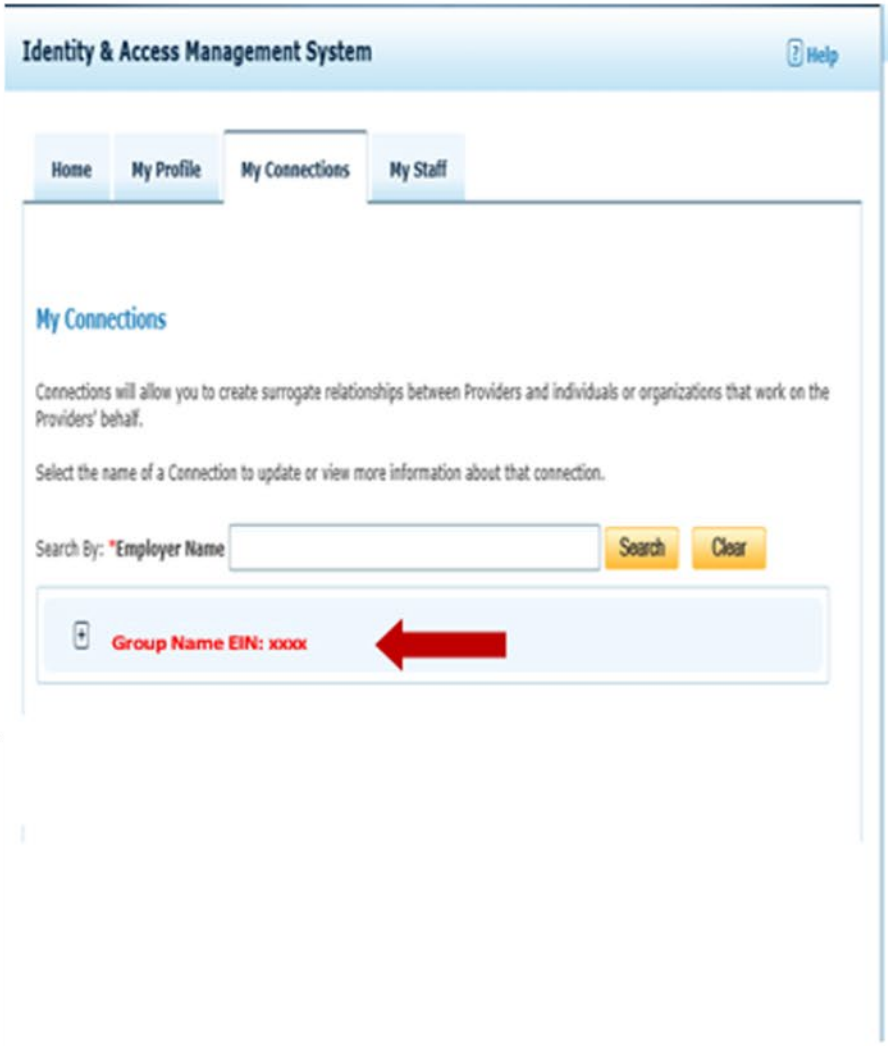


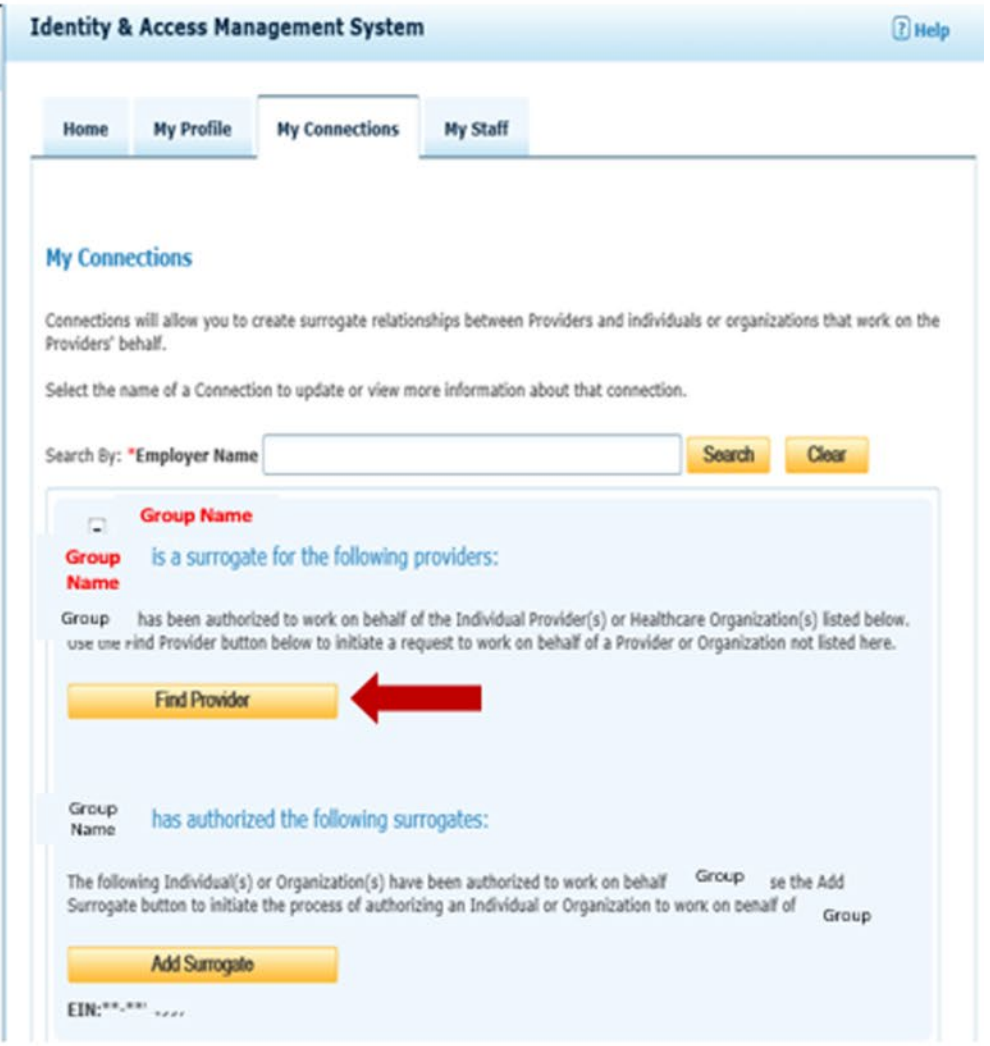
My Connections Tab
Authorized Official/Access Manager

My Connection Tab



Find Provider





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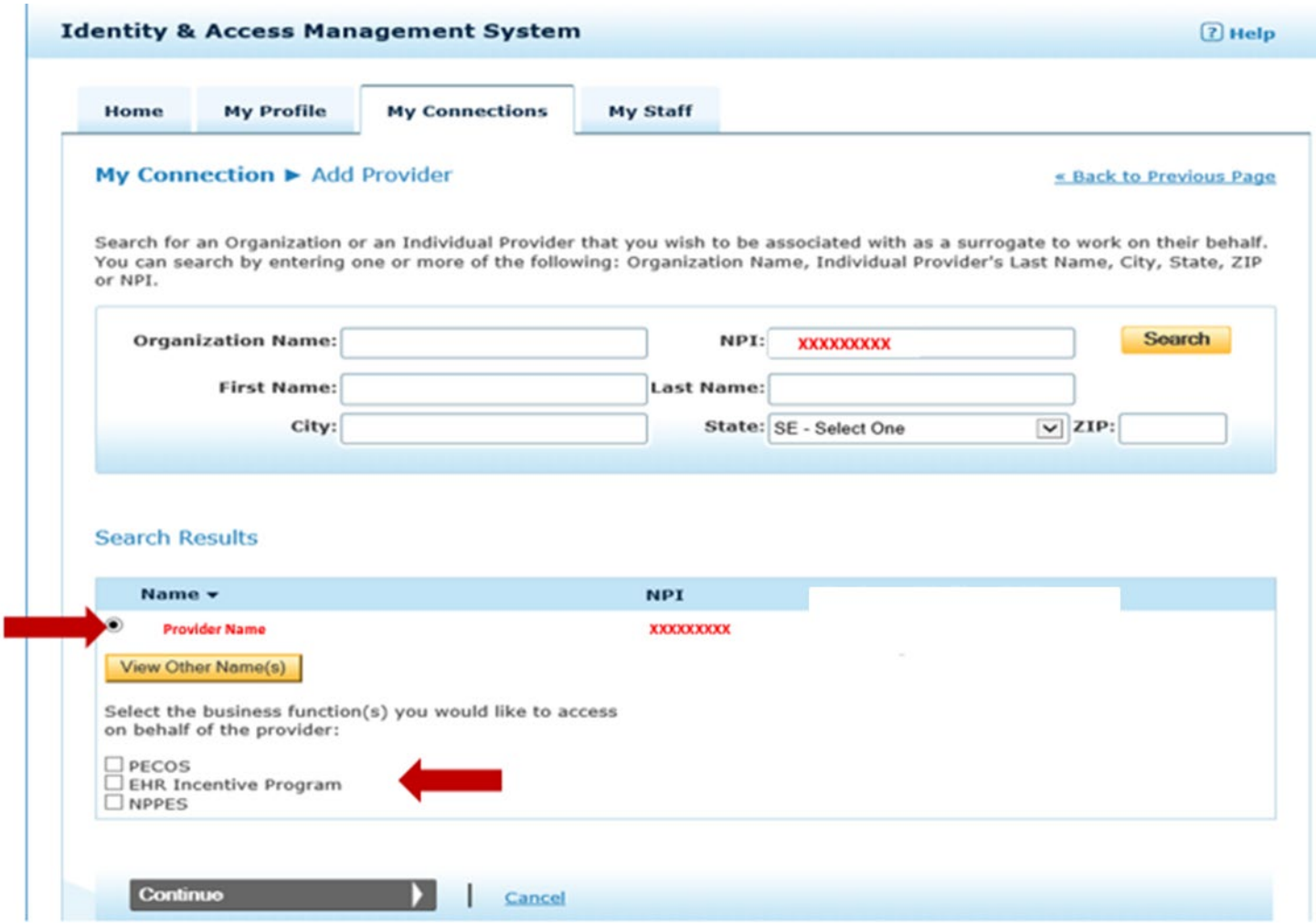
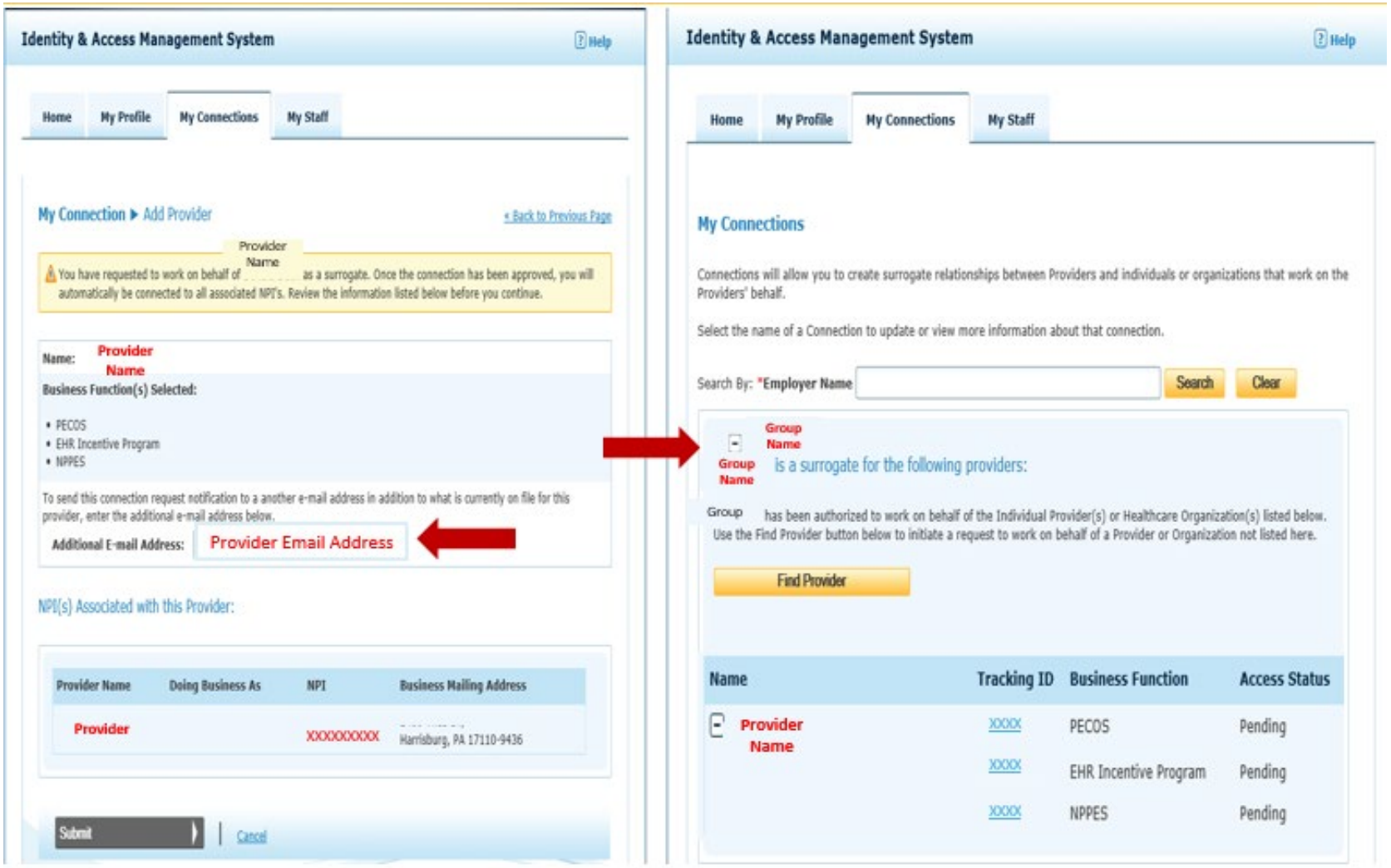
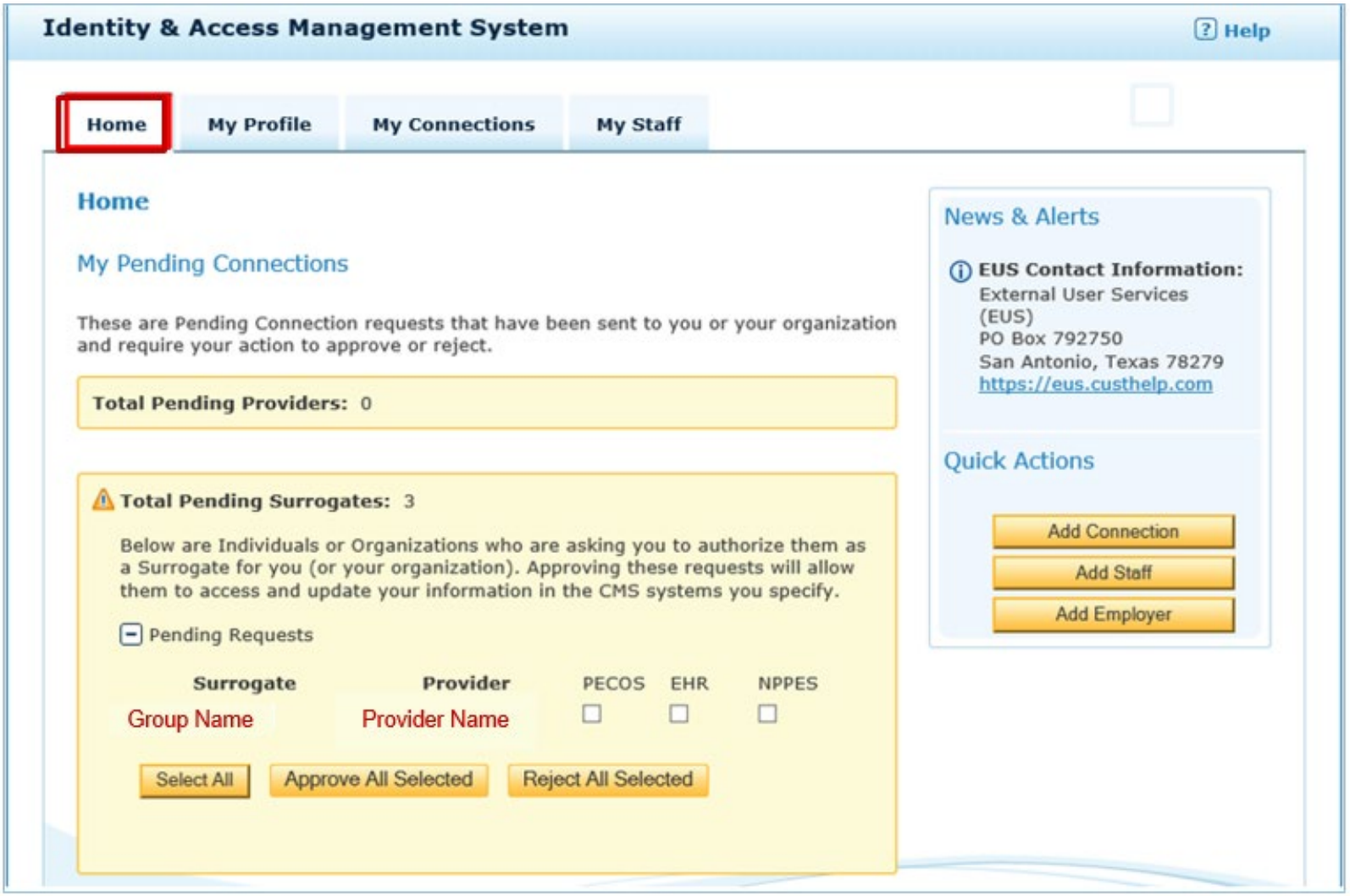
Search for a Provider



Submit and Review for a Provider

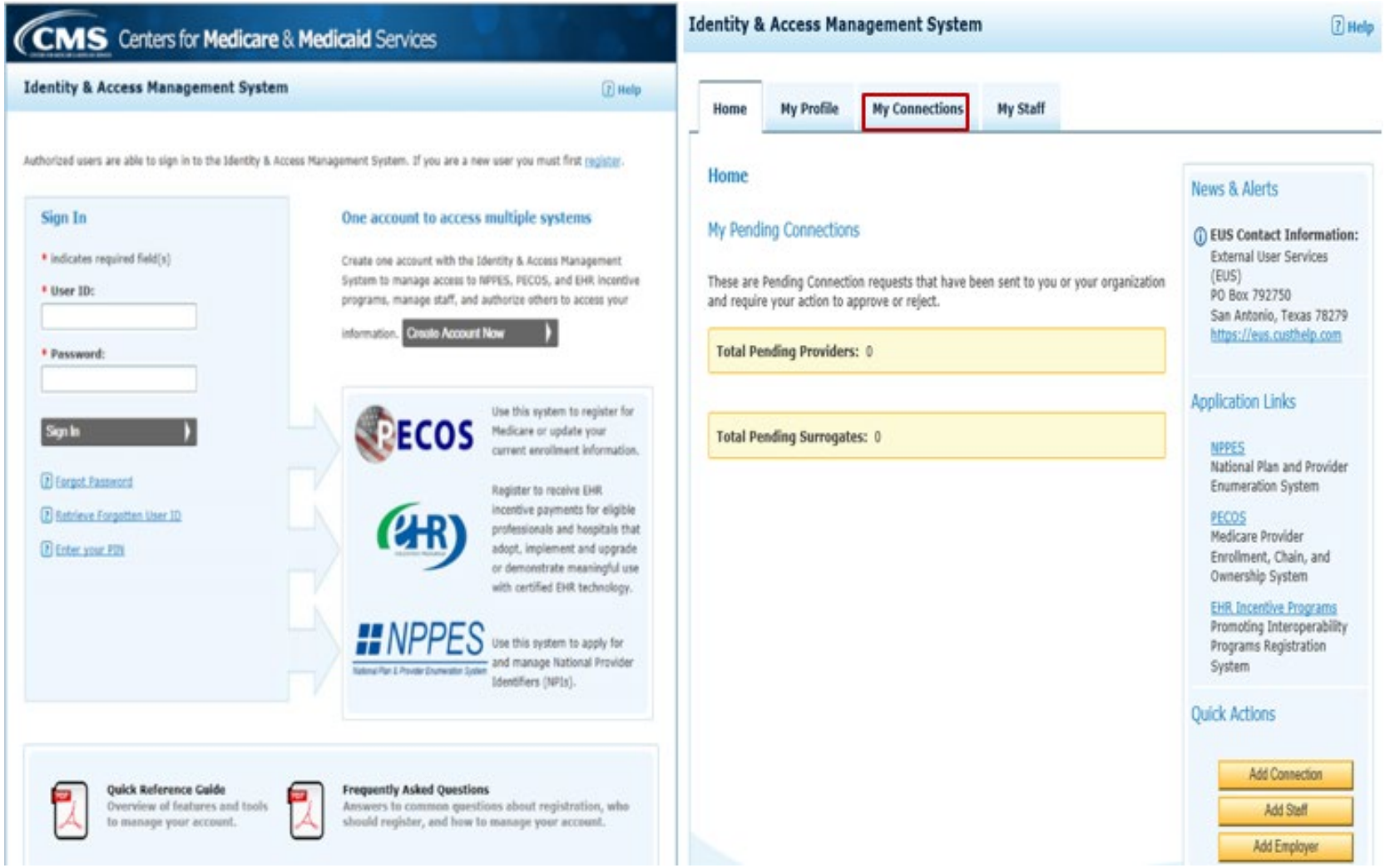


Approval By Provider (Home Tab)

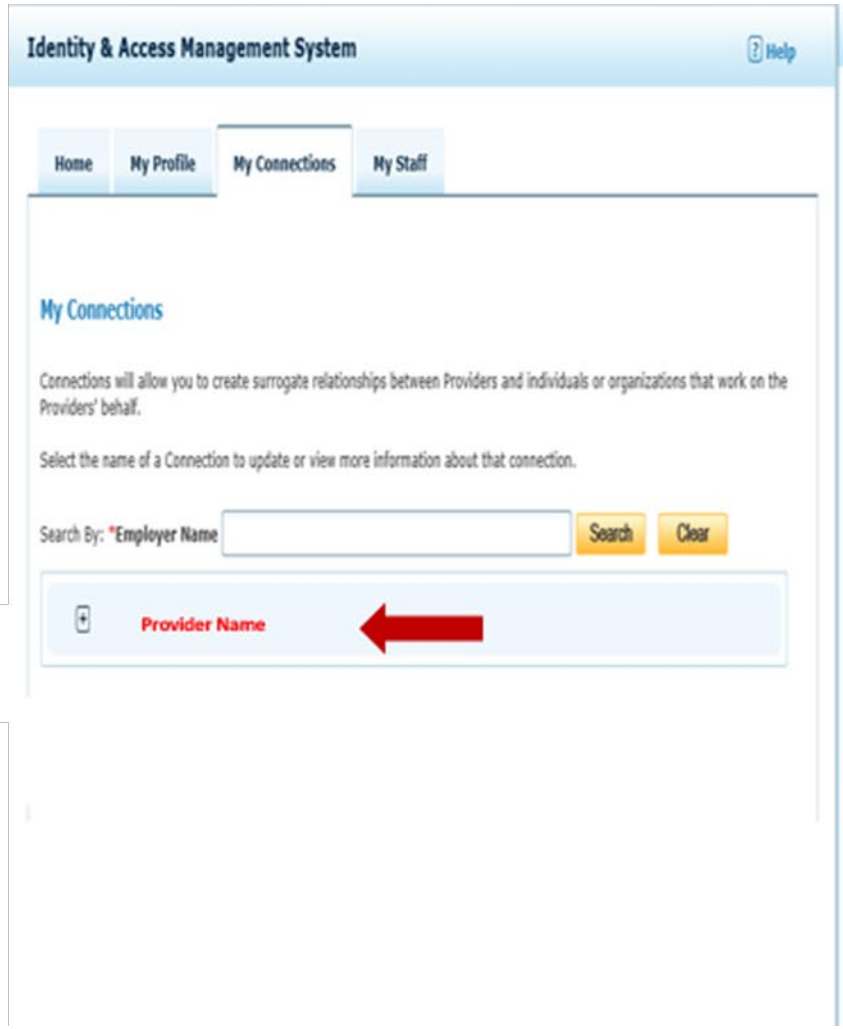


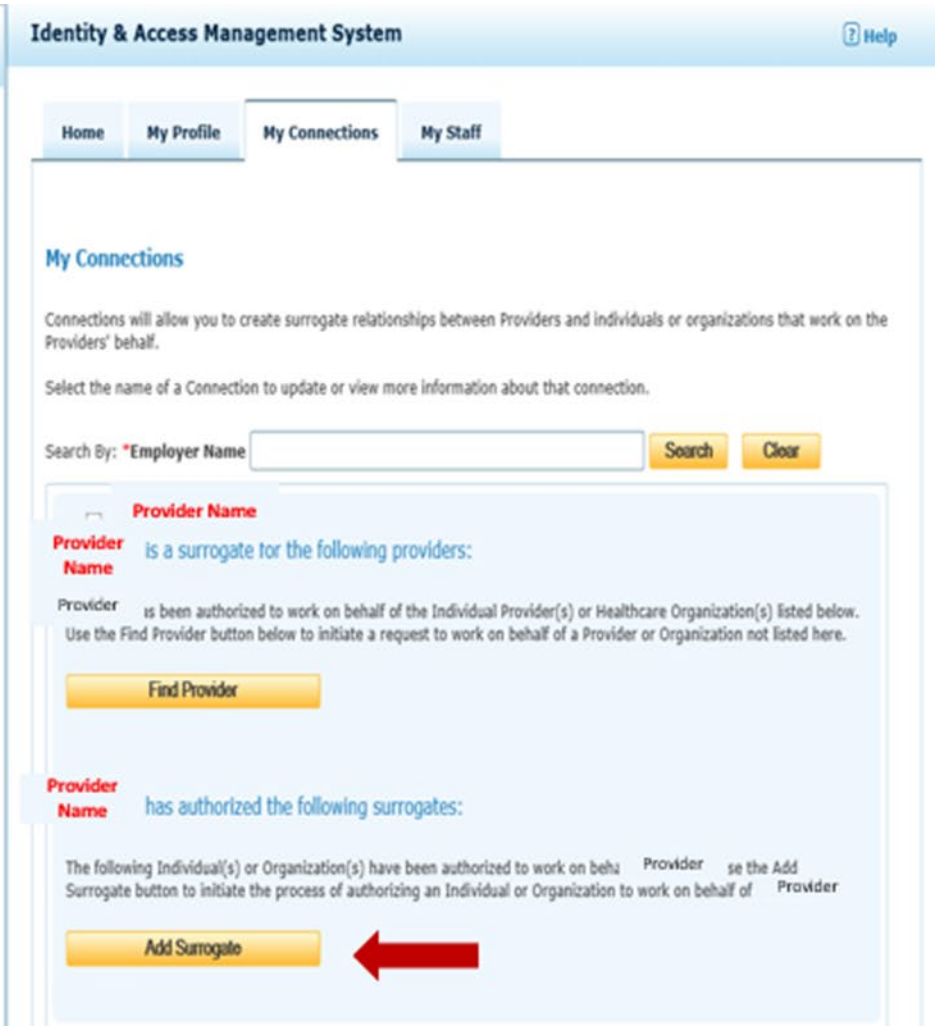
My Connections Tab
Individual Provider

My Connection Tab – Provider

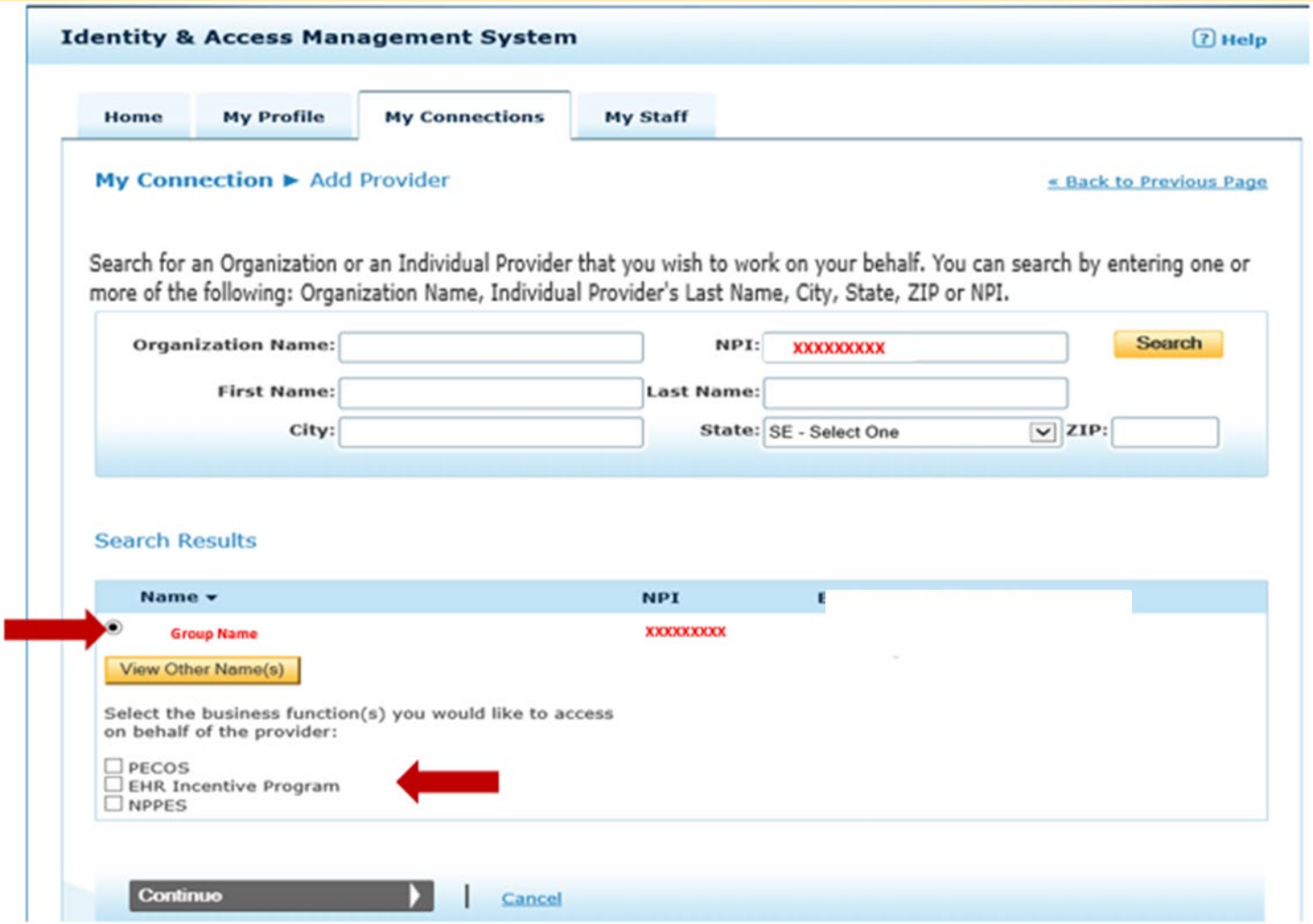


Add Surrogate

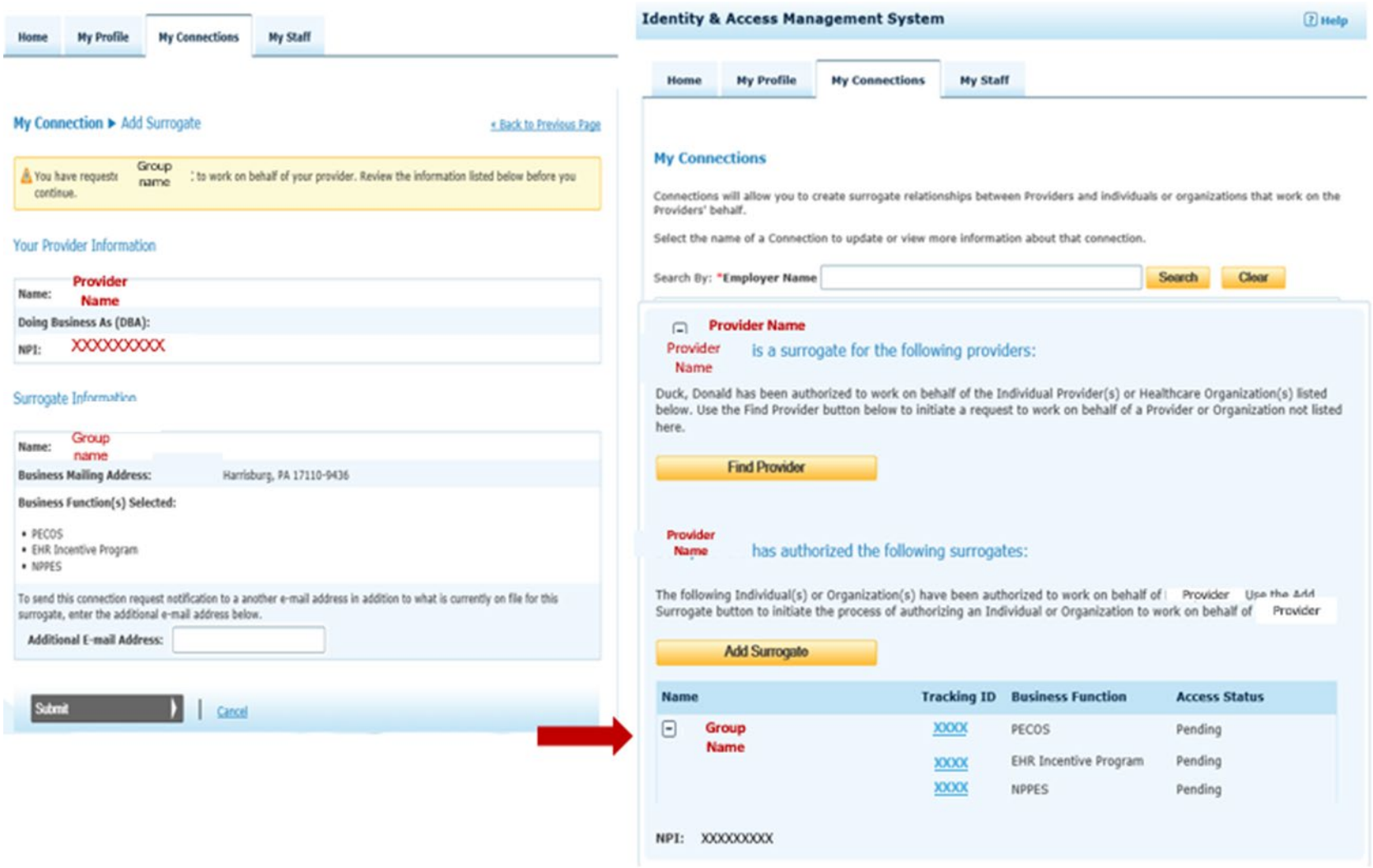




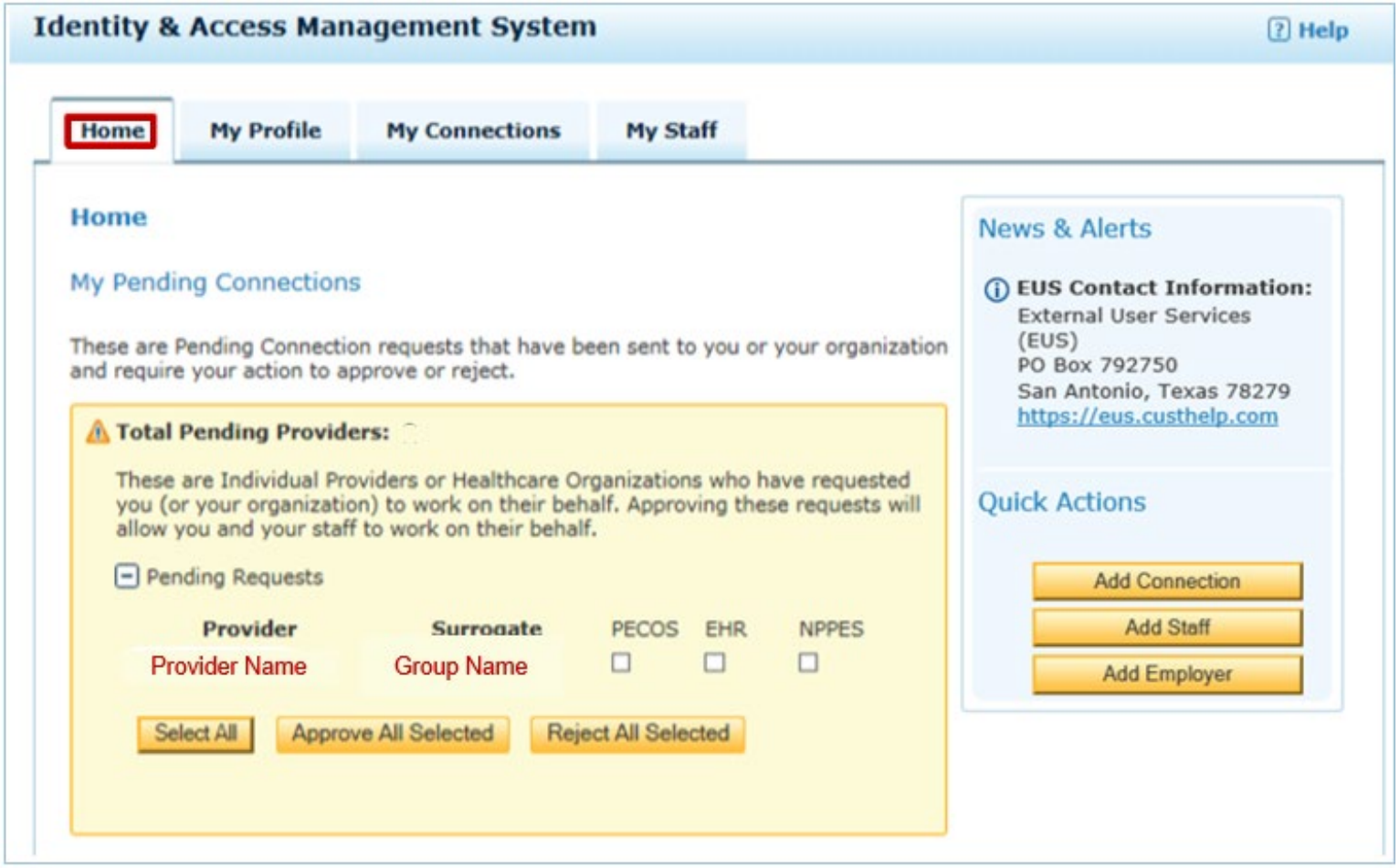
Search for a Group



Submit and Review for a Group

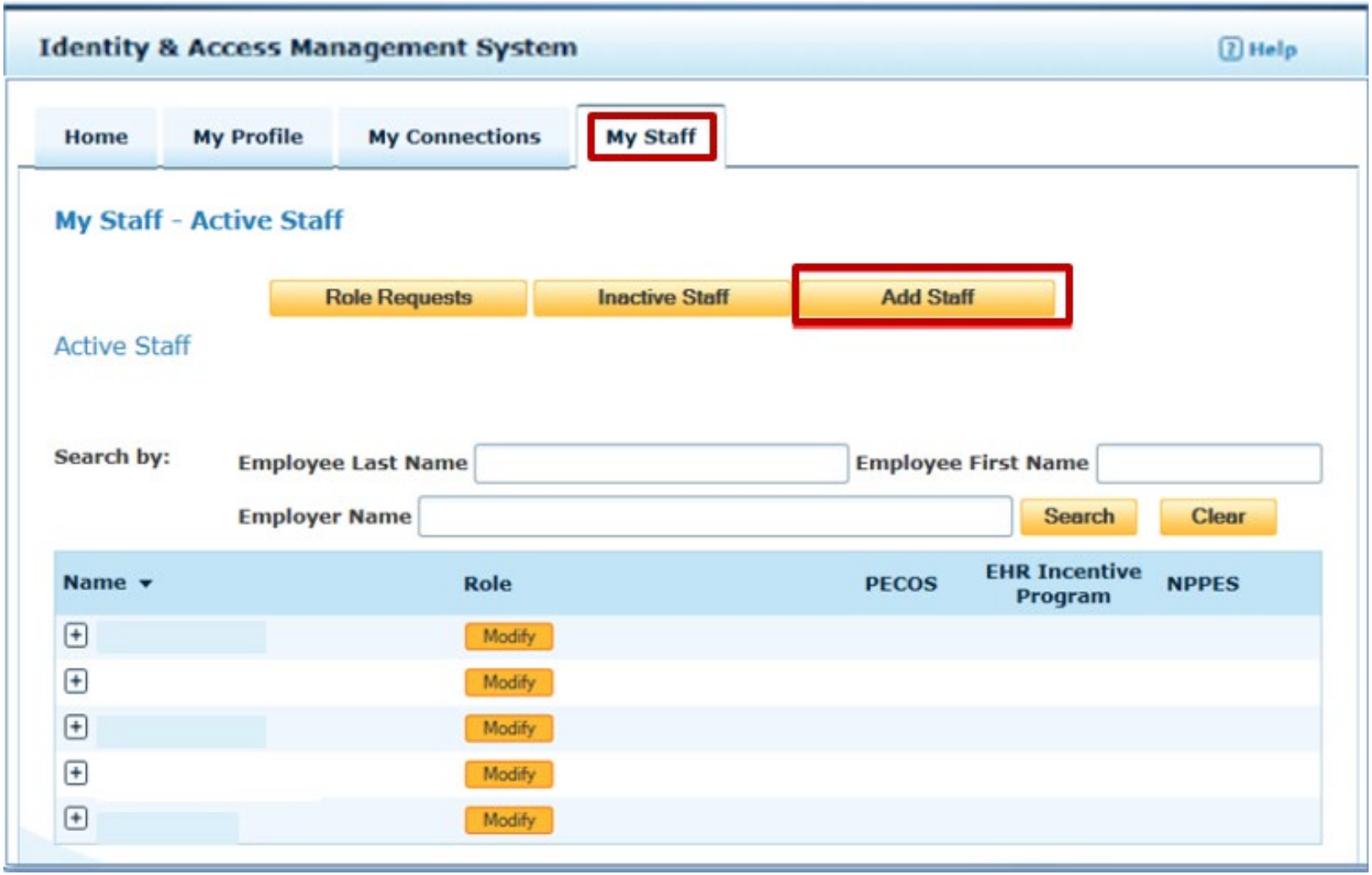


Approval by Authorized Official/ Access Manager (Home Tab)

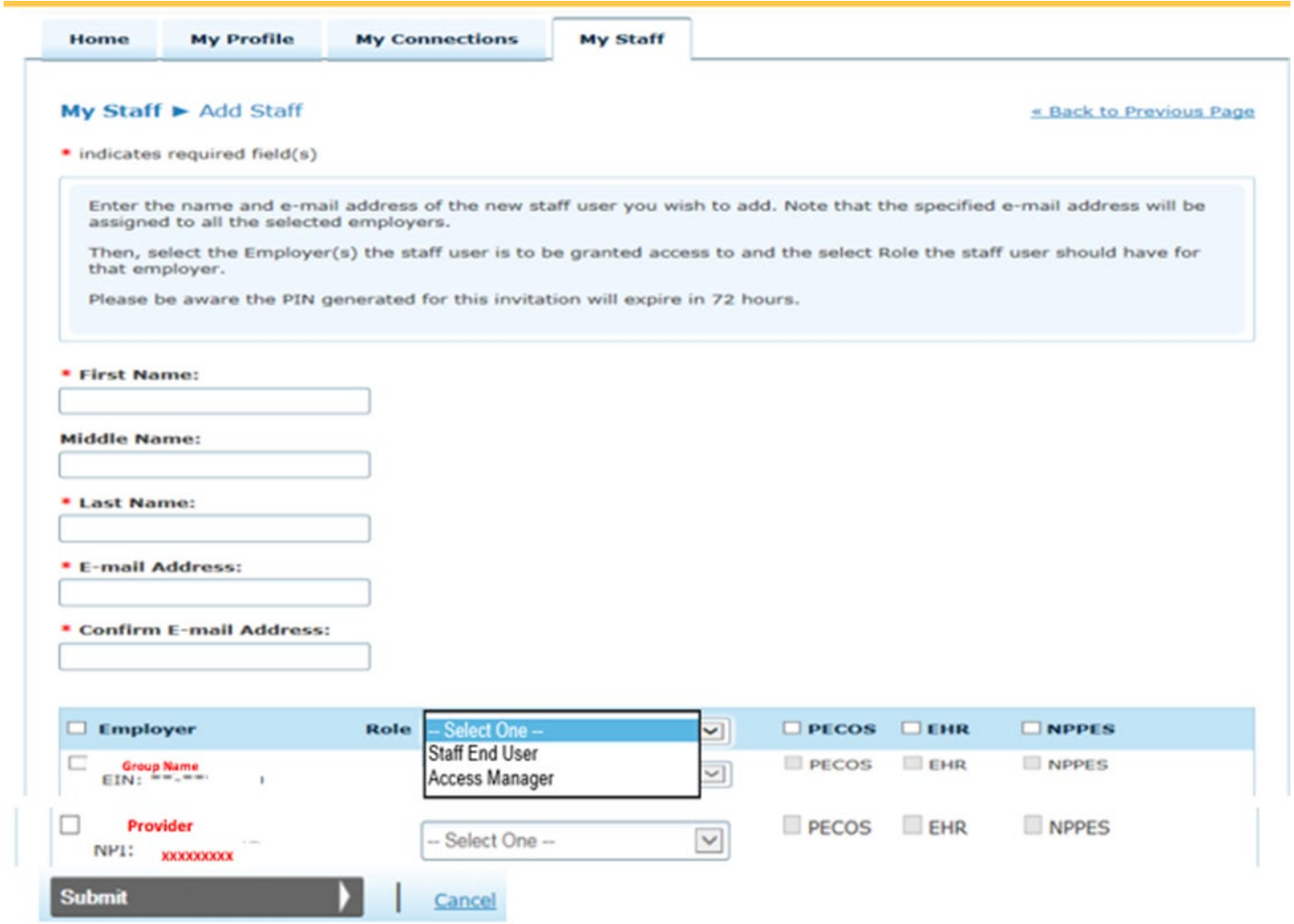


My Staff Tab
Manage Access

My Staff Tab


Identity & Access Management System
Help
Home
My Profile
My Connections
My Staff
My Staff - Active Staff
Role Requests
Inactive Staff
Add Staff
Active Staff
Search by:
Employee Last Name
Employee First Name
Employer Name
Search
Clear
Name
Role
PECOS
EHR Incentive Program
NPPES
Modify
Modify
Modify
Modify
Modify

Add Staff


Home
My Profile
My Connections
My Staff
My Staff ► Add Staff
« Back to Previous Page
* indicates required field(s)
Enter the name and e-mail address of the new staff user you wish to add. Note that the specified e-mail address will be assigned to all the selected employers.
Then, select the Employer(s) the staff user is to be granted access to and the select Role the staff user should have for that employer.
Please be aware the PIN generated for this invitation will expire in 72 hours.
* First Name:
Middle Name:
* Last Name:
* E-mail Address:
* Confirm E-mail Address:
Employer
Role
-- Select One --
Staff End User
Access Manager
PECOS
EHR
NPPES
Group Name
EIN:
Provider
NPI:
xxxxxxxxx
-- Select One --
Submit
Cancel

Approval By Staff

Fro reply@cms.gov
To: jane.doe@email.com
Subject: You've been invited to register with the Centers for Medicare and Medicaid Identity & Access System

Jon Snow requested that you register as a staff user for your employer(s) AAG Org One, JON SNOW in the Centers for Medicare and Medicaid Services Identity & Access (I&A) system. To continue, please either click on the PIN Entry Page link provided below or cut and paste the link into your browser and enter the e-mail address and the PIN provided below. Note that the PIN will expire in 72 hours if not used.

PIN Entry Page: https://nppes.cms.cmstest/IAWeb/register/register_pin.do

PIN: XXXXXXXXX

Invitation Tracking ID: XXXX

Systems that currently accept I&A log in credentials:
Internet-based PECOS (https://pecos.cms.hhs.gov)

EHR Incentive Program (https://ehrincentives.cms.gov)

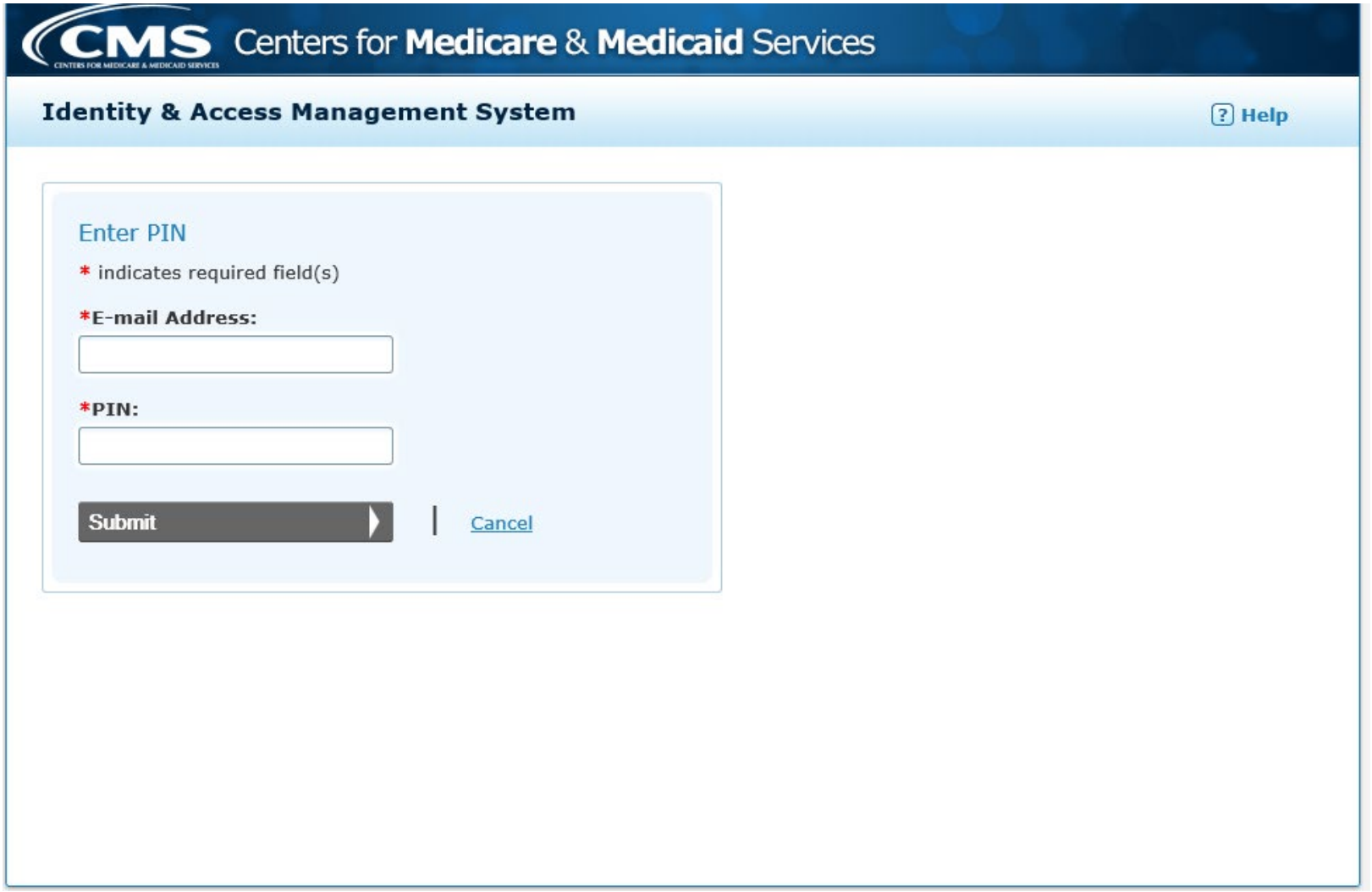
NPPES (https://nppes.cms.hhs.gov)

Please do not reply to this message via e-mail. This address is automated, unattended, and cannot help with questions or requests. If you have any questions, please contact the External User Services (EUS) Help Desk:

External User Services (EUS) Help Desk
PO Box 792750
San Antonio, TX 78279
1-866-484-8049
EUSSupport@cgi.com

Enter Your PIN

Enter Email and PIN



Contact Information and Resources

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: customerservice@npienumerator.com
• 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: EUSSupport@cgi.com Live Chat: https://eus.custhelp.com/

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NGS Website

Provider Enrollment

Resources

- Quick reference guides and FAQs for creating and managing accounts
  - Identity & Access System Quick Reference Guide
  - CMS Identity & Access Management System

Summary

- CMS systems and relationships
  - NPPES
  - PECOS
  - I&A
- Retrieve and create I&A user account and accessing enrollments
- Manage staff's access
- Contact information and resources

Thank You!

- Follow-up email
  - Attendees will be provided a Medicare University Course Code
- Questions?

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