



# Provider Enrollment Opioid Treatment Program

9/23/2021





# Today's Presenters

- Laura Brown CPC
  - Provider Outreach and Education
- Susan Stafford
  - Provider Outreach and Education





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  - This applies to our webinars, teleconferences, live events and any other type of National Government Services educational events





# Objectives

 Better understanding of an Opioid Treatment Program (OTP) provider and how to enroll in Medicare





# Agenda

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









- Part B Opioid Treatment Program (OTP) provider
  - Beginning 1/1/2020, Part B benefit for Medicare beneficiaries with opioid use disorder (OUD)
  - Submit claims via 837P transaction to transmit health care electronically, or CMS-1500 form
  - HCPCS Codes range G2067 G2080 and G2215 to G2216
  - Place of Service 58 Non-residential 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)
  - CMS Opioid Treatment Programs Web Page
  - MLN® Fact Sheet <u>Opioid Treatment Programs (OTPs) Medicare Billing</u> and Payment Fact Sheet





- Part A Opioid Treatment Program (OTP) provider
  - Beginning 1/1/2021, Medicare Part B covers hospital outpatient OTP services
  - Submit claims via 837l transaction to transmit health care electronically or CMS-1450 form
  - HCPCS codes range G2067 G2080 and G2215 to G2216
  - Type of bill code Freestanding Non-residential 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)
  - CMS Opioid Treatment Programs Web Page
  - MLN® Fact Sheet <u>Opioid Treatment Programs (OTPs) Medicare Billing and Payment Fact Sheet</u>





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



- National Provider Identifier (NPI)
  - Separate NPI for OTP services (optional)
- Select "OTP" specialty or "Other", type "Opioid Treatment Provider"
- Application fee required
- Revalidate every five years
- MLN® Fact Sheet <u>Opioid Treatment Programs</u>
   (OTPs) <u>Medicare Enrollment Fact Sheet</u>



# **Enroll in Medicare**





# **Enroll In Medicare**

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





# **Enroll In Medicare**

- 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



### **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 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 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, Certifying, or Prescribing Practitioners List
   View the Ordering, Certifying, or Prescribing
   Practitioners List to verify eligibility to order or certify items or services to Medicare beneficiaries, or prescribe part D drugs.
- Ordering, Certifying, or Prescribing Information [PDF, 1.64MB] - Learn about the Ordering, Certifying, or Prescribing enrollment process.

### **Enrollment Tutorials**

· Initial Enrollment:

Step-by-step demonstration of an initial enrollment application in PECOS. Individual Provider P 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





### Welcome

### Release Notes

Want to learn what's new in the latest PECOS release? Please review the Release Notes[PDF].

### System Notifications

Note: JavaScript must be enabled in your internet browser for PECOS to work properly. If JavaScript is currently disabled in your browser, refer to the Accessibility section in PECOS Help for instructions on enabling JavaScript.

### Details

- 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 identiy 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 to setup your account.

### Manage Medicare and Account Information

### MY ASSOCIATES



- Enroll in Medicare for the first time
- View and update existing Medicare information
- Continue working on saved applications

### ACCOUNT MANAGEMENT

- Update your user account information, request or remove access to organizations
- Manage access to Medicare enrollments

### REVALIDATION NOTIFICATION CENTER 23

- View All Applications requiring revalidation
- · Start or continue revalidation application

# Applications Requiring Signatures You currently have no pending signatures.





### My Associates

### 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, do not create an initial enrollment application. Instead, select a provider from the "Existing Associates" section below then select from the list of existing enrollments.

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 organization's Authorized/Delegated Official to ensure your account has access to PECOS.
- · 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 verify your account status, select the Account Management button on the Home Page and then choose Update user account information option.

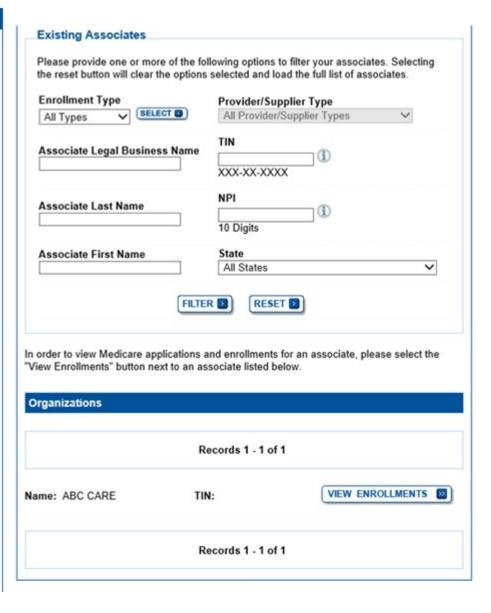
The following checklists will help you gather the information needed to enroll via Internetbased PECOS:

- · Checklist for Sole Proprietor or Solely Owned Organizations (eg. LLC, PC) using PECOS 📮
- Checklist for Individual Physician and Non-Physician Practitioners using PECOS
- 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









### 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

### Ţ

### 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 organization's Authorized/Delegated Official to ensure your account has access to PECOS.
- 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 □
- Checklist for Individual Physician and Non-Physician Practitioners using PECOS
- 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



### **Existing Enrollments**

Contractor: NATIONAL GOVERNMENT SERVICES, INC.

State:

Type/Specialty: Hospital

REVALIDATE

VIEW 📵

VIEW 🖸

MORE OPTIONS D

MORE OPTIONS

Enrollment Type: 855A

Medicare ID: View Medicare ID Report 🗁

Status: APPROVED View Approved Enrollment Record

Practice Location:

Existing Reassignments: 0

Pending Reassignments Applications: 0

View/Manage Reassignments

Contractor: NATIONAL GOVERNMENT SERVICES, INC.

State

Type/Specialty: FEDERALLY QUALIFIED HEALTH CENTER (FQ

HC)

Enrollment Type: 855A

Medicare ID: View Medicare ID Report 🗁

Status: DEACTIVATED View Deactivated Enrollment Record

Existing Reassignments: 0

Pending Reassignments Applications: 0

View/Manage Reassignments

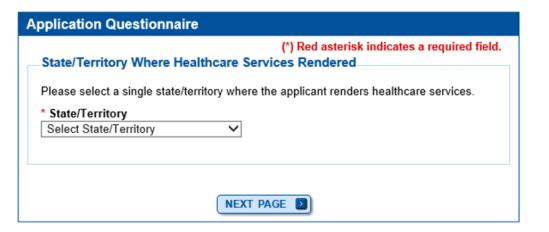




# (\*) Red asterisk indicates a required field. Healthcare Services Rendered \* Please select the option that best represents the healthcare service rendered for this application. Institutional Provider (e.g., Hospital, Skilled Nursing Facility, Hospice, Home Health Agency) Clinics/Group Practices and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

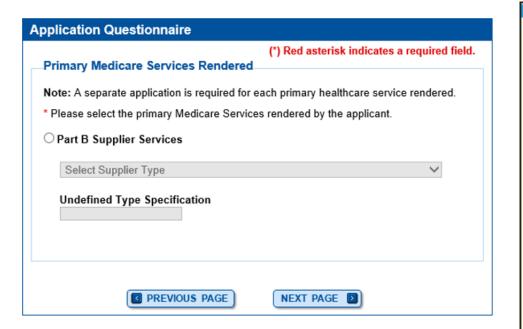
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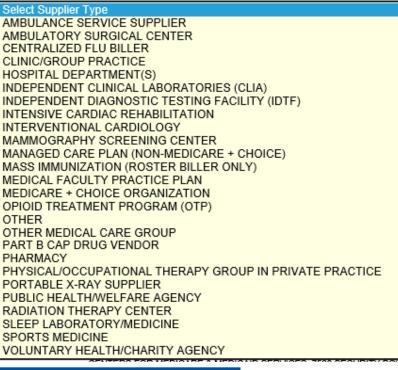


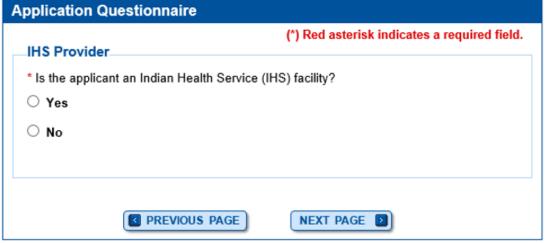






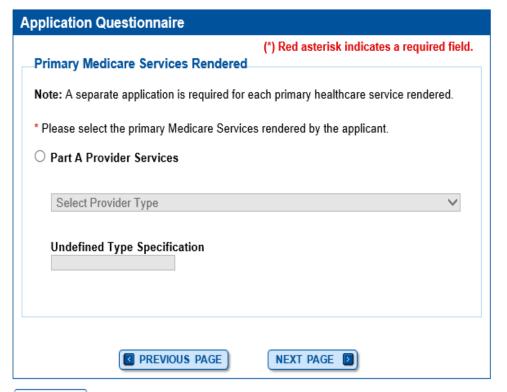


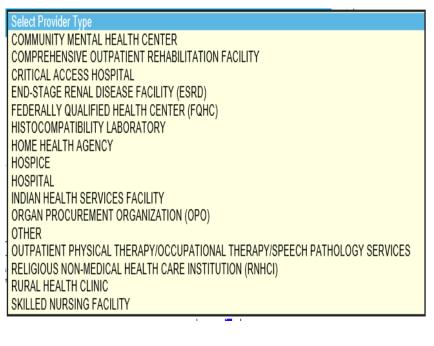




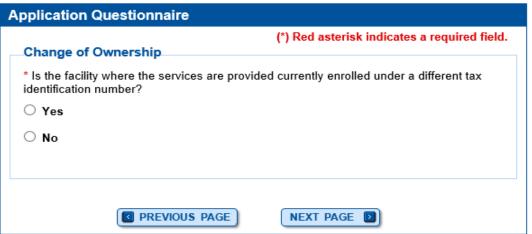
















### **Confirm Reason for Application**

### Medicare Part B Enrollment

Based on your responses, the following reason for application was identified.

 A Medicare Part B supplier is enrolling in the Medicare program for the first time.

The application is for:

Legal Business Name	Tax Identification Number (TIN)	Supplier Type	State
ABC CARE		OPIOID TREATMENT PROGRAM (OTP)	

Clicking on the 'Start Application' button will create a Medicare application using the above information.

Please note: After you click 'Start Application' a Web Tracking ID will be created. This does not mean that your application has been submitted.

At the conclusion of this process:

- The application is submitted to the appropriate Medicare fee-for-service contractor for processing
- An Authorized Official representing the supplier must sign a statement certifying the submitted information
- The certification statement, additional required signatures, and required attachments must be electronically signed or mailed to the identified fee-for-service contractor(s)
- The Medicare enrollment is finalized after the fee-for-service contractor processes this application and approves the information
- Any required and/or supporting documentation not uploaded must be mailed in to the fee-for-service contractor

START APPLICATION [22]







Enrollment ID: PacID: Web Tracking ID:
Reason for Application Supplier is Enrolling in Medicare for the First Time
Reports
Select the hyperlink to view the Application being edited:  View Application being edited

# Topics 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

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:

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 information about Physical Location and "Special Payments" Address
_	Vehicle Information    more information about Vehicle Information
N/A	Geographic Location
	Rendering Healthcare Services at a Patient's Home information about Rendering Healthcare Services at a Patient's Home

	Correspondence Address
	License and Certification Information  License and Certification Information
	Final Adverse Legal Actions more information about Final Adverse Legal Actions
-	Organization Control
-	Individual Control
	Patient Records Storage Location Records Storage Location
	Billing Agency/Agent ■ more information about Billing Agency/Agent
1	Contact Person • more information about Contact Person
	Electronic Funds Transfer
-	Required and/or Supporting Documentation  about Required and/or Supporting Documentation
Note:	
Subm	you have completed all the topics and no errors are present, the 'Begin ission' button will be enabled. You may review errors at any time by clicking rror Check' tab. Clicking 'Begin Submission' will initiate the Submission ess.

NEXT PAGE 2





## **Organization Information** 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) ADD INFORMATION [22] Organization Information No Organization Information has been listed. Please click "Add Information" above.

GO TO ERROR CHECK

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<b></b> ■ EDI	TLBN	
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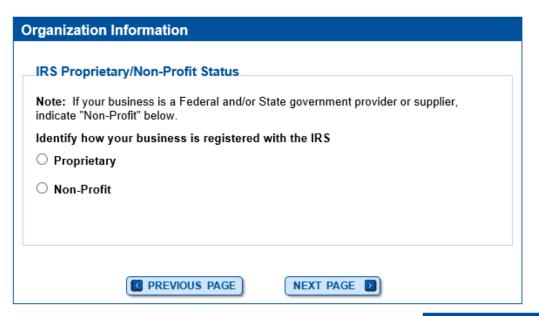


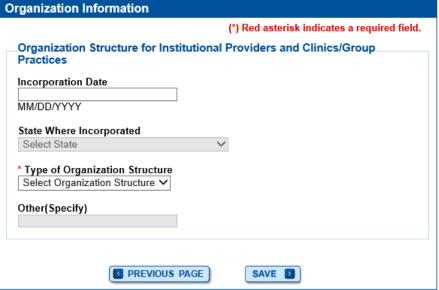
NEXT TOPIC D



RETURN TO TOPICS











### **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 1

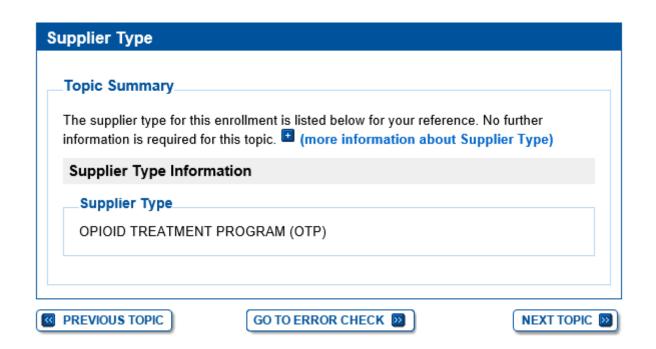
















### **PAR Status**

### 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
- O No

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

■ PREVIOUS TOPIC

GO TO ERROR CHECK

NEXT TOPIC [32]

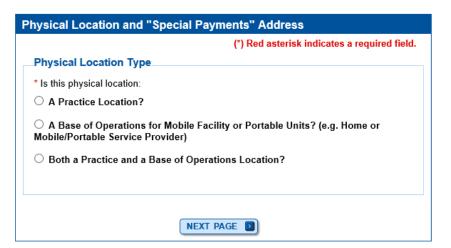




# Physical Location and "Special Payments" Address Information · PAR Status Information was successfully added. Topic Summary This topic requests information about the Physical Location and "Special Payments" Address of the applicant's practice location and/or base of operations. • (more information about Physical Location and "Special Payments" Address) ADD INFORMATION [23] 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 [32]

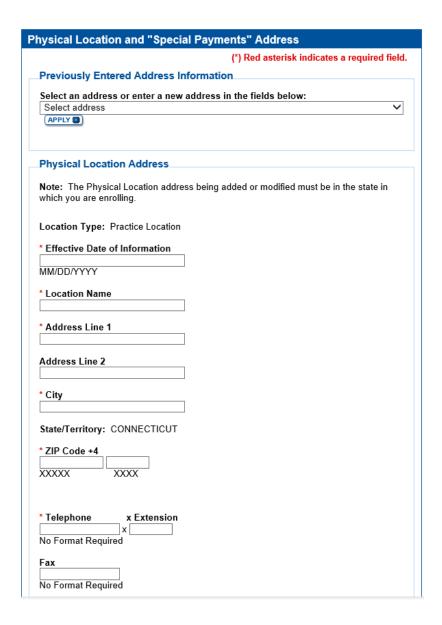
NEXT TOPIC D





REVIOUS TOPIC





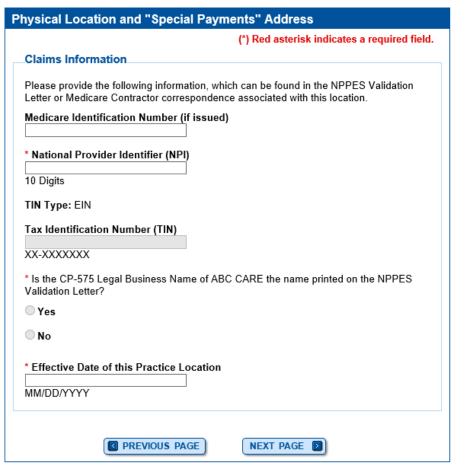
E-mail Address	
▼ PREVIOUS PAGE	NEXT PAGE

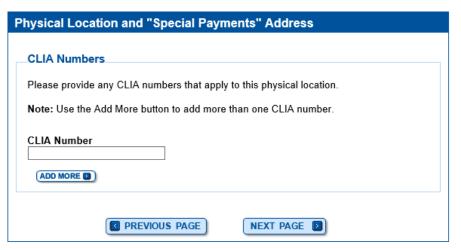


# **Address Verification** (\*) Red asterisk indicates a required field. You must resolve the following error(s) to continue The provided address cannot be confirmed as a valid United States Postal Service (USPS) delivery point. Please provide a reason to continue with this address, or select Previous 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: \* Reason why an address not verified by the US Postal Service (USPS) is being used: Maximum of 255 characters. You have 255 characters remaining. ■ PREVIOUS PAGE NEXT PAGE D





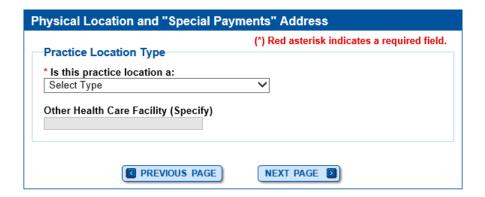


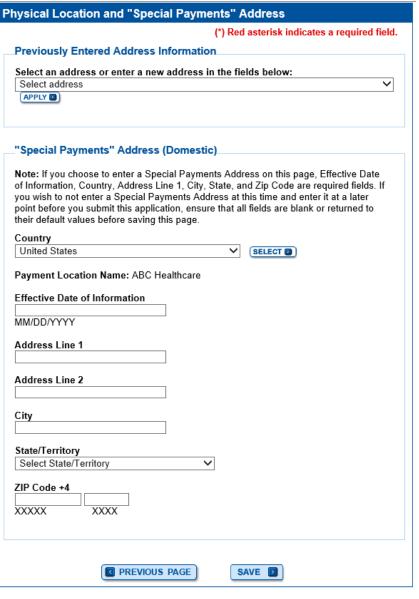


















 Physical Location and "Special Payments" Address Information was successfully added for ABC Healthcare at 300 George St.

### 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. (more information about Physical Location and "Special Payments" Address)

ADD INFORMATION D

### 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

Records 1 - 1 of 1

### Physical Location and "Special Payments" Address Information

### ABC Healthcare

Location Type: Practice Location

Practice Location Type: Other Health Care Facility: OTP [EDIT 3]

Physical Location Address Special Payment Address

Physical Address: Payment Address:

Effective Date of Information:

01/01/2020

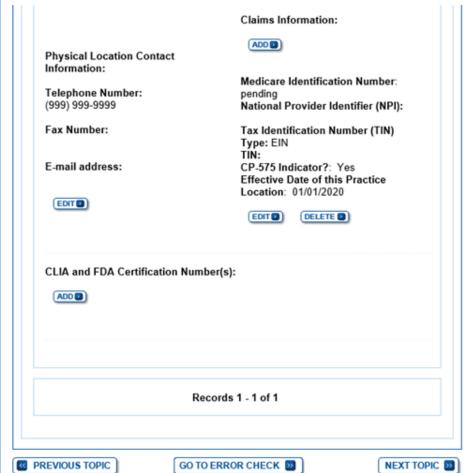
Effective Date of Information:

01/01/2020

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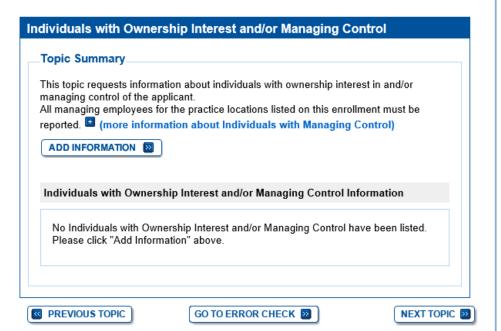
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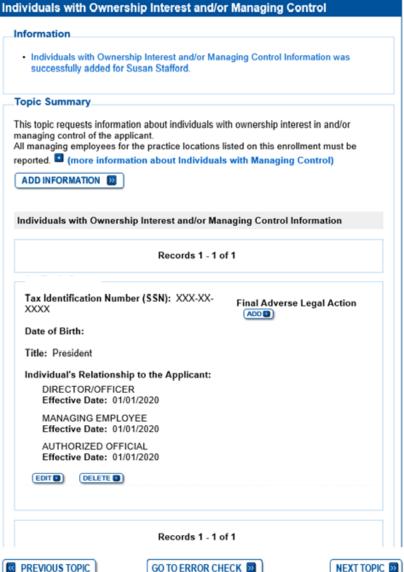
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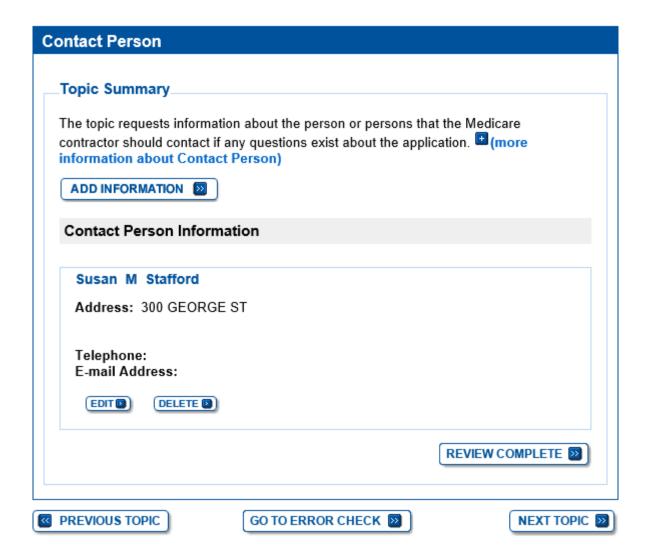














### **Electronic Funds Transfer**

(\*) Red asterisk indicates a required field.

### Topic Summary

This topic requests information about the Electronic Funds Transfer (EFT) authorization agreement. This topic is the electronic CMS-588 Form. Data collected in this topic includes financial institution and account information, and information for the contact person for the electronic funds transfer. (more information about Electronic Funds Transfer)

ADD INFORMATION [23]

### **Electronic Funds Transfer Information**

No EFT authorization information has been entered. Please click "Add Information" above.

REVIOUS TOPIC

GO TO ERROR CHECK

NEXT TOPIC [22]





### **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)

### Step 2: Confirm that you want to upload digital copies of the documents now

Instructions for this step: If you selected the Upload delivery method for any documentation selected in Step 1, and you want to upload them now, please select "Yes". If you did not select the Upload delivery method for any documentation Step 1, you did not complete Step 1, or you do not want to upload the documents now, please select "No".

You may return to this topic at a later time - but before application submission - to upload documents.

- \* Do you want to upload one or more documents with your Medicare enrollment application now?
- O 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 at a later time.)

### **Document Information**

No documents have been listed. Please answer the question above.





RETURN TO TOPICS





### Required and/or Supporting Documentation

**Documentation Requiring** View and Print Signatures: MUST E-SIGN Comments Documentation or UPLOAD Authorized Official View and Print [PDF] Certification Statement for Maximum of 500 characters. **Clinics and Group Practices** You have 500 characters [PDF] remaining. Note: Please do not mail a signed Certification Statement. Signature documents must be either e-signed or uploaded. Form CMS-588. View and Print [PDF] 🖾 Electronic Funds Transfer Maximum of 500 characters. (EFT) Authorization You have 500 characters Agreement remaining. Note: Please do not mail a signed Certification Statement. Signature documents must be either e-signed or uploaded. Note: Documents in PDF format require the Adobe Acrobat Reader® . If you experience problems with PDF documents, please download the latest version of the Reader® 🖵











### 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.

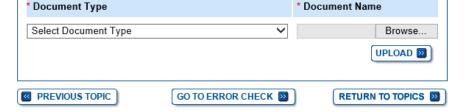
Note: Please do not upload your signed documents in this section. You will be able to upload them on the Manage Signatures page of the submission process.

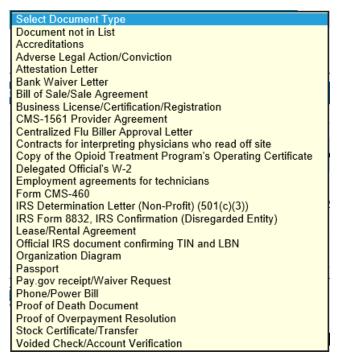
Please do not upload the following documentation. Doing so might delay processing your application and could require further action:

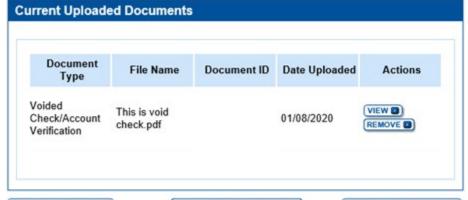
Form CMS-855A, Form CMS-855B, Form CMS-855I, Form CMS-855R, Form CMS-855S, or Form CMS-855O.

### 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.







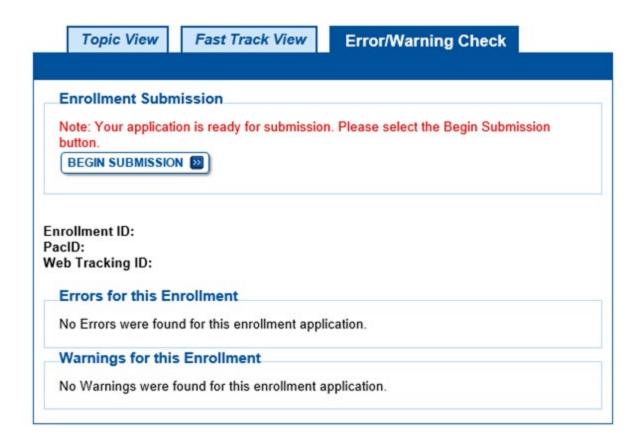
GO TO ERROR CHECK DO

REVIOUS TOPIC





**RETURN TO TOPICS** 







### **Manage Signatures**

(\*) Red asterisk indicates a required field.

Name: ABC CARE
Web Tracking ID:

TIN: XX-XXXXXXX

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.

Note: Users will no longer be able to mail in signature documents. Please select either Electronic or Upload.

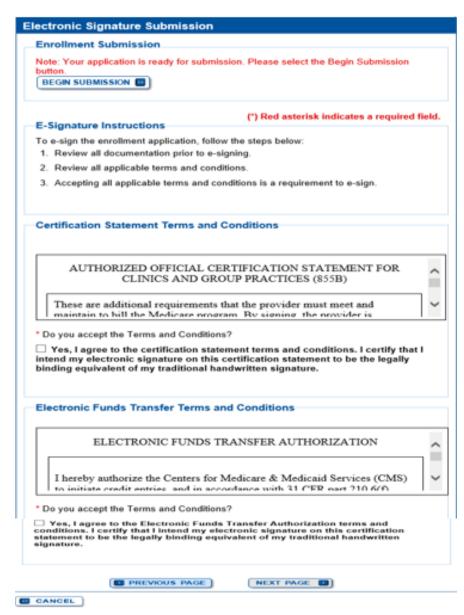
Any Authorized or Delegated Officials with an ITIN will not be able to submit electronic signatures. Authorized or Delegated Officials with an ITIN entered on this application <u>must</u> <u>now upload their signature documents</u>.

### Please select a signature method for each signer:

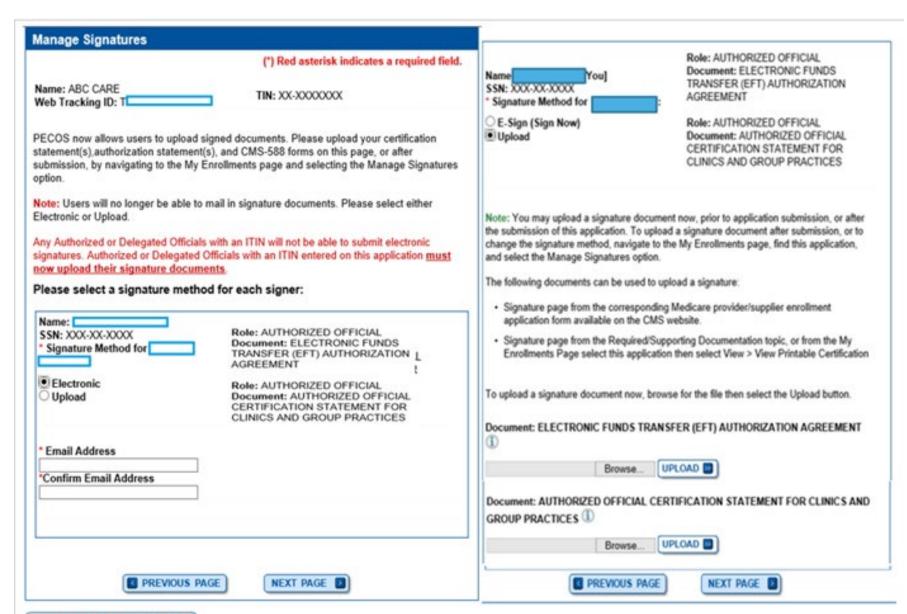


RETURN TO MY ENROLLMENTS















### Submission Page

(\*) Red asterisk indicates a required field.

#### 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.

Note: It is recommended that the applicant select the Medicare Contractor of the Chain Home Office.

Fee-For-Service Contractor

NATIONAL GOVERNMENT SERVICES, INC.

APPLY D

#### Application Fee Payment Information

Institutional Providers who are submitting applications for the following reasons are required to pay the Provider Enrollment Medicare Application Fee:

- Revalidations
- · Reactivations, unless the deactivation was a result of non-submission of claims for four consecutive guarters

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 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.

Year: 2020 Amount: \$595

- \* Would you like to pay the application fee now?
- O Yes O No
- I have already submitted payment for this application

APPLY D

Click the Refresh button to view the latest Payment Information.

REFRESH

#### Reason(s) for submission:

· A Medicare Part B supplier is enrolling in the Medicare program for the first time to bill for Part B services.

#### Reports

Select the hyperlink to view the Application being submitted: View Application being submitted P

### Required and Supporting Documents

The following Required and Supporting Documents must be mailed in, e-signed or uploaded as part of your submission. Some documents may not be uploaded. Please read the notes below

#### Do not upload to your submission:

 A copy of the Medicare provider/supplier enrollment application form (such as a CMS-855 form).

### Required and/or Supporting Documents:

Note: Expand I for document details.

If you wish to upload a document or change the delivery method for a document prior to submitting this application, please select the Cancel button and return to the Required and/or Supporting Documentation topic.

Documentation Requiring Signatures: MUST E-SIGN or UPLOAD

View and Print Documentation

View and Print [PDF]

Comments

Authorized Official Certification Statement for Clinics and Group Practices [PDF]

Note: Please do not mail a signed Certification Statement, Signature documents must be either e-signed or uploaded.

Form CMS-588. Electronic Funds Transfer (EFT) Authorization Agreement

Note: Please do not mail a signed Certification Statement, Signature documents must be either e-signed or uploaded.

View and Print [PDF] 4

PREVIOUS PAGE

COMPLETE SUBMISSION







### 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

My Application Progress

100%

### 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!





### **Existing Enrollments**

Contractor: NATIONAL GOVERNMENT SERVICES, INC.

State: ILLINOIS Type/Specialty:

REVALIDATE

VIEW 📵

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

### **New Enrollments**

Contractor: NATIONAL GOVERNMENT SERVICES, INC.

State: CONNECTICUT

Type/Specialty: OPIOID TREATMENT PROGRAM (OTP)

MANAGE SIGNATURES

VIEW 📵

Enrollment Type: 855B Medicare ID: pending

Status: AWAITING PROCESSING View Awaiting Processin

g Application 🖵

Practice Location: 300 George St,

Tracking ID:







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



- 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 receipt
  - 2021 application fee = \$599
  - Pay fee online via credit card, debit card or check
  - No hardcopy checks can be accepted by National Government Services
  - 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@anthem.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



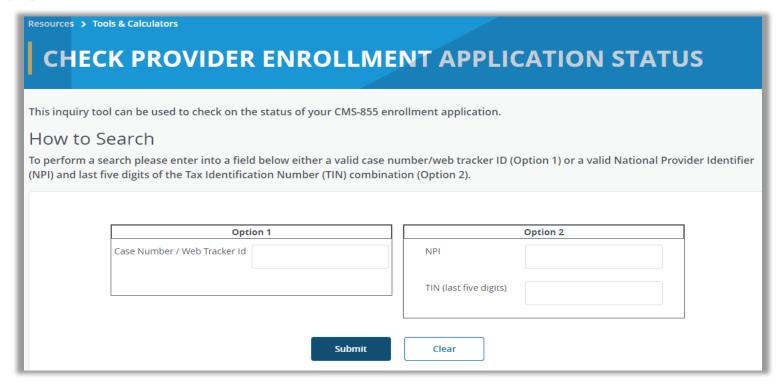
# **Check Application Status**





# **Check Application Status**

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





# **Check Application Status**

- IVR system
  - Our website > Resources > Contact Us > Interactive Voice Response System
  - IVR will request following information after selecting Provider Enrollment
    - Case number/web tracker ID; or
    - National Provider Identifier (NPI) and Tax Identification Number (TIN of group) or Social Security Number (SSN of individual)



# **PECOS Application Status**

# 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.

#### **USER LOGIN**

You may use your NPPES or PECOS username and password to login.

\* User ID

\* Password



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 Defore enrolling with Medicare.

### **Helpful Links**

Application Status — - Self Service Kiosk to view the tatus 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.

#### 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.
- 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 🗗



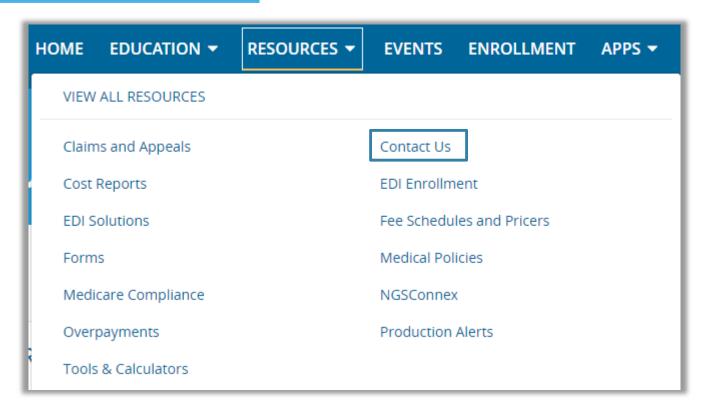


## **Contact Information**





## NGSMedicare.com



### Mailing Addresses

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

### Provider Enrollment





# Resources

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





# Resources





# CMS Opioid Treatment Programs

Starting January 1, 2020, under the Calendar Year (CY) 2020 Physician Fee Schedule final rule, the Centers for Medicare & Medicaid Services (CMS) will pay Opioid Treatment Programs (OTPs) through bundled payments for opioid use disorder (OUD) treatment services in an episode of care provided to people with Medicare Part B (Medical Insurance). OTPs must enroll in the Medicare program in order to receive reimbursement when these services are provided to Medicare patients



### **Important Links**

#### Get Information & Resources

- Opioid Treatment Program Providers
- Medicaid
- · Medicare Advantage Plans
- Billing & Payment
- Enrollment
- · Outreach & Education
- · Reducing Opioid Misuse



## Thank You!

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



