Provider Transaction Access Number Request

The Provider Enrollment, Chain and Ownership System (PECOS) is the most efficient and fastest way to find a Provider Transaction Access Number (PTAN).

- Login to PECOS
- Select My Associates
- Scroll down under Existing Associates and select View Enrollments for the desired individual
- Scroll down under "Existing Enrollments" to appropriate record
- View "Medicare ID Report" for PTAN(s)

The PTAN can be viewed in four ways:

– Physician assistants review the physician assistants section
– Individuals review the reassignment section
– Sole proprietors or groups review the practice location section
– Groups wishing to review their group member PTANs can do so by accessing the "View/Manage Reassignments" section

If you do not have access to PECOS and would like to obtain your login information, please contact the External User Services (EUS) at 866-484-8049.

The below form may be used to request a previously issued individual or group PTAN. A request for a PTAN must be received on company letterhead and include all of the required elements listed below. Inquiries received without the required elements or letterhead will be returned.

Please complete and mail the form to:

Part A	Part B
National Government Services P.O. Box 6474 Indianapolis, IN 46206-6474	National Government Services P.O. Box 6475 Indianapolis, IN 46206-6475

Provider Transaction Access Number Request

Complete Name of the Provider _____

Complete Legal Business Name
(LBN) of the Group (if applicable) _____

Address as listed in the Medicare enrollment record:

Address _____

City _____ State _____ ZIP Code _____

National Provider Identifier
(NPI) _____

Tax Identification # (TIN or
SSN) _____

Printed
Name _____   Date _____

Signature _____

- A request for a group practice PTAN must be submitted and signed by the authorized or delegated official (AO/DO). The AO/DO is the individual who has been granted the legal authority to enroll in the Medicare Program and/or to make changes or updates to a provider's status.
- If requesting an individual provider's PTAN, an individual provider signature is required.