

Information and Updates from the NSC



April 2017

Did you receive a revalidation request?

DMEPOS suppliers with Medicare billing privileges are required to revalidate every three years, but only after receiving a revalidation request from the National Supplier Clearinghouse (NSC). You must update or confirm all the existing information in your supplier record, including your practice location address by the due date included in your request. Failure to respond to the notice will result in the deactivation of your Medicare billing privileges. CMS also lists the records that need revalidating at:

<https://data.cms.gov/revalidation>. CMS sets every supplier's revalidation due-date at the end of a month, and posts the upcoming six months online.

What you need to do?

- ✓ **Review** your supplier record to update or verify using the entire CMS-855S enrollment application
 - **PECOS is the fastest option and is pre-populated with the enrollment information on file, or**
 - **Download a paper CMS-855S (Please note the CMS-855S paper form will not be pre-populated.)**
- ✓ **Pay** the enrollment fee. **All DMEPOS suppliers (including physicians and non-physician practitioners)** are required to pay the enrollment fee when submitting a revalidation request. The fee for calendar year 2017 is \$560.
- ✓ **Submit** your completed application and required supporting documents to the NSC via PECOS or at the address provided on page 4 of the application form. Ensure you include a copy of the comprehensive liability insurance certificate listing the NSC as the certificate holder. Professional liability coverage is not acceptable.

Visit go.cms.gov/MedicareRevalidation or call our customer service at 866-238-9652, between 9:00 AM – 5:00 PM, ET for additional information. You may also visit our web site at www.palmettogba.com/NSC and click on "Supplier Enrollment". If you need assistance with PECOS, call External User Services (EUS) at 866-484-8049 or visit: <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/InternetbasedPECOS.html> to retrieve or obtain your username or password. PECOS also offers ways to retrieve them.

- Medicare Enrollment Fees are required for Revalidations
- List the PTAN for which you are revalidating in Section 1B
- Be certain that the revalidation letter received pertains to your Part B DMEPOS PTAN
- List authorized, delegated officials as well as the managing employee for the location
- Complete all sections of the enrollment

Revalidation Reminders

REMINDER – Standard #5 - Suppliers are required to give the beneficiary, in writing, the option of renting or purchasing inexpensive or routinely purchased durable medical equipment. Although CMS has revised payment rules for capped rental items, supplier standard five still applies for inexpensive and routinely purchased items that do not fall into the capped rental category and applicable capped rental items (i.e., complex rehabilitative power wheelchairs and parental/enteral pumps, etc.). If the supplier fails to do so they are in direct violation of supplier standard number five.

Using Internet-based PECOS to Enroll Electronically

Increasingly, DMEPOS Suppliers are recognizing the benefits of using Internet-based PECOS (Provider Enrollment, Chain and Ownership System) to submit enrollment information to the National Supplier Clearinghouse. DMEPOS suppliers can use Internet-based PECOS to enroll, revalidate, make a change in their enrollment record, view their Medicare enrollment information on file with Medicare and check on the status of a Medicare enrollment application via the internet.

Did you know?

- Since its fall 2010 implementation, Internet-based PECOS has undergone several phases that improved functionality for users
- Revalidations are easier to complete because PECOS is pre-populated with the enrollment information already on file
- You can upload your supporting documentation and e-Sign via Internet-based PECOS making your submission completely electronic
- Decreases development requests, requests for additional information for incomplete applications, accelerating the enrollment process
- Submitting information through Internet-based PECOS can significantly reduce the application completion time for you

Give Internet-based PECOS a try!

Log onto the CMS Website or Register to become a new user at:

<https://pecos.cms.hhs.gov/pecos/login.do>

Go to our website for additional information and CMS Resources:

<http://www.palmettogba.com/nsc> or

<https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNGenInfo/Index.html>

www.PalmettoGBA.com/NSC



Ask Wendell



Q. How long will it take to process my application?

A. The NSC processes all documents by CMS guidelines. While there is no specific time frame, applications are processed in the order in which they are received. You may check the status of your submitted application on our online application status tool (https://www4.palmettogba.com/ecx_nscast/) or the IVR at 1-866-238-9652.

Q. Can you review your Medicare enrollment information on file with Medicare?

A. Suppliers should use Internet-based PECOS to review their enrollment information such as licensure information, PTAN status, accreditation information and ownership information. For help on using Internet-based PECOS, go to <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/InternetbasedPECOS.html>.

Q. What are the top 3 items suppliers do not include with their application which causes delays with the enrollment process?

A. The top 3 items that require some level of development by the NSC (meaning information is missing or incomplete):

- Medicare enrollment Fee not paid, CY 2017 – \$560 (including physicians and non-physician practitioners)
- NSC is not listed as the Certificate Holder on the Certificate of Liability Insurance
- Managing Employee not listed on the application (owner may also be the managing employee)

Fingerprinting Letters

Are you applying to become a DMEPOS supplier and have received a letter asking for your fingerprints? It is vital you respond to this letter timely or your application will not be processed. The National Supplier Clearinghouse (NSC) will not begin processing your application until the fingerprints have been submitted as per the instructions on the letter.

Fingerprints for all owners of 5% or greater that you disclosed on your 855S application should be submitted. There are no exceptions to submitting fingerprints (**this includes physicians and non-physician practitioners**). All potential DMEPOS suppliers are required to follow the fingerprinting procedure.

For your questions on submission of your fingerprints you can contact Accurate Biometrics at (866) 361-9944; 9:00 AM – 7:00PM ET Monday – Friday.

You can check the status of your fingerprints at www.cmsfingerprinting.com



e-signature



Reminders!

- You have 20 days to submit your e-signature after submitting your application, revalidation or change of information or your application will automatically **reject** and you will have to reapply.
- Submission of the PECOS application does **NOT** complete the e-signature process
 - After submission of the application the Authorized Official (AO) will receive an email from PECOS with a unique personal identification number (PIN) required to e-sign the document
 - The PIN will expire after 72 hours.
- You have 2 options to submit your e-signature
 - Logging into PECOS using your current login or
 - Using the e-signature website provided in the email (<https://pecos.cms.hhs.gov/pecos/eSignLogin.do>)
- Your e-signature is complete once you receive an E-Signature Confirmation page
- For additional help please visit: <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/E-SignatureHowToGuide.pdf>
- PECOS Questions? Contact CMS EUS Help Desk at 866-484-8049 or EUSsupport@cgi.com Monday – Friday 7am – 7pm EST