PECOS ENROLLMENT PROCESS

Internet-based Provider Enrollment, Chain and Ownership System (PECOS) is an electronic Medicare enrollment system through which providers and suppliers can:

- Submit Medicare enrollment applications
- View and print enrollment information
- Update enrollment information
- Complete the revalidations process
- Voluntarily withdraw from the Medicare Program and
- Track the status of a submitted Medicare enrollment application

BEFORE YOU BEGIN THE ENROLLMENT PROCESS

You need to gather the following information:

1) Your NPI User ID and Password. If you have misplaced this information or can’t remember, click here to initiate username and password recovery. **Note: It is very important that your NPI Taxonomy reflect your current program. For a listing of Provider Taxonomies click here.**

2) Your Alabama medical license number and issue date. To locate this information, you may go to the Alabama Board of Medical Examiners website: [http://albme.org/](http://albme.org/)

3) Your Federal DEA number and issue date. To locate this information, you may go to the DEA website: [http://www.deadiversion.usdoj.gov/](http://www.deadiversion.usdoj.gov/)

4) Then go to [https://pecos.cms.hhs.gov/pecos/login.do#headingLv1](https://pecos.cms.hhs.gov/pecos/login.do#headingLv1) to begin the enrollment process.

Log into PECOS enrollment system using your NPI User ID and Password.

**Note:** Java Script must be enabled in your internet browser for PECOS to work properly.
Step 2
Click on “My Associates” to enroll as a Medicare Provider for the first time.

Step 3
Click on “Create New Application.”
Step 4
Verify that you are the applicant, then select “Next Page.”

Step 5
Select “Eligible Ordering, Certifying, and Prescribing Physicians, and Other Eligible Professionals,” then select “Next Page.”
Step 6

After you click next page in Step 5, a pop-up will appear. Click “Continue To Easy Enrollment.”

Step 7

Complete “Enrollment Summary” by entering your Identifying Information and Education.

Under “Ordering, Certifying or Prescribing Reason,” if licensed select “Group 2 Licensed Resident or Fellow Not Employed by any entity in Group 1.” If unlicensed, select “Group 2-Other (specify)” and type “nonlicensed physician” in box.
Select either Yes/No under “Final Adverse Legal Actions.” If unlicensed, select “Unlicensed Resident” and select the state where you plan to order and refer (AL). If licensed, select “Add License.” Enter license number, effective/issue date and expiration.

Scroll past Certifications and Drug Enforcement Agency (DEA) Registrations.

Enter your personal information in the section, “Correspondence Mailing Address.” Click “Save and Continue.”
Step 11

Select “No” under “Upload Documents,” then click “Continue to Correspondence Signature.”

Step 12

Click the bubble beside the pen that reads, “Electronically sign (E-Sign) Certification Statement.” Click continue.
Step 13
Make sure E-Sign is highlighted in blue. Click “Yes” beside “Do you want to complete your E-Signature now?”

Step 14
Check the box under “Do you accept the Terms and Conditions?” Then click “Complete Submission.”
Click “Print Confirmation Page” and upload into MedHub.