

TOP FOURTEEN MISTAKES MADE BY APPLICANTS

| Number | Application | Top Fourteen |
|---------------|--------------------|--|
| 1 | 855B/I, 855R | Signatures and Dates are missing. |
| 2 | 855B/I, 855R | Wrong person signs the form. A billing agency cannot sign. |
| 3 | 855B/I, 855R | Section 4-The date the applicant started working at a location is missing |
| 4 | 855B/I, 855R | Attachments are missing—e.g., CP575 documentation or professional/business licenses. |
| 5 | 855I | Section 2A5 –non-physician practitioners fail to complete information about their training e.g., registrations, certificates, etc. |
| 6 | 855I | Section 2D – if the applicant is incorporated, he/she fails to fill out the 855B or 855R forms. |
| 7 | 855B | Section 6, applicant fails to annotate the delegated official in this section. |
| 8 | 855B | Legal business name does not match the name on the tax documentation. |
| 9 | 855B/855I | Section 2- Correspondence address—cannot be the billing agent’s address. |
| 10 | 855B/855I | Section 3- Adverse Legal Actions and overpayments—this question is not answered. |
| 11 | 855R/855B | The 855R reflects a practice location that was never declared on the 855B. |
| 12 | 855R | Income reporting method not completed or incorrect, e.g., W2, 1099, or 1065-K1. |
| 13 | 855R | Section 6 (physician signature) or section 7 (supplier’s authorized official’s signature) is missing |
| 14 | Changes | Changes are not reported on a timely basis (within 90 days)—or with the correct forms. |