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# Program Memorandum

## Carriers

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Department of Health &  
Human Services (DHHS)  
Centers for Medicare &  
Medicaid Services (CMS)

Transmittal B-03-054

Date: JULY 25, 2003

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CHANGE REQUEST 2777

**SUBJECT: Establishing and Maintaining Provider and Supplier Enrollment Data in Provider Enrollment, Chain and Ownership System (PECOS) as Needed for Use by the Railroad Medicare Carrier (RMC) to Pay Claims**

### Background and Scope

The Provider Enrollment, Chain and Ownership System (PECOS) is a national database of Medicare provider, physician and supplier enrollment information. Beginning October 6, 2003 you will use PECOS to collect and maintain the data submitted on Form CMS-855 enrollment application. Now that CMS will have a national enrollment system, the Railroad Retirement Carrier (RMC) will obtain their enrollment information from this database. This Program Memorandum (PM) establishes the policies and procedures to be used by Part B carriers and the RMC in coordinating the enrollment of physicians and suppliers requiring RMC billing privileges.

### Instructions for the RMC

Once implemented, the RMC will obtain all physician and supplier enrollment information from PECOS. However, with the exception of establishing the RMC flag on the file and issuing an RMC Provider Identification Number (PIN), all updates to the PECOS database will be the responsibility of the Medicare carrier. The RMC enrollment forms currently in use will no longer be accepted. The following scenarios describe the responsibilities of the RMC.

Scenario 1. Physician or Supplier not currently on RMC claim file:

If the physician/supplier is not on the RMC claims file the RMC should first query PECOS to see if the physician/supplier has a PECOS enrollment record. If there is an enrollment record the RMC flag should be activated on the appropriate enrollment record and an RMC PIN assigned. The PECOS extract process will then provide the update to the RMC MCS. If there is no PECOS enrollment record the RMC should query the carrier to see if the physician/supplier is actively enrolled. If the physician/supplier is enrolled with a carrier the RMC should request the carrier to establish a PECOS enrollment record. If the physician/supplier is not enrolled with the carrier explain to the physician/supplier that they must first enroll with their Medicare carrier before an RMC claim can be processed. (See attached flowchart for new physicians/suppliers)

Scenario 2. Enrolled RMC physician/supplier submits a claim with a change of information: The RMC should first query PECOS to see if the physician/supplier has a PECOS enrollment record. If there is an enrollment record the RMC should check to see if the RMC flag is activated and an RMC PIN assigned. If the RMC flag is activated and an RMC PIN assigned then the RMC should instruct them that they must submit the updated information to their Medicare carrier(s) first. The responsible Medicare carrier will update the appropriate enrollment record in PECOS. If there is no enrollment record the RMC will contact the carrier. If the physician/supplier is enrolled with the carrier the RMC should request the carrier to establish a PECOS enrollment record. If the physician/supplier is not enrolled with the carrier explain to the physician/supplier they must first enroll with their Medicare carrier before an RMC claim can be submitted. Once the carrier completes the update the RMC will be able to activate the record and add an RMC PIN. (See attached flowchart for physicians/suppliers that submit claims with updated/changed information.)

## **Instructions for the Part B Contractors**

After October 6, 2003, carriers will be responsible for establishing all initial enrollments into PECOS and updating PECOS with all changes of information. Carriers are responsible for working with the RMC staff to establish enrollment records in PECOS when RMC claims are filed for enrolled physicians/suppliers that do not have an established PECOS record. To facilitate this process each carrier should designate an individual for the RMC to contact to find out the enrollment status for physicians/suppliers that submit an RMC claim but are not established in the RMC claims file. Once contacted, carriers should create a PECOS record within 10 days of receipt of the request from the RMC.

Certain fields in PECOS are mandatory. For those groups/organizations who were enrolled prior to 1996 and have never completed the enrollment form, the carrier will need to obtain the needed information to establish an enrollment record. To do so, the carrier shall request the information via the Form CMS-855. If the carrier has previous correspondence/old data on file from the supplier, the carrier may use the data in the files needed to establish an enrollment record based on the information on file. However, if the data is not available, the carrier must request the information using the Form CMS-855. This information can be obtained by fax. But only this information can be developed by fax in situations that require the carrier to establish an enrollment record for the RMC. If additional time is required to obtain this information over the 10 days, inform the RMC immediately.

## **Provider Education**

Carriers must inform affected provider communities by posting relevant portions of this instruction on their Web sites within two weeks of receiving this instruction. In addition, this same information must be published in your next regularly scheduled bulletin. If you have a listserv that targets the affected provider communities, you must use it to notify subscribers that information about establishing and maintaining provider and supplier enrollment data in PECOS as needed for use by the RMC to pay claims is available on your Web site.

The following is suggested language for your provider/supplier education:

As of October 6, 2003, you will no longer be required to submit an RMC application for enrollment/changes. All enrollment information will be captured through your Medicare Part B enrollment process. You will still be required to submit your claims to the RMC. Make sure that prior to submitting your claims the provider/ supplier information is the same as that used to submit claims to your Medicare Carrier. New providers/suppliers should obtain a Medicare Part B PIN. (This will give an assurance that you are enrolled at the Part B Carrier).

For new RMC provider/suppliers you will be issued an RMC PIN once your claim has been submitted. Established and new Railroad Medicare provider/supplier should use their RMC provider/supplier PIN when submitting claims for RMC beneficiaries.

**Make all changes with your Medicare Part B Carrier within 90 days of the effective change.**

**The *effective date* for this PM is October 6, 2003.**

**The *implementation date* for this PM will be August 8, 2003.**

**For example, steps should be taken to insure contacts are established before October 6.**

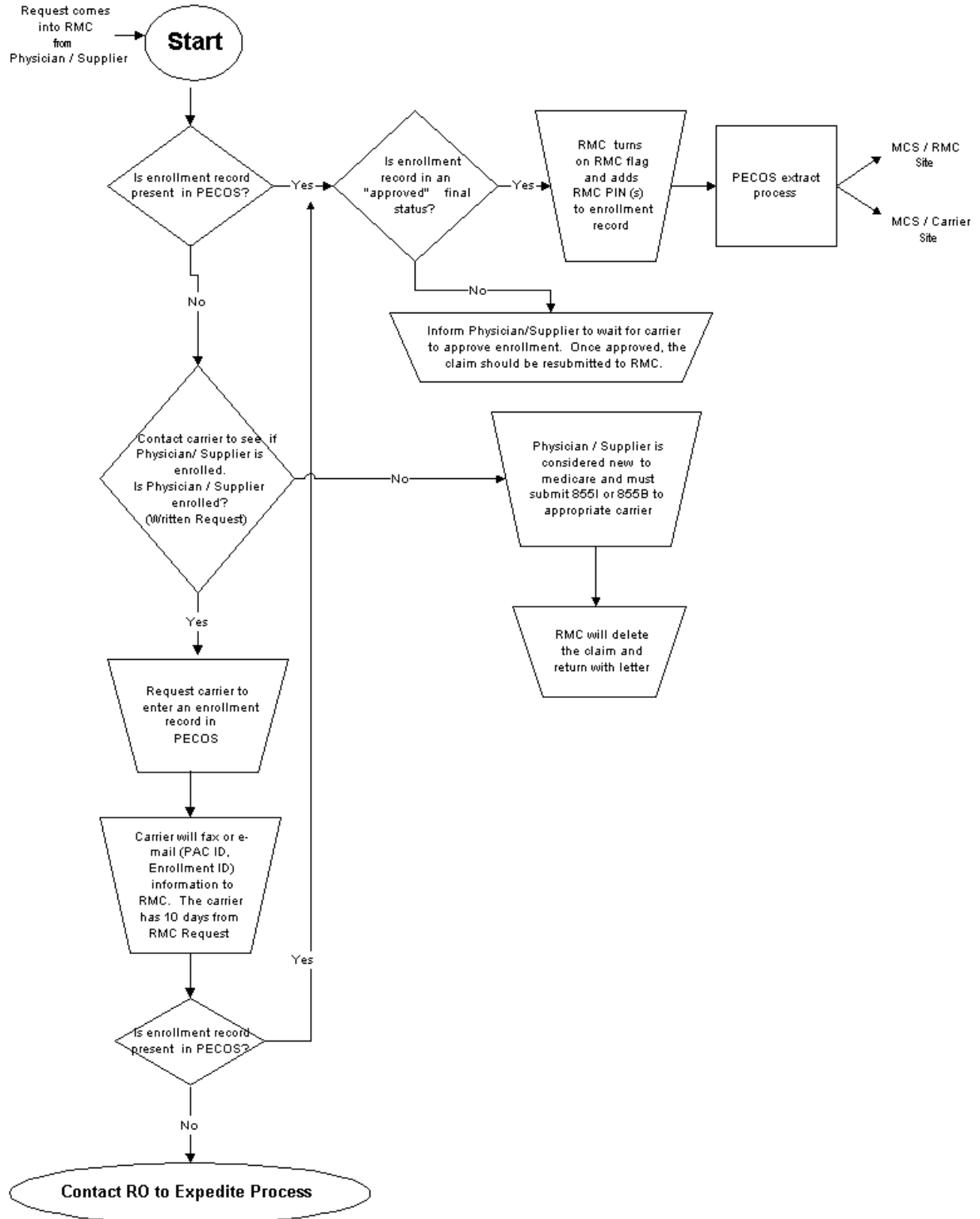
**These instructions should be implemented within your current operating budget.**

**This PM may be discarded after October 31, 2004.**

**If you have any questions, contact Preston Prothro at 410-786-0014 or via email at [pprothro@cms.hhs.gov](mailto:pprothro@cms.hhs.gov).**

**Attachments**

**SCENARIO 1:** Physician / Supplier not on current RMC "claim file" or Physician / Supplier requests to be an RMC provider and believes they are already an approved Medicare provider



**Scenario 2 – Flow Chart Drawing:** Physician / Supplier submits a claim with a Change of Information

