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# Program Memorandum

## Intermediaries

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Department of Health and  
Human Services (DHHS)  
HEALTH CARE FINANCING  
ADMINISTRATION (HCFA)

Transmittal A-00-19

Date: APRIL 2000

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### CHANGE REQUEST 1120

#### SUBJECT: Implementation of Provider Enrollment, Chain and Ownership System (PECOS)

To enhance HCFA's effort to ensure that only qualified providers and suppliers enroll in the Medicare program, we identified the need for a centralized data storage and retrieval system. American Management Systems has developed such a system for us known as the Provider Enrollment, Chain and Ownership System (PECOS). PECOS will be the primary data source for the information collected via Form HCFA 855. HCFA will implement the system in three phases: phase one for fiscal intermediaries in FY 2000, phase two for carriers in FY 2002, and phase three for the National Supplier Clearinghouse (NSC) in FY 2003. The carrier release date is subject to post-Y2K scheduling and could be moved up or back as post-millennium priorities are established. The third release for the NSC will follow the carrier implementation by approximately 18 months.

Beginning June 12, 2000, HCFA will require all fiscal intermediaries to enter the information received via Form HCFA 855 into PECOS. At this time, HCFA will not require the fiscal intermediaries to enter the data from previously received and processed Form HCFA 855s.

The minimum requirement to access PECOS from any end user workstation is any personal computer that meets or exceeds the following capabilities:

Description	16-bit Architecture	32-bit Architecture
Operating System	Windows 3.1, Windows for Workgroups	Windows 95 and Windows NT
Processor	Intel 486 CPU or Compatible	Pentium 90+
RAM	8 Megabytes	32 Megabytes
Video	Monitor: Color Monitor that supports (800X600-256) colors	Monitor: Color Monitor that supports (800X600-256) colors
Video Card	Supports Super VGA resolution (800X600-256) colors	Supports Super VGA resolution (800X600-256) colors
Hard Drive	10 Megabytes of Free Disk Space	10 Megabytes of Free Disk Space
Floppy Drive	3.5" diskette drive	3.5" diskette drive

HCFA central office will maintain PECOS. Users will access PECOS utilizing MetaFrame Client Software located on their desktop PC. Connection will be via their AT&T Global Network Service telecommunications lines.

HCFA will require users of the system to establish a workstation(s) with the above minimum requirements. Although the hardware requirements are mandatory to access and use PECOS, you may establish the data entry workstations and processes based on your current work practices.

If you need additional hardware to connect or access the HCFA data center or data entry staff, submit a supplemental budget request through normal channels.

A User Guide will be distributed in April 2000. HCFA will provide training and a training schedule once the Y2K scheduling conflicts are accessed and resolved.

**The *effective date* for this Program Memorandum (PM) is June 12, 2000.**

**The *implementation date* for this PM is June 12, 2000.**

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

**This PM may be discarded after June 12, 2001.**

**If you have any questions, contact Michael Collett on (410) 786-6121 or Susan Frank on (410) 786-6438.**