Instructions for Viewing Individual Practitioner Status and Specialty Type in PECOS

<u>NOTE</u>: You must have an active user ID and password to log into the Internet based Provider Enrollment, Chain and Ownership System (PECOS). A user ID and password must be obtained via the National Plan & Provider Enumeration System (NPPES) / PECOS Identification and Authentication system (I&A). Please click on the link in the first bullet located under the "Individual Practitioners" section on the PECOS login page (see screen shot in step #2 on page 2) to obtain an active user ID. The following instructions are applicable only to individual practitioners who are currently enrolled in Medicare.

The following is a summary of the steps that need to be taken to determine the status of your PECOS record:

- 1. Access Internet based PECOS.
- 2. Log in.
- 3. Browse PECOS to see your Medicare enrollment information.
- 4. Check if your record exists.
- 5. If your record exists, review your specialty.

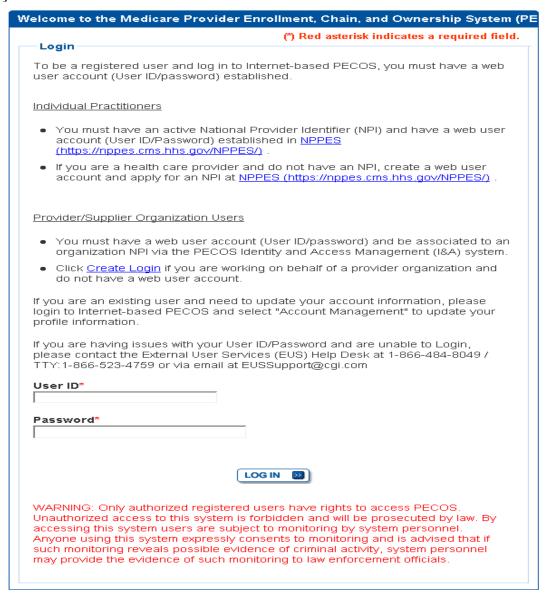
Detailed information on each of these steps is provided below:

1. Type the following URL in your Internet browser: https://pecos.cms.hhs.gov/pecos/login.do

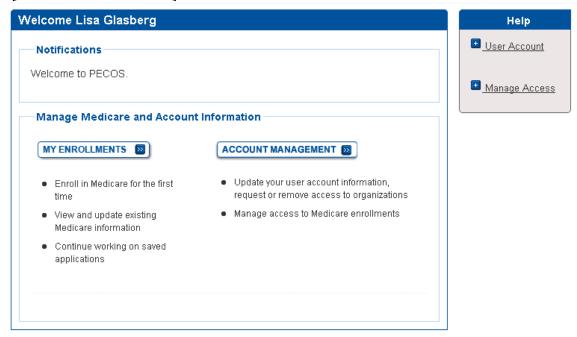
Welcome - Microsoft Internet Explorer provided by CGI Federal

A https://pecos.cms.hhs.gov/pecos/login.do

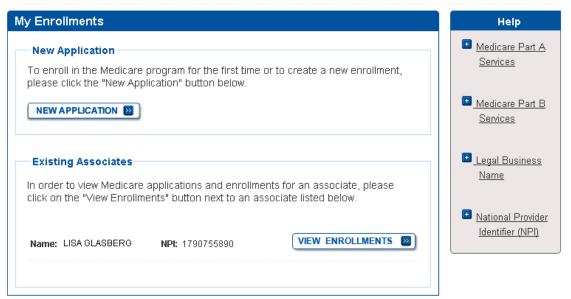
2. The PECOS login page will display. Enter your user ID and password and click the [**LOG IN**] button.



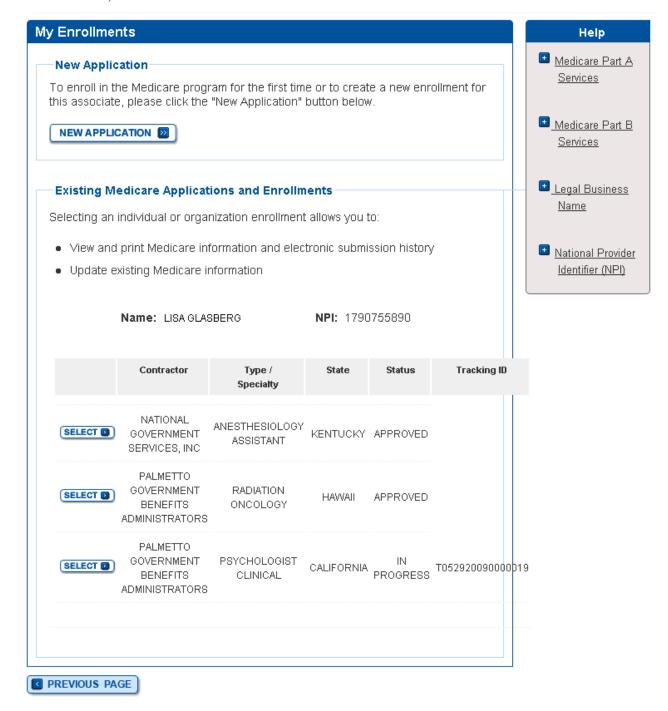
3. PECOS will find the individual practitioner's record(s) that matches the entered user ID and password. Another welcome page will display with the individual practitioner's name. Click the [MY ENROLLMENTS] button.



- 4. The "My Enrollments" page will display.
 - a. If the individual practitioner record is in PECOS (regardless of the final status of their enrollment(s), such as Approved or Voluntary Withdraw, etc.), the individual practitioner's name and NPI will display under "Existing Associates" (see below). This applies to those practitioners with practice locations and those who reassign some or all of their benefits to another individual or supplier.



b. An individual practitioner who is enrolled as a physician or non-physician in PECOS will be able to view their existing enrollments in PECOS. Click the [VIEW ENROLLMENTS] button and all enrollments will display. Each enrollment will display the individual practitioner's specialty type, the corresponding enrollment state, and the current status of the enrollment.



c. Otherwise, if the individual practitioner is not currently enrolled in PECOS, the "Existing Associates" section will display the following message: There are no Associates currently present for the details provided. If an individual practitioner is not enrolled in PECOS as a physician or non-physician, but exists in PECOS in another capacity (e.g. an Owner or a Billing Agency), the "My Enrollments" page will not display the enrollment records associated with the individual. For both of these cases, the individual will see the following screen:

Home > My Enrollments

