Part D Prescribers
Medicare Enrollment Instructions via PECOS

For use to prescribe Part D drugs (enrollment for ordering and referring services)

PECOS – Provider Enrollment Chain and Ownership System for Medicare enrollment.
NPPES – National Provider Plan and Enumeration System used to assign National Provider Identifiers (NPIs) for health care providers and health plans.


NPPES is the NPI system (https://nppes.cms.hhs.gov/NPPES/Welcome.do). If you don't remember your login information, you can use the "Forgot User ID/Password" links on the NPPES site or call them at 1-800-465-3203 or send an e-mail to customerservice@npienumerator.com.

If you have questions that aren't addressed in this guide, call Cahaba GBA (Tennessee's Medicare Contractor) at 1-877-567-7271 and have your NPI # ready (you can look it up here: https://npiregistry.cms.hhs.gov/).
2. Select the *My Enrollments* button.

3. Select the *Create New Application* button.
4. Select **Yes**.

Selecting Yes here just means that you are not billing.

5. Confirm your identifying information and click **Next Page**.
6. Select the state where you render healthcare services.

7. Choose your specialty from the drop down box. For those dentists who do not meet the listed specialties, select the Undefined Physician Type and specify dentist in the space provided.

Choose the Specialty in the first drop down that is the closest match to your current program. You shouldn't need to use the Undefined Type.
8. Verify the application submittal reason is correct. 

Again, "solely to order and refer services" just indicates that you are not billing.

9. Click *Start Application*. 

10. Complete each topic listed. Use ‘Topic View’ (access each topic individually) or ‘Fast Track View’ (view all topics on a single page) to complete.
Tips for filling out these sections:

Medicare ID - leave blank unless you have one from a previous non-TN program/previous employment

Correspondence Address - Use address where you can receive patient-related mail and a phone # where you can receive patient-related phone calls.

DEA # - Use your personal DEA # if you have one and it is what is in RxStar. If you are using the Vanderbilt Institutional DEA # plus unique suffix, you can look that up on the house staff portal: https://gme.mc.vanderbilt.edu/GMEPortal/Login.aspx. If using the Institutional DEA plus suffix, enter your original start date as the effective date.

License - If you have a personal TN medical license, enter it. You can look up the # and effective date here: https://apps.health.tn.gov/licensure/. If you do not have a personal TN license, don't enter a license; you are exempt from licensure in TN.

Certifications - most likely this does not apply to you

Ordering and Referring Reason - Choose "Licensed intern resident or fellow not employed at any of the above" if you have a personal TN medical license. Otherwise choose "Non-Licensed intern resident or fellow not employed at any of the above".

Contact Person - this is you; select Provider/Supplier as the relationship to the applicant.
11. Once all topics have been completed, and all errors addressed, select *Begin Submission.*

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<th>Topics</th>
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**Note:**
- Once you have completed all the topics and no errors are present, the 'Begin Submission' button will be enabled. You may review errors at any time by clicking the 'Error Check' tab. Clicking 'Begin Submission' will initiate the Submission Process.
12. E-sign the enrollment application, or print, sign, and mail a hard copy certification statement to your local Medicare Administrative Contractor (MAC). E-signature allows faster processing.

If using e-signature, review and agree to the Certification Terms and Conditions. For the hard copy certification statement, look under the Required Documents section.
13. Select your MAC from the drop down box and click *Complete Submission*.

The Medicare Contractor for Tennessee is Cahaba GBA, which should be the default since you have selected Tennessee as your practice location previously.
14. The Complete Submission confirmation page is displayed which the provider should print and maintain for their records.

If you have questions about the enrollment process you can contact your local Medicare Administrative Contractor (MAC). State MAC contact information can be found at: https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Part-D-Prescriber-Enrollment-MAC-List.html

If you E-sign the certification statement in the previous step, you shouldn't need to mail anything.

The MAC for Tennessee is Cahaba GBA. Their website (http://www.cahabagba.com/) doesn't seem to address questions about this type of enrollment, so if you have questions, call them at 1-877-567-7271 and have your NPI # ready (you can look it up here: https://npiregistry.cms.hhs.gov/).