**myCGS Overview**

**What Is myCGS?**

The myCGS portal is a Web-based application developed by CGS that is available to suppliers of durable medical equipment, prosthetics, orthotics, and supplies (DMEPOS) who serve beneficiaries in Jurisdictions B and C. Using myCGS is a fast and easy way to get Medicare claim and billing information.

myCGS offers suppliers a wide range of functionality and support, such as:

- **Beneficiary Eligibility**
  Find beneficiary eligibility, Medicare Secondary Payer, Medicare Advantage Plan, home health episode, hospice, and inpatient stay information.

- **Claim Status**
  Check on the status of claims you’ve submitted to Jurisdiction B or C

- **Same or Similar Information**
  Search beneficiary claim history for same or similar items

- **Redetermination and Reopening Status**
  Check the status of your Redetermination and Reopening requests directly through myCGS

- **ADMC and Prior Authorization Status**
  Check the status of your ADMC and Prior Authorization requests directly through myCGS

- **And More!**

This manual contains the information you need to navigate myCGS and take advantage of its many helpful features. The instructions in this manual assume that you are familiar with basic Medicare rules and regulations as they pertain to DMEPOS suppliers. For a detailed overview of Medicare DMEPOS rules and regulations, refer to our *Supplier Manual*. The *Supplier Manual* is the first resource that you should use for Medicare billing questions. You can access the *Supplier Manual* at the links below (depending on your jurisdiction).

- **DME MAC Jurisdiction B Supplier Manual:**

- **DME MAC Jurisdiction C Supplier Manual:**

For instructions on myCGS registration and user maintenance, refer to the myCGS Registration Guide at [https://www.cgsmedicare.com/jc/mycgs/pdf/mycgs_RegistrationGuide.pdf](https://www.cgsmedicare.com/jc/mycgs/pdf/mycgs_RegistrationGuide.pdf). For news and updates regarding myCGS, as well as other important DME MAC articles and information, be sure to subscribe to our ListServ, the CGS electronic mailing list. To join the ListServ, visit our website at [https://www.cgsmedicare.com](https://www.cgsmedicare.com).

If you have any questions that cannot be answered in this manual or the *Supplier Manual*, contact our Customer Service Department at one of the following phone numbers (be sure to call the correct jurisdiction):

- **Jurisdiction B:** 1.866.590.6727
- **Jurisdiction C:** 1.866.270.4909

**Who Can Use myCGS?**

Any DMEPOS supplier or affiliate who serves beneficiaries in Jurisdictions B and/or C may register for myCGS. All myCGS users must be approved through the myCGS registration process before receiving the ability to use myCGS. For assistance with registering for myCGS, refer to the myCGS Registration Guide ([https://www.cgsmedicare.com/jc/mycgs/pdf/mycgs_RegistrationGuide.pdf](https://www.cgsmedicare.com/jc/mycgs/pdf/mycgs_RegistrationGuide.pdf)).

There are three different types of myCGS user roles—End User, Designated Approver, and CHBA. The majority of the functionality within myCGS is available to all user roles. The
additional feature of being able to maintain user privileges is available only to Designated Approvers.

Logging In to myCGS

Before you can use myCGS, you must complete the registration process and receive a myCGS User ID and password. Refer to the myCGS Registration Guide (https://www.cgsmedicare.com/jc/mycgs/pdf/mycgs_RegistrationGuide.pdf) for instructions on how to register.

Once you have successfully registered, follow these steps to log in to myCGS:

2. Select the Login to DME myCGS link.
3. Log in using your myCGS User ID and Password.

**NOTE:** Your account will be locked if you enter your password incorrectly three consecutive times within a 120 minute period. Once your account is locked, you must call our Provider Contact Center to have your account unlocked.

4. Generate a Multi-Factor Authentication (MFA) code. To generate an MFA code, press the appropriate button (or letter on your keyboard—T, E, or B) for how you would like to receive the code—Text, Email, or Both. Once you have received the MFA code, enter the code and press Next.

**NOTE:** MFA codes are valid for up to eight hours after they are initially generated and can be reused throughout the entire eight-hour window. Note that if you request another MFA code, only the most recently generated code is valid.

5. Read the myCGS Terms and Conditions, and then select your DME Jurisdiction (B or C)

**NOTE:** You can easily switch back and forth between Jurisdictions B and C without having to log out of myCGS. Refer to the Switching between Jurisdictions section below.

6. Once you have successfully logged in, you will be taken to the myCGS Home screen.

Once logged in (as an End User or CHBA), you will see eight menu selections across the top of the myCGS portal—Home, Beneficiary Information, Claims, Claim Preparation, Finance, Reprocessing, MBI Lookup, and News & Information. To get started, select the menu that contains the information you need. In this manual, you will find a section devoted to each of these menu screens.
NOTE: If you are registered for myCGS as a Designated Approver, then you will be taken directly to the User Management section of myCGS when you first log in. Press the Home menu to go to the End User section. Refer to the Admin section in this manual for additional information.

If one or more of your menu options has a locked icon, then you do not have permission to view/use that menu. Request access to any locked menus from your Designated Approver. You will not be able to access a locked menu until your Designated Approver updates your user permissions. Refer to the Locked Menus section below.

NOTE: Be sure to log in regularly and to keep your password up to date. If you do not log in for 30 consecutive days, your account will be suspended—in order to reactivate your account, you must call our Provider Contact Center. If you do not log in for 90 consecutive days, your account will be deactivated, and you will need to re-register for myCGS. In order to qualify as an active login, you must successfully complete the entire myCGS login process, including use of your MFA code.

myCGS Interface Overview
myCGS contains eight primary menu options, as well as account, help, and feedback sections. Use the sections throughout this manual to find detailed information about all of the myCGS functions and capabilities.

The image below shows the main areas of myCGS:

Switching Between Jurisdictions
If you are a supplier who services beneficiaries in both Jurisdictions B and C, myCGS allows you to easily switch back and forth between the two jurisdictions. To do so, simply press the appropriate jurisdiction button in the top-center of your screen.
You can always know which jurisdiction you are currently viewing based on the color scheme of myCGS, as well as the JB or JC label in the top-right corner of the main body of myCGS. As you can see in the screen images below, yellow is Jurisdiction B, and green is Jurisdiction C.

**Change NPI/PTAN**

Most of the functional capabilities in myCGS depend on your supplier information—your NPI and PTAN. If you represent a company that uses only one NPI/PTAN, then you do not need to worry about changing NPI/PTANs—your correct NPI/PTAN information will always populate automatically in any screen that requires supplier information in myCGS. But if you represent a company that has multiple NPI/PTAN combinations, then you need to make sure you are using the appropriate NPI/PTAN for the information you are requesting.

**NOTE:** myCGS will automatically give you access to all of the NPI/PTAN combinations that are associated with your Tax ID.

Switching between NPI/PTANs in myCGS is easy. In the upper-right corner of myCGS, you will always see the NPI/PTAN associated with your account that is currently selected. This NPI/PTAN will auto-populate in any functional screen within myCGS that requires supplier information.

To change to a different NPI/PTAN, use the dropdown arrow found in the “Select Jurisdiction” box—a dropdown menu will appear that allows you to switch to a different NPI/PTAN.

If you have a large number of NPI/PTAN combinations, you can enter the first few digits of your desired NPI to narrow down your search and easily find the NPI/PTAN you need.
HICN & MBI

The Health Insurance Claim Number (HICN) has served as the traditional beneficiary identification number for Medicare entitlement. The HICN is shown on old versions of the beneficiary's Medicare card. Beginning April 1, 2018, CMS is replacing the traditional HICN with the new Medicare Beneficiary Identifier (MBI) on Medicare cards.

During the MBI transition period, which begins April 1, 2018, and ends December 31, 2019, you will be able to use either the HICN or MBI in all data transactions with Medicare contractors, including claim submission, web portal transactions, and any other type of data transaction. Beginning January 1, 2020, Medicare claims must be submitted using MBIs.

myCGS accepts either HICN or MBI for all beneficiary data transactions (eligibility, claim status, etc.). On all beneficiary search screens in myCGS, there is a Medicare ID field in which you can choose either HICN or MBI. The default value is HICN. If you need to search by MBI, enter the MBI in the Medicare ID field and then select the MBI radio button.

The following image shows the Medicare ID field in its default position (HICN).

Locked Menus

Your organization's Designated Approver has the ability to grant or take away user permissions specific to your user profile. These permissions control which features you can and cannot use in myCGS. If one of your function menus shows a closed lock icon, then you do not have permission to use this function and will not be able to access the menu.

NOTE: If you are a CHBA user, your permissions have been set by the DMEPOS supplier in their CEDI authorization agreement.

If you need access to a menu which is currently locked, contact your Designated Approver and request access.

Beneficiary Information

Beneficiary Information Overview

There are three main menu options found under Beneficiary Information: Eligibility, SNF/Hospital, and CBA Information. From the Beneficiary Information menu, select the option you wish to use.

The Beneficiary Information menu gives you access to a variety of information about Medicare beneficiaries, including:

- Medicare Part A and Part B effective and termination dates
- Current year deductible to be met
- Previous year deductible to be met
- The DME MAC jurisdiction in which the beneficiary resides
Eligibility

The Eligibility screen gives you access to basic beneficiary eligibility records, including Medicare Part A and B effective dates, current and previous year deductible, date of death (if applicable), and the DME MAC jurisdiction in which the beneficiary currently resides. Additionally the Eligibility screen will provide details of any Medicare Advantage Plan (MAP), Medicare Secondary Payer, Hospice, and Home Health Episode records on file for the beneficiary (when applicable).

The Eligibility screen, like all search screens in myCGS, automatically populates your NPI and PTAN; therefore you do not need to manually enter this information. If you have more than one NPI/PTAN and need to use a different NPI/PTAN than what is currently selected, change your NPI/PTAN by following the instructions in the Change NPI/PTAN section in this manual.

To search for beneficiary eligibility, enter the following beneficiary information, and press the SUBMIT button:

- HICN or MBI
- Beneficiary Last Name (first six letters)
- Beneficiary First Name (first initial)
- Beneficiary Date of Birth (six digits)

**NOTE:** When entering the beneficiary’s date of birth, myCGS will automatically add slashes; you only need to enter the six digits of the date of birth. This is true of all date fields in myCGS.
• Date of Service

**NOTE:** The Date of Service field defaults to today’s date. myCGS searches for eligibility information within a 16 month span—one year prior to and four months after—of the date of service entered. You may change this date to search for historic eligibility information. The maximum date of service you may enter is three years prior to today’s date (which would give you eligibility data reaching back four years).

**Example:** You enter a date of service of 6/1/18. myCGS will return eligibility information that is valid from 6/1/17 through 10/1/18.

After pressing the [SUBMIT] button, myCGS will return basic eligibility information, including Part A and B effective dates, deductible, date of death (if applicable) and DME MAC jurisdiction of residence, as well as any Medicare Advantage Plan (MAP), Medicare Secondary Payer (MSP), hospice records, and home health episodes on file. The information returned will include any valid eligibility information found within one year prior to and four months after the date of service entered. For details about these records, refer to the sections below.

The image below shows eligibility results for a beneficiary who has no MAP, MSP, Hospice, or HHE records on file.

In addition to the eligibility information shown above, you can also check to see if the beneficiary was billed for a skilled nursing facility (SNF) or hospital stay on a specific date of service. To do so, use the SNF/Hospital menu option. Refer to the SNF/Hospital section below for more information.

**Medicare Advantage Plan (MAP)**

A Medicare Advantage Plan (MAP) is an alternative to the traditional fee-for-service Medicare plan. The Eligibility screen in myCGS allows you to determine if a beneficiary is enrolled in a MAP. To find MAP information, search for beneficiary eligibility as described in the Eligibility section above. When myCGS finds MAP enrollment, the following information will be displayed on the Eligibility screen:

- Plan name
- Plan address
- Plan phone number
- Plan ID
- Plan Benefit Package Number*
- Plan Benefit Package Name*
- Enrollment date
- End date
- Plan type

The following screen image shows an example of a beneficiary currently enrolled in a MAP:

**Medicare Secondary Payer (MSP)**

The term Medicare Secondary Payer (MSP) refers to situations when a beneficiary has another form of insurance which would pay a claim before Medicare. When a beneficiary has an MSP plan, you may need to submit his/her claim to the primary insurance before submitting a claim to CGS.

The Eligibility screen in myCGS allows you to determine if a beneficiary has an MSP plan. To find MSP information, search for beneficiary eligibility as described in the Eligibility section above. When myCGS finds an MSP result, the following information will be displayed on the Eligibility screen:

- Plan Name
- MSP Type
- Related Diagnosis Code (diagnosis driven MSP plans only) (ICD-10 codes only)
- Policy Number
- Effective Date
- Termi nation Date
- Plan Address

**NOTE:** It is possible for a beneficiary to have multiple MSP plans. Be sure to pay attention to the effective and termination dates of any MSP plans listed.

**Hospice**

When a beneficiary is enrolled in hospice coverage, all DMEPOS claims related to the service must be billed through the hospice, not to the DME MAC.

The Eligibility screen in myCGS allows you to determine if a beneficiary is enrolled in hospice. To find hospice information, search for beneficiary eligibility as described in the Eligibility section above. When myCGS finds hospice enrollment, the following information will be displayed on the Eligibility screen:

- Start date
- End date
- Hospice NPI

You can use the NPI to find the name and contact information of the hospice by visiting the NPI Registry.
Home Health Episode (HHE)

When a beneficiary is under a home health plan of care, payment for certain items must be made through the home health agency overseeing the home health plan. The Eligibility screen in myCGS allows you to determine if a beneficiary is currently being billed for a home health episode (HHE).

To find HHE information, search for beneficiary eligibility as described in the Eligibility section above. When myCGS finds a home health episode, the following information will be displayed on the Eligibility screen:

- Start date
- End date
- Home Health Agency NPI

You can use the NPI to find the name and contact information of the home health agency by visiting the NPI Registry (https://nppes.cms.hhs.gov/NPPES/NPIRegistryHome.do).

SNF/Hospital

When a beneficiary is enrolled in a Part A covered Skilled Nursing Facility (SNF) or Hospital stay, most claims are not payable by the DME MAC. The Beneficiary Information menu in myCGS allows you to determine if a beneficiary is enrolled in a SNF or hospital stay on a specific date of service. To find SNF/Hospital information, search for beneficiary eligibility as described in the Eligibility section above. Once eligibility is returned, select the SNF/Hospital menu option.

Once you have navigated to the SNF/Hospital screen, enter the date of service in which you wish to check for Part A stay information, and then press the SUBMIT button.

**HINT:** If the only piece of eligibility information you need is SNF or hospital information, you can go directly to the SNF/Hospital screen without performing a search for beneficiary eligibility. In this case, you must enter all of the appropriate beneficiary data (HICN/MBI, last name, first name, and date of birth), along with the date of service you need to check.

When myCGS finds a SNF or hospital stay, the following information will be displayed on the SNF/Hospital Information screen:

- Start Date
- End Date
- Facility Type
- Patient Status
- Admitted Date
- Discharge Date
- Facility NPI

You can use the NPI to find the name and contact information of the SNF/Hospital by visiting the NPI Registry (https://nppes.cms.hhs.gov/NPPES/NPIRegistryHome.do).
CBA Information

The CBA Information screen allows you to easily determine if a beneficiary resides in a Competitive Bidding Area (CBA). After navigating to the CBA Information screen, simply enter the zip code where the beneficiary resides, and press the SUBMIT button. If the zip code is included in a CBA, then myCGS will display specific information about the CBA, including the CBA number and effective dates.

Claims

Claims Overview

The Claims menu gives you access to a variety of information about the claims that you have submitted to Jurisdiction B or C, including:

- Claim status
- Explanation of denied/reduced claims
- Additional Documentation Request (ADR) viewing and response submission
- Pending claim information
- Ability to order a duplicate Remittance Advice (RA) and view an RA summary

Within the Claims menu, there are four main menu options: Claim Status, ADR, Pending Claims, and Order RA. Use the Claim Status screen to search for claim status and claim explanations. To view and/or respond to an ADR letter, go to the ADR screen. To find the total number of pending claims for your NPI/PTAN, go to the Pending Claims screen. If you need to order a duplicate Remittance Advice (RA) or view an RA summary, go to the Order RA screen (note that you can also order a duplicate RA after performing a claim status search).

All screens within the Claims menu automatically populate your NPI and PTAN; therefore you do not need to manually enter this information. If you have more than one NPI/PTAN and need to use a different NPI/PTAN than what is currently selected, follow the instructions in the Change NPI/PTAN section in this manual.
Claim Status

The Claim Status screen in myCGS allows you to find the status of any claim you have submitted to Jurisdiction B or C (depending on which jurisdiction you have selected). Within the Claim Status screen, you can find detailed information about your individual claims, including claim denial explanations. To access claim status, select the Claim Status option in the Claims menu.

Searching for Claims and Explanations

To search for the status of a claim, enter the following information on the Claim Status Request screen:

- HICN or MBI
- Beneficiary Last Name
- Beneficiary First Name
- Date of Service From
- Date of Service To (optional)

**NOTE:** When entering the date of service, myCGS will automatically add slashes; you only need to enter the six digits of the date of service. This is true of all date fields in myCGS.

Your NPI and PTAN will be auto-filled based on the NPI/PTAN you have selected from your profile. The search results will be limited to only display claim history for the NPI/PTAN listed in the search criteria. If you need to use a different NPI/PTAN than what is currently selected, follow the instructions in the Change NPI/PTAN section in this manual.

Note that the “Date of Service To” field is optional. If you are looking for only one specific date of service, leave this field blank. If you would like to see all claims that you have submitted for a beneficiary over a certain period of time, then use this field to span the date range in your search.

After entering the claim data, press the **SUBMIT** button.

**Claim Status Summary**

After pressing the **SUBMIT** button, myCGS will return claim information found for the search criteria. The following information will be displayed on screen:

- Claim Control Number (CCN)
- Remit Date
- Deductible Applied (DED)
- Paid Amount
- Status
- Place of Service
- HCPCS Code
- From Date
- To Date
- Number of Services
- Submitted Amount
- Allowed Amount
- Claim explanation (if applicable)
If you would like to order a duplicate copy of a Remittance Advice (RA), press the **Order RA** button. A duplicate RA will then be printed and mailed to your address on file. You can also order a duplicate RA from the Order RA screen (refer to the Order RA section below).

To check to see if an Additional Documentation Request (ADR) letter was sent regarding the claim, press the **ADR** button. If an ADR letter was indeed sent, a popup box will display the ADR Detail screen, where you can view the ADR letter itself and respond to the ADR if the claim is still pending. Refer to the **ADR** section below for details and instructions on using the ADR Detail screen and how to respond to an ADR in myCGS.

The image below shows an example of the Claim Status Summary screen:

![Claim Status Summary](image)

**Claim Explanations**

If a claim you have submitted has been denied or has paid at less than the submitted amount, myCGS will provide an explanation to help you understand the situation. Press on the **View** button in the Explanation column in order to see the claim explanation. A new window will pop up showing the explanation, as shown in the image below. Press the **OK** button to dismiss the message.

![Explanation](image)

**Additional Claim Detail**

You can select a displayed claim to get more detail using the CCN link of the claim. After selecting the CCN, the Claim Status Detail Information window will appear. The following additional detail is available:

- Status
- Completed Date
- Provider Paid Amount
- Denial Code Explanations (if applicable)
- ADR Sent Date (if applicable)
- ADR Denial Date (if applicable)
- ADR Response Receipt Date (if applicable)
- Ordering/Referring Physician NPI
- Ordering/Referring Physician Name
- GR/REAS Codes, Remarks Codes, and their Corresponding Amounts

The following image shows an example of the Claim Status Detail Information window:
To return to the Claim Summary screen, press the EXIT button.

**ADR**

When the DME MAC needs additional information to process a claim correctly, we send what is called an Additional Documentation Request (ADR) letter. If you receive an ADR letter, you must respond to the request in the given timeframe in order for your claim to be processed correctly and avoid denial. myCGS gives you the ability to check ADR status, view ADR letters, and submit your response directly within the portal.

The ADR screen in myCGS gives you access to all of your ADR needs. From the ADR screen, which you can access via the ADR option in the Claims menu, you can:

- Find all of your open and/or closed ADR cases
- Check the status of your ADR cases
- View the details of your ADR claims
- View a copy of the ADR letter that was mailed to you
- Submit your response to the ADR
- View a summary of any education provided to you by CGS

The sections below outline each individual ADR screen and function. For a “quick reference” guide on how to respond to an ADR in myCGS, refer to the ADR Response Quick Reference section.

**ADR Select**

The ADR Select screen allows you to search for ADRs over a three month span. You can search for open cases, closed cases, or both. **The search will return results based on the date ADR letters were generated (not the date of service of the claim).**

To search for ADRs, enter the following data on the ADR screen:

- ADR Letter Date Range, From and Through
NOTE: The maximum date span is three months. Only ADRs within the past year are available. Attempts to search for greater than a three month span or dates greater than one year prior to today’s date will result in an error. Also note that ADR letters prior to 10/8/2018 are not available for viewing in myCGS.

• Search option—Open Only, Close Only, or Both Open and Closed

Your NPI and PTAN will be auto-filled based on the NPI/PTAN you have selected from your profile. The search results will be limited to only display claim history for the NPI/PTAN listed in the search criteria. If you need to use a different NPI/PTAN than what is currently selected, follow the instructions in the Change NPI/PTAN section in this manual.

After entering your ADR search data, press the SUBMIT button.

The ADR Summary screen will then display any ADRs that meet your search criteria. On the ADR Summary screen, you will find:

• CCN – the Claim Control Number of the claim associated with the ADR; press the CCN to view the ADR Detail screen

• ADR Letters – the ADR letter number; press the ADR letter number to view a copy of the letter

• Letter Date – the date the ADR letter was generated by CGS

• Letter Delivery Method – the method by which the letter was sent to you (i.e., mail)

• Letter Delivery Location – the location where the ADR letter was sent

• Status – the current status of the ADR and claim; there are three possible statuses:
  - Closed – the ADR has completed; press the closed status link to view the ADR Detail screen
  - Respond – the claim is waiting a response to the ADR; press the respond status ink to respond to the ADR in myCGS
  - Received – a response to the ADR has been received and is currently pending; it may take up to 30 days to process the claim once we have received your ADR response

To view a summary of the education that has been provided to you by our Medical Review department, select the Educational Summary button at the bottom of the ADR results (see the Educational Summary section below).
Viewing an ADR Letter

To view a copy of the ADR letter sent by CGS, press the ADR letter number (for instance, "425" in the image above). After pressing the link, a popup window will be displayed showing the letter details. To view the letter itself, press the Download icon. The letter will then open in a new window.

NOTE: Letters generated prior to October 8, 2018, are not available for viewing in myCGS.

ADR Detail

To view details of an ADR, select the CCN link of the claim listed on the ADR Summary screen. The ADR Detail screen will then be displayed. On the ADR Detail screen, the following information will be displayed:

- Documentation Received by CGS – the date CGS received a response to the ADR (if applicable); note that this date may not match the ADR Response Receipt Date listed on the Claim Status screen exactly, as these dates are pulled from different systems
- Date New ADR Letter Sent – the date a new ADR letter was sent (if applicable)
- Review Result Code(s) – select the Review Results/DEN Codes to view an explanation of why the claim was denied (if applicable)
- Date Review Completed – the date the ADR review was completed
- Claim Completed – the date the claim was completed
- Appeal Request Status – the status of any related Reopening or Redetermination request (if applicable)
- ADR Letters – the ADR letter number; press the ADR number to view a copy of the ADR letter
- Actions – press the ADR button to view claim status details of the claim in question; press the Respond button (if present) to respond to an open ADR

Responding to an ADR

To respond to an ADR in myCGS, press the Respond button on the ADR Detail screen or the ADR Summary screen. A popup window will ask if you wish to submit documentation for the ADR. Press Yes to continue.
You will then see the ADR Submission screen, which will list details about the claim and provide the ability to upload documentation. Review the screen to be sure that you are responding to the correct claim and then use the Upload button to attach your documentation.

After pressing the **Upload** button, a navigation window will popup allowing you to select the files you wish to attach and submit to CGS.

**NOTE:** The maximum size limit for upload is 50 MB per file. A maximum of 15 files may be attached per submission. Only the following file types are permitted for submission in myCGS:

- PDF
- TIFF
- DOC
- DOCX
- RTF

After selecting your documents, myCGS will list the files under the Upload button on the ADR Submission screen. Verify that all of the appropriate files have been selected and then press the **Submit** button to submit your response.

A popup message will appear, asking if you have attached all of your documentation. If you are ready to submit, press Yes. If you need to attach more documents or wish to cancel your response, press No.
After pressing yes, myCGS will upload your documents into the CGS internal processing system. You will receive a message stating that all files were submitted successfully, with the time and date of the submission. Note that the daily ADR response cut off time is 4:00 pm Central Time—any response submitted after 4:00 pm Central Time is considered to be received the following business day.

After you have submitted a response, you can verify your submission on the ADR Detail screen in the “Documentation Received by CGS“ field. Note that this field will not update immediately after document submission, as the request must be processed in our internal systems before the documentation received date is updated.

Educational Summary

The Educational Summary screen provides details and copies of any education provided to you by CGS, either by letter or telephone. To view your educational summary, perform an ADR search as detailed above, and press the Educational Summary button from the ADR Summary screen. The Educational Summary screen will then be displayed, showing any education provided during the date span of your search.

The Educational Summary screen provides the following information:

- Education Date – the date the education was provided
- Education Type – the type of education, letter or telephone; press the Letter or Teleconference link to view a copy of the letter or teleconference summary (opens in a new window/tab)
- HCPCS Code – the specific HCPCS code which was discussed in the education (if applicable)
In order to view a PDF of the education provided, press the link found under Education Type (letter or teleconference). A popup window will appear—press the download icon on the popup window to view a copy of the education.

**ADR Response Quick Reference**

Below are simple step by step instructions on how to submit an ADR response. You can submit ADR responses through either the Claim Status screen or the ADR screen in myCGS.

**From the ADR Screen**

Follow these steps to submit a response to an ADR letter using the ADR screen in myCGS:

1. Go to the ADR screen and perform a search for open cases based on the date of your ADR letter (you can search up to a three month date span).
2. From the ADR Summary screen, press the **Respond** link listed in the Status column for the CCN in question.
   
   **NOTE:** If you want to view details of the ADR before submitting your response, you can click on the CCN link of the ADR from the ADR Summary screen. This will open the ADR Detail screen. You can then submit your response from the ADR Detail screen by pressing the **Respond** button.
3. A popup window will ask if you want to submit documentation. Select **Yes**.
4. The ADR submission window will be displayed. Press the **Upload** button to select your files. Navigate to where your files are stored and select all of your desired documentation. Once you have made all of your file selections, press the **Submit** button.
5. A popup window will ask if you have uploaded all of your documents. If you have selected all of your desired files, select Yes to submit your request. If you forgot to include a file, select No and upload the rest of your files.
6. myCGS will then ingest all your documentation into our internal processing system. Once the upload has completed, you will receive a message stating that the files were successfully submitted. Note that it may take up to 30 days for your request to be processed by CGS.

**From the Claim Status Screen**

If you know the specifics of the claim in question, you can submit an ADR response from the Claim Status screen. Follow these steps:

1. Go to the Claim Status screen and perform a search for the claim in question.
2. On the Claim Status Summary screen, press the **ADR** button. The ADR Detail screen will be displayed (if an ADR has been sent).
3. On the ADR Detail screen, select the **Respond** button (note that the Respond button will only be present if the claim is still open).
4. A popup window will ask if you want to submit documentation. Select **Yes**.
5. The ADR submission window will be displayed. Press the **Upload** button to select your files. Navigate to where your files are stored and select all of your desired documentation. Once you have made all of your file selections, press the **Submit** button.
6. A popup window will ask if you have uploaded all of your documents. If you have selected all of your desired files, select Yes to submit your request. If you forgot to include a file, select No and upload the rest of your files.
myCGS will then ingest all your documentation into our internal processing system. Once the upload has completed, you will receive a message stating that the files were successfully submitted. Note that it may take up to 30 days for your request to be processed by CGS.

**Pending Claims**

The Pending Claims screen allows you to view information about the number of claims you have pending on either the payment floor, the Common Working Files (CWF), or in process. To access the pending claims, select the **Pending Claims** option in the Claims menu.

Your NPI and PTAN will be auto-filled based on the NPI/PTAN you have selected from your profile. If you need to use a different NPI/PTAN than what is currently selected, change your NPI/PTAN following the instructions in the **Change NPI/PTAN** section in this manual.

To search for your pending claim information, press the **SUBMIT** button. myCGS will then display three types of pending claim information, as described below.

**Pending Claims on Payment Floor**

When a claim has been submitted to Medicare, it must wait a certain period of time before payment can be released. When a claim has been approved but has not yet reached the minimum waiting period, it is on the “payment floor.” When searching for pending claim information, myCGS will display the number of your claims currently on the payment floor, as well as the dollar amount submitted and the projected payment amount for the claims. Note that the projected payment amount may differ from the actual Medicare payment/check that you will receive.

**Pending Claims at CWF**

When a claim has been approved for payment by CGS, it then must go to the Common Working Files (CWF) for final approval. Claims that are pending at CWF are one step closer to completion, but have not yet actually been approved.

Pending claim information in myCGS provides you with the total number of claims and dollar amount submitted that are currently pending at CWF.

**Other Pending Claims in Process**

Before CGS has made a claim decision, your claim is considered to be pending and in process. Pending claim information in myCGS allows you to see the total number of claims and dollar amount submitted that have been received by CGS, but in which a payment determination has not yet been made.

**Order RA**

The Order RA screen allows you to view a summary of a Remittance Advice (RA) or to order a duplicate copy of an RA that will be sent via mail.

To view a summary or order a duplicate RA, follow these steps:
• In the Claims menu, select the Order RA option.

• Your NPI and PTAN will be auto-filled based on the NPI/PTAN you have selected from your profile. If you need to use a different NPI/PTAN than what is currently selected, change your NPI/PTAN following the instructions in the Change NPI/PTAN section in this manual.

• In the “Remittance Advice Date From” field, enter the date of the RA you wish to view/order, and then press the SUBMIT button.

A general summary of your RA will then be displayed, showing the provider paid amount, check amount, and offset amount. To order a duplicate RA via mail, press the Order RA button. To view a summary of your RA, press the RA Details button.

If you choose to view RA Details, your screen will expand to show the following fields:

• Claim totals (billed amount, allowed amount, deductible, coinsurance, provider paid amount, and check amount)

• Total assigned claims

• Financial details (previously paid amount, paid to beneficiary amount, interest, MSP, offset amount, and other adjustments)

• Offsets (CCN, patient number, DCN, and offset amount)

• Claim details (CCN, HICN/MBI, amount paid, check amount, and interest for each individual claim on the RA)

When viewing RA Details, you can also find details for each individual claim on the RA. Simply press the Claim Detail button, as shown in the image below, and a new window will pop up showing a summary of the individual claim.
You can view even more information about the claim using the CCN link from the Claim Detail window, as shown below.

Claim Preparation

Claim Preparation Overview

The Claim Preparation menu gives you access to a variety of information that you may need before filing a claim to CGS, including information about same or similar equipment that the beneficiary may have on file.

There are six main menu options in the Claim Preparation menu:

- **CMN Status** – allows you to search for a beneficiary’s CMN history
- **Ordering/Referring Physician** – allows you to determine the status of a physician’s NPI
- **Diabetic Supplies/Shoes** – allows you to search for a beneficiary’s claim history for either diabetic testing supplies or diabetic shoes
- **Claim History** – allows you to find the past claim history of a specific item/HCPCS code billed to Jurisdiction B or C
- **Prior Authorization Status/ ADMC Status** – allows you to view the status of Prior Authorization and ADMC requests

Refer to the sections below for detailed information about each of these menu options.

All screens within the Claim Preparation menu automatically populate your NPI and PTAN; therefore you do not need to manually enter this information. If you have more than one NPI/PTAN and need to use a different NPI/PTAN than what is currently selected, follow the instructions in the [Change NPI/PTAN](#) section in this manual.

CMN Status

The CMN Status screen in myCGS allows you to search a beneficiary’s CMN history. A beneficiary’s CMN history is important to know, because it can help you avoid same or similar equipment denials. For instance, if you need to know if a beneficiary has previously received oxygen equipment, you can use the CMN Status screen to search for an oxygen equipment HCPCS code, such as E1390. If you perform a CMN search for E1390, myCGS will show any related oxygen equipment CMNs that have been previously billed to Jurisdiction B or C (depending on which jurisdiction you have selected).
To search for CMN status, select the **CMN Status** option in the Claim Preparation menu, and enter the following information on the CMN Status screen:

- HICN or MBI
- Beneficiary Last Name (first six letters)
- Beneficiary First Name (first initial)
- Beneficiary Date of Birth (six digits)
- HCPCS

**HINT:** You can search for more than one HCPCS code at a time by using an asterisk (*) as a qualifier. For instance, if you enter E* in the HCPCS field, myCGS will return CMN results for any HCPCS code that begins with an E.  

Your NPI and PTAN will be auto-filled based on the NPI/PTAN you have selected from your profile. If you need to use a different NPI/PTAN than what is currently selected, change your NPI/PTAN following the instructions in the **Change NPI/PTAN** section in this manual.  

After entering the information, press the **SUBMIT** button.

After pressing the **SUBMIT** button, myCGS will return CMN history found for the search criteria you entered, including the HCPCS code you entered and related HCPCS codes (i.e., same or similar). The following information will be displayed on screen:

- HCPCS
- Type (initial, revised, or recertification)
- Length
- Initial Date
- Revised/Recert Date (if applicable)

The image below shows an example of CMN status results. In this example, the user searched for all HCPCS codes beginning with E (by using "E*"):

To get additional information about a CMN, select the HCPCS code of the appropriate CMN. Upon pressing the HCPCS hyperlink, the CMN Detail Information window will appear with the following CMN details:
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• Submitted HCPCS
• Approved HCPCS
• Type (initial, revised, or recertification)
• Length
• Initial Date
• Revised/Recert Date (if applicable)
• Supplier Name
• Supplier Phone Number
• Status
• Rental Months Paid*
• Last Rental Date

The rental months paid displayed in myCGS account for payments made by Jurisdiction B or C (depending on which jurisdiction you have selected), but not for other DME MACs. If a beneficiary has resided in another jurisdiction, it is possible that additional rental months have been paid.

The following image shows an example of the CMN Detail Information window:

To return to the CMN Summary screen, press the EXIT button.

A Few Notes about CMNs
CMNs that appear in myCGS may be true CMNs or “dummy” CMNs. A true CMN is a CMN or DIF that was completed by a physician/supplier and submitted to Jurisdiction B or C with a claim. A dummy CMN is a CMN set up for the purposes of tracking payments on capped rental items or inexpensive and routinely purchased (IRP) items.

When a capped rental item has been extended beyond the initial 13 month rental period due to a break in billing, it will appear as a revised CMN in myCGS.

Accessories which are capped rental items or IRP items will be shown as their own CMN within myCGS for the sake of tracking payments, even if the accessory was listed on the same CMN as the base equipment.

Ordering/Referring Physician
Claims submitted to a DME MAC must include the ordering/referring physician’s NPI. The physician’s NPI must be enrolled in the Medicare Provider Enrollment, Chain, and Ownership System (PECOS) to be valid. You can use myCGS to check a physician’s NPI for valid PECOS enrollment.

To search for ordering/referring physician status, select the Ordering/Referring Physician option in the Claim Preparation menu, and enter the following information:
• Ordering/Referring Physician NPI
• Physician Last Name (first six letters only)

After entering the information, press the SUBMIT button.

myCGS will return a statement regarding the ordering/referring physician status found for the search criteria.
The image below shows a response for a physician who is currently enrolled in PECOS:

If you need to perform another physician NPI search, press the CLEAR button, and then enter the next physician's information.

**Diabetic Supplies/Shoes History**

The Diabetic Supplies/Shoes History screen in myCGS allows you to check a beneficiary's history of diabetic supplies and shoes claims. You can use this information on a pre-claim basis in order to determine if a beneficiary is eligible for additional supplies or shoes. You can also use this feature if you have had a claim denied due to overutilization and wish to find out if the beneficiary received supplies or shoes from another DMEPOS supplier. To access the Diabetic Supplies/Shoes History screen, select the **Diabetic Supplies/Shoes** option in the Claim Preparation menu.

The first step in searching for diabetic history is to choose the type of diabetic items you need to find. To do so, select the appropriate option in the History Type drop-down menu:

- **Testing Supplies A4253 and A4259** – This option will only search for HCPCS codes A4253 and A4259
- **Testing Supplies Other** – This option will search for all diabetic supply HCPCS codes other than A4253 and A4259
- **Shoes A5500 and A5501** – This option will only search for HCPCS codes A5500 and A5501
- **Shoes Other** – This option will search for all diabetic shoe insert HCPCS codes, but not A5500 and A5501

After selecting your history type, enter the rest of the required search information, as detailed in the sections below.

**Diabetic Supplies**

To search for diabetic supply history, go to the Claim Preparation menu, and select **Diabetic Supplies/Shoes**.
After choosing the appropriate History Type, enter the following information:

- HICN or MBI
- Beneficiary Last Name (first six letters)
- Beneficiary First Name (first initial)
- Beneficiary Date of Birth (six digits)
- Date of Service (myCGS will check for claims 90 days before and 90 days after the date that you enter for A4253 and A4259, and six months before and after for other testing supplies)

After pressing the SUBMIT button, myCGS will return the following diabetic supply claim history found for the search criteria:

- From Date
- To Date
- HCPCS (with modifiers)
- Units
- Provider Name
- Provider Phone Number
- Status (Allowed or Denied)

The following image shows an example of diabetic supply history for a beneficiary who has received HCPCS codes A4253 and A4259:

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Diabetic Shoes

To search for diabetic shoe history, go to the Claim Preparation menu, and select Diabetic Supplies/Shoes.

After choosing the appropriate History Type, enter the following information:

- HICN or MBI
- Beneficiary First Name
- Calendar Year*
- Beneficiary Last Name
- Date of Birth

* myCGS will check for shoe claim history only in the calendar year you select.

After pressing the SUBMIT button, myCGS will return the following diabetic shoe claim history found for the search criteria:

- From Date
- To Date
- HCPCS (with modifiers)
- Units
- Provider Name
- Provider Phone Number
- Status (Allowed or Denied)

The following image shows an example of claim history for a beneficiary who received diabetic shoes (A5500) in 2017:
Claim History

The Claim History screen in myCGS allows you to find the claim history of a specific HCPCS code for a beneficiary. You can use this information on a pre-claim basis in order to determine if a beneficiary has previously received a specific item. Using the claim history search can help you avoid same or similar equipment denials.

**HINT:** If you are searching for same or similar history for a Capped Rental item or Inexpensive or Routinely Purchased (IRP) item, it is best to check CMN Status before searching Claim History. Using both of these options in myCGS will give you a more complete picture of a beneficiary's equipment history.

To search for claim history, go to the Claim Preparation menu, select **Claim History**, and then enter the following information:

- HICN or MBI
- Beneficiary Last Name (first six letters)
- Beneficiary First Name (first initial)
- Beneficiary Date of Birth (six digits)
- HCPCS
- Claim History Starting Date*
- Claim History Ending Date*

* Although there is no limit to the date span range you use in the claim history search, a shorter date range will result in faster response times.

After pressing the **SUBMIT** button, myCGS will return the following claim history found for the search criteria you entered:

- HICN or MBI
- From Date
- To Date
- HCPCS
- HCPCS (with modifiers)
- Units
- Provider Name
- Provider Phone Number
- Status (Allowed or Denied)

In the following image, the user searched claim history for HCPCS code K0553.
Prior Authorization/ADMC Status

The Prior Authorization/ADMC screen in myCGS allows you to view the status of any Prior Authorization or ADMC request you have submitted to Jurisdiction B or C (depending on which jurisdiction you have selected). To search for Prior Authorization or ADMC status, go to the Claim Preparation menu, select **Prior Authorization/ADMC Status**, and then enter the following information:

- HICN or MBI
- Beneficiary Last Name (first six letters)
- Beneficiary First Name (first initial)
- Beneficiary Date of Birth (six digits)
- HCPCS

After pressing the **SUBMIT** button, myCGS will return the following information:

- Status
- Date of Receipt
- Date of Decision
- Action Taken (Affirmed or Non-Affirmed)
- Denial Reason (if the request was non-affirmed)
- UTN

The image below shows a request that was affirmed:

Finance

Finance Overview

The Finance menu in myCGS gives you access to a variety of financial information, including:

- The last five checks issued to your account
- Recent outstanding checks
- Offset information
- Pricing (fee schedules)
- EFT application status

Within the Finance menu, there are four options: Checks, Offsets, Pricing, and EFT Application Status. The **Checks** screen allows you to see the checks that have been issued to you recently, as well as any outstanding (not cashed) checks. The **Offsets** screen allows you to find information about overpayments that have resulted in an offset to your account, including the name and HICN/MBI of the beneficiary on the original overpayment. The **Pricing** screen provides a link to the current DME MAC fee schedules. The **EFT Application Status** screen
allows you to check the status of any Electronic Funds Transfer (EFT) update requests that you have sent to CGS.

All screens within the Finance menu automatically populate your NPI and PTAN; therefore you do not need to manually enter this information. If you need to use a different NPI/PTAN than what is currently selected, change your NPI/PTAN following the instructions in the Change NPI/PTAN section in this manual.

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Checks

The Checks screen allows you to see the last five issued checks issued to your account by CGS, as well as outstanding checks that have been issued in the last 30 days. To search for your checks, select the Checks option in the Finance menu. Your NPI and PTAN will be auto-filled based on the NPI/PTAN you have selected from your profile. If you need to use a different NPI/PTAN than what is currently selected, change your NPI/PTAN following the instructions in the Change NPI/PTAN section in this manual.

After confirming the NPI and PTAN are correct, press the SUBMIT button. myCGS will return the following check information:

- The date, amount, and status of the last five checks issued to your NPI/PTAN
- The date and amount of any outstanding checks issued to your NPI/PTAN within the last 30 days

Note that if you have outstanding checks that are greater than 30 days old, they will not be reflected in the check results.

The following image shows an example of check results in myCGS:

Offsets

The Offsets screen gives you access to information about overpayments that have resulted in an offset. To use the Offsets screen, you will need the Financial Control Number (FCN) of the overpayment.

To search for an offset, select the Offsets option in the Finance menu. Once on the Offsets screen, enter the FCN of your offset. You can find the FCN on your remittance advice. Your NPI and PTAN will be auto-filled based on the NPI/PTAN you have selected from your profile. If you need to use a different NPI/PTAN than what is currently selected, change your NPI/PTAN following the instructions in the Change NPI/PTAN section in this manual.

After pressing the SUBMIT button, myCGS will return the following offset information:
The image below shows an example of the Offset screen:

**Pricing**

The DME MAC fee schedules are available for download or online viewing on the CGS website. The Pricing screen in myCGS gives you a direct link to the fee schedule page on our website.

To access pricing information, select the **Pricing** option in the Finance menu. From the Pricing screen, select on the pricing hyperlink. A new window will open, taking you directly to the Jurisdiction B or C fee schedule page on [https://www.cgsmedicare.com](https://www.cgsmedicare.com).

**EFT Status**

If you have submitted an application for Electronic Funds Transfer (EFT), the **EFT Status** screen provides the current status of your application.

To search for your EFT status, select the **EFT Status** option from the Finance menu. Your NPI and PTAN will be auto-filled based on the NPI/PTAN you have selected from your profile. If you need to use a different NPI/PTAN than what is currently selected, change your NPI/PTAN following the instructions in the [Change NPI/PTAN](#) section in this manual.

**NOTE:** Only EFT requests that have been submitted to CGS are available in myCGS. The status of an EFT request submitted to any other contractor is not available.

After pressing the **SUBMIT** button, myCGS will return the following information regarding your EFT application:

- Date in which your request was received
- Status of your request

The following image shows an example of the EFT Application Status screen:
Reprocessing

Reprocessing Overview
The Reprocessing menu in myCGS gives you the ability to view the status of Redetermination and Reopening requests. There are two main menu options in the Claim Preparation menu: Redeterminations and Reopenings.

Refer to the sections below for detailed information about each of the Reprocessing menu options.

Redeterminations Status
The Redeterminations Status screen provides current status of redetermination requests that you have submitted to Jurisdiction B or C (depending on the jurisdiction you have selected). You can search for a redetermination in myCGS by either the Document Control Number (DCN) of the request or the Claim Control Number (CCN) of the original claim.

To search for Redetermination status, go to the Reprocessing menu, select Redeterminations Status, and then enter the following information:

- DCN or CCN (as appropriate)
- HICN or MBI of the beneficiary on the claim which you have appealed

Your NPI and PTAN will be auto-filled based on the NPI/PTAN you have selected from your profile. If you have more than one NPI/PTAN and need to use a different NPI/PTAN than what is currently selected, follow the instructions in the Change NPI/PTAN section in this manual.

After pressing the SUBMIT button, myCGS will return following information about your request:

- Date of Receipt
- Status
- Date of Decision

The following image shows an example of redetermination status:
Reopenings Status

The Reopenings Status screen provides current status of reopening requests that you have submitted to Jurisdiction B or C (depending on the jurisdiction you have selected). You can search for a reopening in myCGS by either the Document Control Number (DCN) of the request or the Claim Control Number (CCN) of the original claim.

To search for Reopening status, go to the Reprocessing menu, select Reopenings Status, and then enter the following information:

- DCN or CCN (as appropriate)
- HICN or MBI of the beneficiary on the claim

Your NPI and PTAN will be auto-filled based on the NPI/PTAN you have selected from your profile. If you have more than one NPI/PTAN and need to use a different NPI/PTAN than what is currently selected, follow the instructions in the Change NPI/PTAN section in this manual.

After pressing the SUBMIT button, myCGS will return following information about your request:

- Date of Receipt
- Status

The following image shows an example of reopening status:

![Reopenings Status Request](image)

MBI Lookup Tool

The MBI Lookup Tool in myCGS gives you the ability to search for a beneficiary’s Medicare Beneficiary Identifier (MBI). Use this tool when you have a patient who has been mailed a new Medicare Card with MBI, but you do not have a record of the MBI itself.

**NOTE:** The MBI Lookup Tool is to be used only when a Medicare patient doesn’t or can’t give you his/her MBI. The patient’s first name, last name, date of birth, and social security number are required to get a unique match. The MBI is confidential, so you must protect it as Personally Identifiable Information and use it only for Medicare-related business.

To lookup a beneficiary’s MBI, select the MBI Lookup Tool from the MBI Lookup menu, and then enter the following information:
• Patient Last Name
• Patient First Name
• Patient Suffix (choose from dropdown menu if applicable; if the patient does not have a name suffix, do not use this field)
• Patient Date of Birth (MM/DD/YYYY)
• Patient Social Security Number (SSN)

After entering all of the required information, check the box which says “I am not a robot.” You must check this box in order to successfully submit your request.

After pressing the **SUBMIT** button, myCGS will return the beneficiary’s MBI (if a match is found).

**News & Information**

**News & Information Overview**

The News & Information menu contains a variety of useful information for suppliers and myCGS users, including the following information:

• News about myCGS and other DME MAC happenings
• Hours of operation for CGS Customer Service Representatives
• Information about your appeal rights for Medicare claims

**Important News**

The Important News screen in myCGS contains information about upcoming system outages, recent myCGS revisions, and addition DME MAC news. As a myCGS user, you should visit the Important News screen on a regular basis in order to keep up with the latest myCGS news.
To access the Important News screen, select the **Important News** option from the News & Information menu.

### CSR Hours

The CSR Hours screen in myCGS lets you view the times and days when DME MAC Jurisdictions B and C Customer Service Representatives (CSRs) are available to assist you. It also informs you of our holiday closure schedule.

To access the CSR Hours screen, select the **CSR Hours** option from the News & Information menu.

### Appeal Rights

The Appeal Rights screen in myCGS contains information about your right to appeal Medicare claims.

To access the Appeal Rights, select the **Appeal Rights** option from the News & Information menu.

### My Account

#### My Account Overview

The My Account menu in myCGS allows you to view information about your user account, such as your NPI/PTAN information. There are five options in the My Account menu:

- **User Account/Info** – view your basic profile and contact information
- **View NPI/PTAN** – view the NPI/PTAN combinations associated with your account
- **Provider Profile** – view the supplier information on file for your NPI/PTAN, such as your PTAN’s effective dates, location and payee addresses, and more
- **Update MFA Settings** – change your Multi-Factor Authentication (MFA) settings
- **Update Security Questions** – update your security questions and answers

When you are finished viewing any screen within the My Account section, select on the **Home** menu to return to the myCGS home page, where you can continue to use the functions and features of myCGS.
NOTE: The menu items available in the My Account menu may vary based on your user role (End User, CHBA, or Designated Approver).

User Account
To view your basic user profile information (such as your address or telephone number), select the User Account option in the My Account menu. The User Info screen will appear, showing your basic contact information.

On the User Account screen, you can update your last name and/or email address using the available text boxes. Make your changes, and press the SUBMIT button.

NOTE: The email address listed under User Account is separate from the email address listed in your MFA settings. Changing the email address your User Account does not affect the email address in your MFA settings (and vice versa). If your email address has changed, you must update it on both screens. Refer to the Update Your MFA Settings section below.

View NPI/PTAN
Registration in myCGS is based on your company’s Tax ID/EIN. When you register for myCGS, all of the NPI/PTAN combinations associated with your Tax ID are automatically added to your myCGS account.

To view a list of all the NPI/PTAN combinations associated with your account, select the View NPI/PTAN option in the My Account menu. The View NPI/PTAN screen will appear, showing a list of all of your NPI/PTANs.

If your company has more than one Tax ID, then you will need to submit a request to add the additional Tax IDs to your myCGS account. Refer to the myCGS Registration Guide for instructions (https://www.cgsmedicare.com/jc/myCGS/pdf/myCGS_RegistrationGuide.pdf).
Once you are finished viewing your NPI/PTAN profile, press the Home menu to return to the main functional areas of myCGS.

Provider Profile

The Provider Profile screen in myCGS allows you to view basic records about your PTAN as maintained by the National Supplier Clearinghouse (NSC) and PECOS. To view your provider profile, select the Provider Profile option in the My Account menu.

The Provider Profile screen is based on the NPI/PTAN you currently have selected in myCGS. If you have more than one NPI/PTAN and wish to view the Provider Profile for a PTAN different than what is currently selected, follow the instructions in the Change NPI/PTAN section in this manual.

On the Provider Profile screen, you will find the following information about your PTAN:

- Supplier Name
- Payee Name
- Location Address
- Payee Address
- Phone
- Fax
- Last Standard Paper Remit Date
- Biller ID
- Participation Information
- PTAN Effective and Termination Dates
- Notes on your account

Any changes to your supplier information must be made through the appropriate entity (i.e., NSC).

Once you are finished viewing your provider profile, press the Home menu to return to the main functional areas of myCGS.

Update MFA Options

If you need to update or change your cell phone or email information that is associated with your Multi-Factor Authentication (MFA) settings, go to the MFA Options screen. To access the MFA Options screen, select the My Account menu found in the top-right corner of your screen, and select Update MFA Options.
On the MFA Options screen, you can add or alter your MFA email address and/or cell phone number and carrier.

![MFA Options Screen](image)

Make any necessary changes to your information, and press the **SUBMIT** button.

**NOTE:** If you change cell phone carriers, you must update your Service Provider to reflect your current carrier in order to continue to receive myCGS MFA text messages, even if your cell phone number remains unchanged. If you use a cell phone carrier other than one of the four service providers listed (AT&T, Sprint, T-Mobile, or Verizon), choose the service provider network which is used by your carrier to provide service. If you are unsure of the network, please contact your carrier. If you choose the wrong service provider, you will not receive MFA text messages.

**Update Security Questions**

If you wish to update or change your security challenge questions and answers, go to the Update Security Questions screen. To access the Security Questions screen, select the **My Account** menu found in the top-right corner of your screen, and select **Update Security Questions**.

![My Account Menu](image)

Choose questions from each of the three drop down menus, and answer them accurately. Be sure to choose questions and answers that are personal to you and that you will remember. You will need to be able to answer the challenge questions should you forget your password and need to have it reset.
Choose questions from each of the three drop down menus, and answer them accurately. Be sure to choose questions and answers that are personal to you and that you will remember. You will need to be able to answer the challenge questions should you forget your password and need to have it reset.

![Security Questions](image)

**Designated Approver/User Management**

**User Management Overview**

If you are registered for myCGS as a Designated Approver (DA), you have access to user management screens in myCGS that other users in your company cannot access. In fact, when you first log in to myCGS, you are taken directly to the DA User Management screen, rather than to the normal home screen that End Users see.

For instruction on using the User Management section in myCGS, refer to the myCGS Registration Guide ([https://www.cgsmedicare.com/jc/mycgs/pdf/mycgs_RegistrationGuide.pdf](https://www.cgsmedicare.com/jc/mycgs/pdf/mycgs_RegistrationGuide.pdf)).