

PROVIDER ENROLLMENT INFORMATION:

Guidance for Completing the CMS Enrollment Forms

Completing the CMS-588 Application

Part 9
of 10

Objective

- Overview of Provider Enrollment and the enrollment process.
- Review of forms involved in the enrollment process.
- Assist providers with the enrollment process.
- Identify common errors within the enrollment process.

<https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/CMS588.pdf>

- Initial enrollments require the submission of the CMS 588.
- Federally-mandated requirement.
- If an enrolled supplier, currently receiving paper checks, submits a CMS 855 change request, the provider must also submit:
- CMS-588 that changes payment mechanism to EFT.
- Supplier is not required to submit a CMS-588 in conjunction with a termination or a reassignment.
- The account receiving EFT payments must exclusively bear the name of the physician/practitioner/legal business name of the person/entity enrolled with Medicare.
- Original voided check, or account information on bank letterhead is required with the CMS-588.
- The Automatic Clearinghouse (ACH) routing number must be identified on the CMS-588 and the proof of account (voided check or bank letter).
- Benefits of EFT:
 - Enrollment is free.
 - Faster payment.
 - Reduce risks.
- Instructions:
 - Complete an enrollment form with the original signature of your authorized representative.
 - Attach a voided check or your account information on bank letterhead.
- You must agree to accept electronic payment.
- This federally-mandated requirement applies to established providers submitting a change of information that are not already set up for electronic payment, as well as new enrollees.
- An Electronic Funds Transfer Authorization Agreement (EFT) form (CMS-588) must be included with your application request.
- If the supplier's financial institution does not/will not participate in proposed EFT transaction, the supplier must select another financial institution.
- If supplier is not in PECOS and makes any change to EFT information, an entire CMS 855 is required.

Other Topics:

Provider Enrollment Overview
http://www.cgsmedicare.com/partb/enrollment/guidance_1.pdf

Provider Enrollment Tips
http://www.cgsmedicare.com/partb/enrollment/guidance_2.pdf

What Applications Do I Complete?
http://www.cgsmedicare.com/partb/enrollment/guidance_3.pdf

NPI Information
<http://www.cgsmedicare.com/partb/enrollment/npi.html>

Completing the CMS-855B Application
http://www.cgsmedicare.com/partb/enrollment/guidance_5.pdf

Completing the CMS-855I Application
http://www.cgsmedicare.com/partb/enrollment/guidance_6.pdf

Completing the CMS-855R Application
http://www.cgsmedicare.com/partb/enrollment/guidance_7.pdf

Completing the CMS-855O Application
http://www.cgsmedicare.com/partb/enrollment/guidance_8.pdf

Completing the CMS-460 Application
http://www.cgsmedicare.com/partb/enrollment/guidance_10.pdf



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