

Medicare Enrollment – Step by Step

Instructions and Resources

If you are a **Behavioral Health provider in Pennsylvania** and are already enrolled with **PA Medicaid**, enrolling in **Medicare** is a separate process. The good news is that most providers now enroll electronically through **PECOS (Provider Enrollment, Chain, and Ownership System)** rather than directly through the MAC website (Medicare Administrative Contractor.)

Step 1: Obtain an NPI (if you don't already have one)

Most Medicaid behavioral health providers already have an NPI.

- Verify your NPI at: <https://nppes.cms.hhs.gov>
- Ensure your NPI taxonomy matches your provider type (psychologist, LCSW, psychiatrist, LPC, etc.).

Step 2: Create Medicare Login Credentials

Create a CMS Identity & Access Management (I&A) account:

1. Go to <https://nppes.cms.hhs.gov>
2. Select **Create Login**
3. Set up your I&A account
4. Complete identity verification

CMS requires providers to use I&A credentials to access PECOS (Provider Enrollment, Chain, and Ownership System) [\[cms.gov\]](https://cms.gov)

Step 3: Determine Whether Your Provider Type Can Enroll in Medicare

Common behavioral health providers eligible for Medicare include:

- Psychiatrists
- Clinical Psychologists
- Clinical Social Workers
- Psychiatric Nurse Practitioners
- Physician Assistants
- Licensed Professional Counselors (LPCs)

- Marriage & Family Therapists (MFTs)

Provider eligibility depends on current Medicare enrollment rules and state licensure requirements.

Step 4: Gather Required Documents

Before starting PECOS, have:

- NPI
- Social Security Number or EIN
- State professional license
- DEA certificate (if applicable)
- Liability insurance information (if applicable)
- Practice address
- Banking information (for EFT)
- Voided check or bank letter
- Ownership information (for group practices)

Step 5: Access PECOS

1. Go to <https://pecos.cms.hhs.gov>
2. Sign in using your I&A credentials.
3. Choose **New Medicare Enrollment Application**.

Step 6: Select the Correct Enrollment Application

Choose the enrollment that applies to you:

- **Individual practitioner** → CMS-855I
- **Group practice** → CMS-855B
- **Reassign benefits to a group** → CMS-855R

Most individual behavioral health providers begin with **CMS-855I**.

Step 7: Complete the Online Application

Enter:

- Personal information
- Practice locations
- License information

- NPI information
- Medicare specialty
- Contact information
- EFT details

Upload any requested supporting documents.

Step 8: Electronically Sign and Submit

PECOS will prompt you to:

- Review the application
- Electronically sign
- Submit to Medicare

Save the confirmation number.

Step 9: Monitor Medicare's Review

For Pennsylvania providers, CMS lists Pennsylvania's Part A and Part B MAC as Novitas. [\[cms.gov\]](https://www.cms.gov)
Novitas may:

- Approve the application
- Request corrections
- Request additional documentation

Watch your email and PECOS messages.

Step 10: Receive Your Medicare Approval

Once approved, you'll receive:

- Medicare effective date
- PTAN (Provider Transaction Access Number)
- Enrollment confirmation

Keep both your:

- NPI
- PTAN

for claims submission.

Step 11: Set Up Electronic Claims (Optional but Recommended)

After approval:

1. Visit Novitas Solutions: <https://www.novitas-solutions.com>
2. Register for Novitasphere (their provider portal).
3. Complete EDI enrollment if you submit claims electronically.

Pennsylvania Medicare Part B providers use Novitas for these functions. [\[cms.gov\]](https://www.cms.gov)

Medicare Checklist for a PA Behavioral Health Provider

- ✓ Active Pennsylvania license
- ✓ Active NPI
- ✓ I&A account created
- ✓ PECOS application submitted
- ✓ EFT information provided
- ✓ Approval received (PTAN assigned)
- ✓ Novitas portal access established

Useful Links & Troubleshooting



Interactive Voice Response (IVR): 1-877-235-8073 | MON-FRI 8 AM - 4 PM ET

[Name to Number Conversion Tool](#) • [MBI / PTAN / DCN Conversion Tool](#) • [Quick Tips](#) • [Reference Chart](#) • [IVR User Guide](#) • [Claim Corrections Guide](#) • [IVR Hours of Operation](#)

Our telephone-based IVR provides a wide variety of services through an automated system you control with your voice or phone keypad. Use the guides and tools above to learn more about features, usage, and shortcuts.

Need to talk to a **live person**? Customer service representatives specialized in Enrollment, EDI, and general provider services are available from 8:00 AM - 4:00 PM, EST, Monday - Friday (excluding holidays or scheduled training closures).

[Roadmap](#) (Novitas)



New Provider Roadmap

As an attempt to simplify the Medicare process for the provider community, we have constructed a tool to guide a new provider through the Medicare process. Throughout this page, hyperlinks to our resources will be provided to help further your knowledge of the Medicare program.



Provider Enrollment

Provider Enrollment is the process of credentialing a provider/supplier into the Medicare Program. Provider/suppliers must be enrolled in Medicare to render services to beneficiaries and receive reimbursement.



Electronic Billing

Electronic Billing is the single most effective way to become more efficient in your daily business routine with Medicare. Improved cash flow, added security, and decreased administrative costs are just some of the advantages of electronic billing.



Claim Submission

Claim submission explains how to submit your claims accurately to Medicare.



Appeals

An appeal is a new and independent review of an initial determination of a claim.