

Hurley Practice Management Services, Incorporated

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PECOS Credentialing Checklist and Agreement

The Internet-based Provider Enrollment, Chain and Ownership System (PECOS) is available to physicians, non-physician practitioners, and provider and supplier organizations in the United States. Any provider/entity that has not submitted information to their Medicare carrier's Provider Enrollment Department since 2003, is required to complete the application process in full.

- (1) I have reviewed the directions at HPMSI's website and have determined my name *is not* on the current Ordering / Referring Provider list: Initials: _____
- (2) I would like to engage Karen Hurley, CMM, CPC-I ("HPMSI"), to start and complete my PECOS application process. Initials: _____
- (3) I have an established email address and will check it once daily to ensure timely submission of information by me and by HPMSI: Initials: _____
- (4) I agree to respond in a timely manner when information / documentation is requested by HPMSI to complete the application process: Initials: _____

LETTER OF ENGAGEMENT:

Upon email confirmation of a deposit of \$500.00 (non-refundable) through HPMSI's website, and receipt of all required documents, work will begin immediately. Services are billed at \$75.00 per hour, with a minimum of ½ hour increments. Trackable postage (when needed) is billed separately. Once the balance on the deposit reaches \$150.00, an email will be sent to inform you if an additional deposit (\$500.00) is needed. Invoices are sent monthly by email to the client's designated address. Any unused funds from the second deposit and forward, will be refunded to the client once Medicare has responded with proof of acceptance in PECOS. A copy of that notice must be sent to HPMSI as soon as it is received - either by mail, email, or fax.

I have received a copy of the documents requirements to complete the PECOS application process and understand I may have to provide more information as HPMSI performs the application process on my behalf.

I am also aware that HPMSI has no control over the length of the application process. Timing is based on many factors: HPMSI timeliness, the client's timely responses with accurate information, number of providers/entities to enroll, and the Medicare carrier's formal acceptance of all documents. All efforts are made to reduce the time needed to update the provider(s) information with their Medicare carrier. This time frame may or may not hinder payments from the Medicare system.

I have read and understand the above, and agree to the terms of this agreement.

Provider/Practitioner

Date

Karen A. Hurley, CMM, CPC-I
President, HPMSI

Date

Printed Name: _____

REQUIRED DOCUMENTS TO BE SENT TO HPMSI:

It is preferable these documents are scanned and sent by email, rather than faxed. Faxing distorts the information and makes it difficult to read, especially when there is a need to copy. If you do not have a scanner, please make CLEAR, CLEAN COPIES and mail them to:

HPMSI
PO Box 159
Waldorf, MD 20604-0159

To email scanned documents, send to:
karenhurley@hpmsi.com

Government forms and documents will be sent to you by email in Adobe pdf format by HPMSI.

- NPI user name and password (**PLEASE NOTE:** You will be required to change your password after the application process is complete. HPMSI will test the change once Medicare has sent you the approval letter for completed enrollment.)
- Copy of State License(s)
- Copy of State Drug License(s)
- Copy of DEA License(s)
- Copy of Business Operations license(s) (if applicable)
- Copy of Medical School Degree
- Copy of Board Certification (or Board Eligible letter)
- Copy of CP575 from the IRS (proof of tax ID number) – or copy of tax coupon
- Completed CMS 588 – Electronic Funds Transfer Authorization Request
- Copy of letter from your bank (for depositing account) – explanation is on CMS 588 instructions
- Completed CMS 460 – Medicare Participating Physician or Supplier Agreement
- CMS 855R – Individual Reassignment of Benefits (if incorporated)
- Copy of all final adverse action documentation (if needed) – these may be sent by traditional mail, if you choose
- Any / all other documents required by HPMSI to complete the PECOS application process

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