

Why Medicare Change of Address has Been a Nightmare for FPA Members

Carolyn Stimel, FPA Director of Professional Affairs

AS OF MAY 2006 THERE WAS A NEW PROVIDER ENROLLMENT APPLICATION. ANY CHANGES AFTER THAT REQUIRED THAT THE PROVIDER COMPLETE THE NEW FORM. THIS INCLUDED CHANGE OF ADDRESS.

THE SECTIONS BELOW ARE FROM THE DIRECTIONS FOR THE NEW FORM
WEB SITE IS: <http://www.cms.hhs.gov/cmsforms/downloads/cms855i.pdf>

1. Submit the 2006 version of the Medicare enrollment application (CMS-855).

Effective May 1, 2006, the Centers for Medicare & Medicaid Services (CMS) revised the CMS-855 Medicare enrollment applications. Providers and suppliers must submit the appropriate 2006 version of the CMS-855. The application version can be found in the lower left corner of the application.

2. Complete this application if you are an individual practitioner who plans to bill Medicare and you are:

- . An individual practitioner who will provide services in a private setting.
- . An individual practitioner who will provide services in a group setting. If you plan to render all of your services in a group setting, you will complete Sections 1-4 and skip to Sections 14 through 17 of this application.
- . Currently enrolled with a Medicare fee-for-service contractor but need to enroll in another fee-for-service contractor's jurisdiction (e.g., you have opened a practice location in a geographic territory serviced by another Medicare fee-for-service contractor).
- . Currently enrolled in Medicare and need to make changes to your enrollment information (e.g., you have added or changed a practice location).
- . An individual who has formed a professional corporation, professional association, limited liability company, etc., of which you are the sole owner.

3. Submit a complete application.

When completing the CMS-855 for the first time, each section of an application must be completed in ink (blue preferable). When reporting a change to your enrollment information, complete each section listed in Section 1B of the CMS-855.

Note: If you are enrolled in Medicare, but have never submitted the CMS-855, you are required to submit a complete application. Providers and Suppliers should follow the instructions for completing an initial enrollment application.

THIS DOES NOT ADDRESS WHY IT TAKES SO LONG BUT MAY BE PART OF THE EXPLANATION.