

OMB Approval No. 0938-0685

SECTION 4: CURRENT PRACTICE LOCATION(S)

This section is to be completed with information about your private practice and group affiliations. If you want to make a change to existing information about your group affiliations, you must use the CMS 855R to report those changes.

A. Group Practice Information

1. Indicate whether **ALL** of your services will be rendered as part of a group or other organization. If “Yes,” this means that you do not have a private practice where you treat Medicare patients. This also means that a group(s) or organization(s) will be billing Medicare for the services you render and that you have given the group or organization the authority to bill for you. To reassign your benefits, you must complete and submit a CMS 855R for each group to which your benefits will be reassigned.
 - a-c) Provide the legal name and Medicare billing number for up to three groups. If the group’s application is pending, indicate “pending” on your application in the space provided for the group’s Medicare number. If you belong to more than three groups, copy and complete this section as needed. After completing this section, skip to Sections 13 through 17.
2. Indicate whether **SOME** of your services will be rendered in a group setting. If not, check the box “No,” and continue with Section 4B below. If “Yes,” this means that in addition to your private practice you will render some services as part of a group practice, and that you have given the authority to the group to bill for these services.
 - a-c) Provide the legal name and Medicare billing number for up to three groups. If the group’s application is pending, indicate “pending” on your application in the space provided for the group’s Medicare number. If you belong to more than three groups, copy and complete this section as needed. After completing this section, continue completing this application at Section 4B with information about your private practice.

B. Practice Location Information - Complete this section for each of your own private practice locations where you render services to Medicare beneficiaries. **The information provided in this section will pertain to your private practice only.** Check the box to indicate if you are adding a new practice location under an existing tax identification number, deleting a practice location, or changing information about an existing practice location. Provided that this is the only change in your information, provide the effective date of the change, complete the appropriate fields in this section, and sign and date the certification statement. Otherwise:

1. Provide the name of your practice location. If you use a “doing business as” name, provide that name in this section. Furnish the date you started rendering services at this location.
2. Furnish the complete street address for your practice location.

This address must be a specific street address as recorded by the United States Postal Service. Do not report a P.O. Box. Only report those practice locations within the Medicare carrier jurisdiction where you will be submitting this application, including reporting additions, deletions or other changes to these practice locations. If you render services in a hospital and/or other health care facility that bills Medicare directly for the services you render at that facility, furnish the name and address of that hospital or facility. In addition, provide the telephone number of this practice location. Do not provide a billing agency’s telephone number. The fax number and e-mail address are optional.

If you only render services in patients’ homes (house calls), you may supply your home address if you do not have an office. In Section 4E, explain that this address is for administrative purposes only and that all services are rendered in patients’ homes.

If you render services in a retirement or assisted living community, complete this section with the names, telephone numbers and addresses of those communities.

3. Indicate whether you own/lease the practice location.
4. Indicate whether this address is that of a private practice office setting, hospital, retirement/assisted living community or other health care facility. Please specify if it does not fall within one of these categories.
5. If you have a CLIA number(s) and/or FDA/Radiology (Mammography) Certification Number(s) for this practice location, provide that information in this section. Submit a copy of the most current CLIA and FDA certification for each of the practice locations reported.