

OMB Approval No. 0938-0685

SECTION 5: MANAGING CONTROL INFORMATION (ORGANIZATIONS)

This section is to be completed with information about any organization that manages your practice. See explanation below of organizations that should be reported in this section. If individuals, and not organizations, manage your practice, do not complete this section. These individuals must be reported in Section 6. If there is more than one organization, copy and complete this section as needed.

A managing organization is defined as any organization that exercises operational or managerial control over the practitioner's practice/business, or conducts the day-to-day operations of the practitioner's practice/business. This could be a management services organization, either under contract or through some other arrangement with the practitioner to furnish management services for any of his/her practice/business location(s).

In most situations when you use a management services organization, the organization would be reported in this section and the individual person from the organization who works in your office, or handles the management or administrative duties from outside your office, would be reported in Section 6.

A. Check Box - Check the box if there are no organizations to be reported in this section and proceed to Section 6.

B. Organization with Managing Control - Identification Information - Indicate if you are adding or deleting a managing organization, or changing information about an existing managing organization. Provide the new information and the effective date of the change. Provided that this is the only change in your information, you need to sign and date the certification statement. Otherwise:

1. Provide the legal business name of the managing/controlling organization.
2. Provide the managing/controlling organization's "doing business as" name (if applicable).
3. Provide the managing/controlling organization's full business street address.
4. Provide the managing/controlling organization's tax identification number and, if one has been issued, its Medicare identification number.

IMPORTANT - Only organizations should be reported in Section 5. Individuals must be reported in Section 6.

SECTION 6: MANAGING EMPLOYEE INFORMATION (INDIVIDUALS)

This section is to be completed with information about all managing individuals (employed or otherwise) working at any of your practice locations, to ensure they meet all the conditions of participation in the Medicare program.

A managing employee is defined as any individual (other than yourself), including a general manager, business manager, office manager or administrator, who exercises operational or managerial control over your practice/business, or who conducts the day-to-day operations of your practice/business. For Medicare enrollment purposes, a managing employee also includes any individual who manages your day-to-day operations, either under contract or through some other arrangement, but who is not your actual employee.

All managing employees at any of your practice locations shown in Section 4B must be reported in this section. However, this does not include individuals employed by hospitals, health care facilities or other organizations shown in Section 4B, or managing employees of any group or organization to which you reassign your benefits. For instance, the CEO of a hospital where one of your practice locations is situated should not be reported. If you have more than three managing employees, copy and complete this section as needed.

A. Check Box - Check the box if there are no managing employees to be reported in this section and proceed to Section 7.

B. Identifying Information - Indicate whether you are adding or deleting a managing employee, or changing information about an existing managing employee. Provide the new information and the effective date of the change. Provided that this is the only change in your information, you need to sign and date the certification statement. Otherwise:

1. Provide the full name of the managing employee.
2. Provide the managing employee's title and date of birth.
3. Provide the managing employee's social security number and Medicare identification number or NPI (if applicable).

C-D. 2nd and 3rd Managing Employee - Identifying Information - Section 6C and 6D are additional sections to provide information about a second and third managing employee. Follow the instructions in Sections 6B.