

OMB Approval No. 0938-0685

INSTRUCTIONS FOR APPLICATION FOR DURABLE MEDICAL EQUIPMENT, PROSTHETICS, ORTHOTICS, AND SUPPLIES (DMEPOS) SUPPLIERS

Please be sure to **PRINT** or **TYPE** all information so it is legible. Do not use pencil. Failure to provide all requested information might cause the application to be returned and may delay the enrollment process. Certain sections of the application have been omitted because they do not apply to DMEPOS suppliers. See inside front cover for mailing instructions. Electronic copies of all CMS Medicare enrollment forms can be found at the Medicare website at <http://www.cms.hhs.gov>. These electronic forms may be downloaded to your computer, completed on screen, printed, signed, and mailed to the appropriate Medicare contractor.

Whenever additional information needs to be reported within a section, copy and complete that section for each additional entry. We strongly suggest that the DMEPOS supplier keep a photocopy of its completed application and supporting documents for future reference.

This application is to be completed by DMEPOS suppliers that will bill Medicare carriers for Durable Medical Equipment, Prosthetics, Orthotics, or Supplies provided to Medicare beneficiaries. Failure to promptly submit a completed form CMS 855S to the National Supplier Clearinghouse will result in delays in obtaining enrollment and billing privileges.

DEFINITIONS OF MEDICARE ENROLLMENT TERMINOLOGY

To help you understand certain terms used throughout the application, we have included the following definitions:

Authorized Official-An appointed official to whom the supplier has granted the legal authority to enroll the supplier in the Medicare program, to make changes and/or updates to the supplier's status in the Medicare program (e.g., new practice locations, change of address, etc.) and to commit the supplier to fully abide by the laws, regulations, and program instructions of Medicare. The authorized official must be the supplier's general partner, chairman of the board, chief financial officer, chief executive officer, president, direct owner of 5% or more of the supplier (see Section 5 for the definition of a "direct owner"), or must hold a position of similar status and authority within the supplier's organization.

Billing Agency-A company that the enrolling supplier contracts with to furnish claims processing functions for the supplier.

Business Location-This is the physical structure from which the enrolling supplier conducts its business operations.

Carrier-The Part B Medicare claims processing contractor.

Delegated Official-Any individual who has been delegated, by the supplier or the supplier's "Authorized Official," the authority to report changes and updates to the supplier's enrollment record. A delegated official **must** be a managing employee (W-2) of the supplier or have a 5% ownership interest, or any partnership interest, in the supplier.

DMEPOS-Durable Medical Equipment, Prosthetics, Orthotics, and Supplies.

DMEPOS Supplier-A business or individual that furnishes Durable Medical Equipment, Prosthetics, Orthotics, or Supplies.

Enrolling Supplier-The enrolling supplier is the actual business location from where DMEPOS items are furnished. All sections of this application must be completed with information related to the "Business Location" reported in Section 4A.

Fiscal Intermediary-The Part A Medicare claims processing contractor.

Legal Business Name-The name reported to the Internal Revenue Service (IRS) for tax reporting purposes.

Medicare Identification Number-This is a generic term for any number that uniquely identifies the enrolling supplier. Examples of Medicare identification numbers are Unique Physician/Practitioner Identification Number (UPIN), National Provider Identifier (NPI), and National Supplier Clearinghouse (number) (NSC).

National Supplier Clearinghouse (NSC)-This is the DMEPOS Medicare enrollment contractor.

Provider-A provider is a hospital, critical access hospital, skilled nursing facility, nursing facility, comprehensive outpatient rehabilitation facility, home health agency, or hospice, that has in effect an agreement to participate in Medicare; or a rural health clinic (RHC), Federally qualified health center (FQHC), rehabilitation agency, or public health agency that has in effect a similar agreement but only to furnish outpatient physical therapy or speech pathology services; or a community mental health center that has in effect a similar agreement but only to furnish partial hospitalization services.

Provider Identification Number (PIN)-This number is assigned to providers, suppliers, groups and organizations in Medicare Part B. This number will identify who provided the service to the beneficiary on the Medicare claim form.

Supplier-A physician or other practitioner, or an organization other than a provider, that furnishes health care services under Medicare Part B. The term supplier also includes independent laboratories, portable x-ray services, physical therapists in private practice, end stage renal disease (ESRD) facilities, and chiropractors. For enrollment purposes, suppliers who submit claims for durable medical equipment, prosthetics, orthotics, or supplies (DMEPOS) must complete the CMS 855S.

Tax Identification Number (TIN)-The number issued by the IRS and used to report tax information to the IRS.