

DME Application Fee Procedure

As NCPA recently reported in Enews, effective March 25, 2011, the DME MACs will begin collecting application fees along with the following Medicare enrollment application forms: the CMS-855A; CMS-855B; the CMS-855S; or the associated Internet-based PECOS enrollment applications. The application fee is to be imposed on certain providers, including pharmacies, that are newly-enrolling, re-enrolling/re-validating, or adding a new practice location, for **applications received on and after Friday, March 25, 2011**. The application fee is currently \$505 for CY2011, but will vary annually based on the Consumer Price Index. If you file both a CMS-855B and CMS-855S, then you must file two application fees. If you file an application fee for either Medicare, then you need not file one for Medicaid and vice versa. The fee is to be used by CMS to cover the cost of fraud, waste and abuse programs.

An enrollment application with the application fee payment can be submitted in one of two ways:

1. Electronically, using Internet-based PECOS – Once you have completed and submitted your enrollment application using Internet-based PECOS, you should then promptly pay the application fee through www.Pay.gov. Once you are on Pay.gov, type ‘CMS’ in the search box under “Find Public Forms” and click the “GO” button. Click on the “CMS Medicare Application Fee” link. Complete the form and submit payment as directed. You will get a confirmation screen indicating that payment was successfully made. This confirmation screen is your receipt and should be printed for your records. CMS recommends that this receipt be mailed to the DME MAC along with the Certification Statement for the enrollment application. CMS will notify the DME MAC that the application fee has been paid. The DME MAC will process the provider enrollment application in the order in which it was received. Normal processing timeframes apply to your provider enrollment application.
2. Complete the paper Medicare enrollment application (CMS-855) – Once you have completed filling out the CMS-855 paper application, you should promptly pay the application fee through www.Pay.gov. Once you are on Pay.gov, type ‘CMS’ in the search box under “Find Public Forms” and click the “GO” button. Click on the “CMS Medicare Application Fee” link. Complete the form and submit payment as directed. You will get a confirmation screen indicating your payment was successful. This confirmation screen is your receipt and should be printed for your records. CMS recommends that this receipt be mailed to the DME MAC along with the completed CMS-855 application. CMS also notifies the DME MAC that your application fee has been paid. The DME MAC will process your provider enrollment application in the order in which it was received. Normal processing timeframes apply to your provider enrollment application.

You must use pay.gov to pay your application fee. Do not mail application fee payments. Users may not make multiple payments in one transaction and must make separate payments for each application. If you have problems submitting your application fee, you should use the Help Tools available on the Pay.gov site for questions specific to the payment processing. Other

questions regarding payment policies and procedures may be sent to the Medicare provider and supplier enrollment email account at Dpse_admin@cms.hhs.gov. For more information, please go to

<http://www.cms.gov/FFSProvPartProg/EmailArchive/itemdetail.asp?filterType=none&filterByDID=0&sortByDID=1&sortOrder=descending&itemID=CMS1246173&intNumPerPage=10>.