Ask Cahaba B: 
The Revalidation Process 
Pre-Solicited Questions and Answers

Question #1: Is revalidation every 3 years?

Answer #1: Revalidation will typically be requested every 5 years; however CMS has mandated that we do off cycle revalidations.

Question #2: Does revalidations not only include individual providers, but group addresses as well?

Answer #2: Yes, we are requesting that both groups (organizations) and individuals be revalidated.

Question #3: What are the necessary documents that need to be attached to a revalidation for providers? Group addresses?

Answer #3: For individuals who are reassigned to groups we usually do not need additional information. If the “Yes” box is checked in sections 3 for final adverse legal we will need the provider to attach additional information such as court documents or an explanatory letter from the provider.

For individuals who are sole owners or sole proprietors we need documentation from the Internal Revenue Service that shows their legal business name such as a CP-575 or 147C LTR. Sole owners and sole proprietors are also required to receive electronic payments, so the CMS-588 Form - Electronic Funds Transfer Authorization Agreement will be needed if they are not already set up on EFT. Groups are also required to submit tax documentation and a CMS-588 Form if they are not set up to receive electronic payments. Ambulance service suppliers, ambulatory surgical centers, mass immunization roster billers, clinical labs, and portable x-ray providers are required to pay the $532 application fee (CY 2013) and attach the receipt to their application.

To view a complete list of supporting document you can refer to CMS 855B and 855I forms and the PECOS online enrollment system.

Question #4: Can we submit revalidations for our providers (and group addresses if applicable) without receiving notification from Medicare if the revalidation is about to expire? We have over 2,000 providers and just want to ensure we are receiving all of the requests.

Answer #4: No, it is the preference of Cahaba GBA and the Centers for Medicare and Medicaid Services (CMS) that you wait until you receive a letter or notice to revalidate your practice.
**Question #5:** Is there a link we can check to see if our providers are up for revalidation? Can email reminders be sent in lieu of letters being mailed?

**Answer #5:** Yes, Providers can access listings of providers requested to revalidate at the following links below:

- CMS website- [http://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Revalidations.html](http://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Revalidations.html)

Currently, Medicare Administrative Contractors have been instructed by CMS to send the revalidation request via hardcopy mail. We will make sure that your comment is submitted to management to consider for future efforts.

**Question #6:** Can revalidations be completed online? If so, what are the necessary processes and what documents need to be sent? Website link?

**Answer #6:** Yes, revalidations can be completed online thru the Internet Based Provider Enrollment Chain and Ownership System (PECOS) at [https://pecos.cms.hhs.gov/](https://pecos.cms.hhs.gov/). Any provider interested in completing via this method is encouraged to view the video tutorial for Revalidation which is also available at the provided link in this question.

**Question #7:** Can the institution complete the online revalidation for the provider if consent has been given by the provider in writing? (We have a Designation of Agent Form the provider’s sign)?

**Answer #7:** The organization can complete the application for the provider; however the provider is required to sign off that all information is accurate and complete on the certification statement. The individual provider is required to provide an original paper signature and date if completing the paper version of the application. The individual can opt to provide both an original paper signature and date or submit an E-signature if they are completing the web version of the application.