

Provider Demographic Update Process

Provider Type	Step #1: PECOS Updates	Step #2: ASPEN Updates
SNF/NFs	<p>Complete form CMS-855A in PECOS with the updated demographic information (https://pecos.cms.hhs.gov/pecos/login.do#headingLv1).</p> <p>If you need assistance, contact your Medicare Administrative Contractor (MAC).</p>	<p>Contact your State Automation or State Resident Assessment Instrument (RAI) Coordinator and request an update of your demographic data in ASPEN.</p>
Home Health Agencies	<p>Complete form CMS-855A in PECOS with the updated demographic information (https://pecos.cms.hhs.gov/pecos/login.do#headingLv1).</p> <p>If you need assistance, contact your Medicare Administrative Contractor (MAC).</p>	<p>Contact your State Automation or State OASIS Education Coordinator (OEC) and request an update of your demographic data in ASPEN.</p>
Inpatient Rehabilitation Facilities	<p>Complete form CMS-855A in PECOS with the updated demographic information (https://pecos.cms.hhs.gov/pecos/login.do#headingLv1).</p> <p>If you need assistance, contact your Medicare Administrative Contractor (MAC).</p>	<p>Free-standing Rehab Hospitals:</p> <p>Request your Medicare Administrative Contractor (MAC) to send the updated 855A form to your regional CMS Location (formerly known as Regional Office) with a request to update the demographic data in ASPEN.</p> <p>IRF subunits:</p> <p>Contact the iQIES Help Desk with requests to update the following demographic data in the QIES system:</p> <ul style="list-style-type: none"> • IRF subunit name • Address • City • ZIP Code • Phone Number • Phone Number Extension

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Long-Term Hospitals	Complete form CMS-855A in PECOS with the updated demographic information (https://pecos.cms.hhs.gov/pecos/login.do#headingLv1). If you need assistance, contact your Medicare Administrative Contractor (MAC).	Request your Medicare Administrative Contractor (MAC) to send the updated 855A form to your regional CMS Location (formerly known as Regional Office) with a request to update the demographic data in ASPEN.
Hospices	Complete form CMS-855A in PECOS with the updated demographic information (https://pecos.cms.hhs.gov/pecos/login.do#headingLv1). If you need assistance, contact your Medicare Administrative Contractor (MAC).	Request your Medicare Administrative Contractor (MAC) to send the updated 855A form to your regional CMS Location (formerly known as Regional Office) with a request to update the demographic data in ASPEN.

Providers must complete both steps of the update process to ensure that their demographic data are up to date.

NOTE: The above instructions are effective beginning January 1, 2021 and will continue until CMS provides the directive to update demographic information in PECOS only.

For questions regarding these instructions or to identify your State Agency contacts, please contact the iQIES help desk by phone at (800) 339-9313 or by email at iQIES@cms.hhs.gov.