

CGS Website: Steps 2 & 3

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Step 2: Become familiar with the CGS and CMS Websites

Access the Home Health & Hospice CGS website (<https://www.cgsmedicare.com/hhh/index.html>) for a variety of educational, billing, and coverage information. Add this page to your favorites or create a bookmark for quick access. Be sure to take the Home Health & Hospice website video tour (https://www.cgsmedicare.com/hhh/education/videos/hhh_video_tour.wmv) for a brief overview of our website and how to navigate.

Take advantage of the “Search” function on our website. Use this to receive a listing of CGS web pages or documents containing the word or words entered in your search.

Next, familiarize yourself with important information found on the CMS website (<http://www.cms.gov/>).

- This is the official site for CMS, the federal agency that administers the Medicare program.
- This website contains current updates and information regarding Medicare.
- Have you heard about the Medicare Learning Network (<http://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/index.html>), also known as the MLN, Products suite? If not, take a gander. You'll find the following and more:
 - Remittance Advice Resources and FAQs (<https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/ICN905367.pdf>)
 - MLN Publications (<https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNEdWebGuide/index.html>)
 - Web-based Training Modules (<http://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/WebBasedTraining.html>) offered by CMS
 - MLN Matters Articles (<http://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/index.html>)
- > Speaking of MLN Articles, I'd like to call your attention to Special Edition Article, SE19005 - The Affordable Care Act (ACA) included new statutory authority for a provisional period of enhanced oversight for new providers and suppliers to the Medicare program. New home health agencies that are placed on this provisional period of enhanced oversight will be subject to enhanced oversight that includes a suppression of Request for Anticipated Payment (RAP) payments for 30 days up to 1 year. Please refer to SE19005 (<https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/downloads/SE19005.pdf>) for additional information.



- Ensure you become familiar with the information accessible from the “main pages” such as:
 - Medicare (<http://www.cms.gov/>)
 - Regulations and Guidance (<http://www.cms.gov/Regulations-and-Guidance/Regulations-and-Guidance.html>), which links you to the manuals, transmittals and more
 - Outreach & Education (<http://www.cms.gov/Outreach-and-Education/Outreach-and-Education.html>)
 - All Fee-For-Service Providers (<http://www.cms.gov/Center/Provider-Type/All-Fee-For-Service-Providers-Center.html>) web pages
 - Home Health Agency (HHA) (<https://www.cms.gov/Center/Provider-Type/Home-Health-Agency-HHA-Center.html>)
 - Hospice Centers (<https://www.cms.gov/Center/Provider-Type/Hospice-Center.html>)

The CGS website also contains “Helpful Links” (<https://www.cgsmedicare.com/hhh/cs/links.html>) to Medicare information found on other websites, including the CMS website.

Step 3: Enroll and Learn About Electronic Billing and myCGS

Moving on, please be sure to read the Electronic Enrollment Packet (https://www.cgsmedicare.com/pdf/edi_enroll_packet.pdf). This packet provides information about submitting your claims electronically to Medicare. Unless you meet the exception for a small provider, you must bill your claims electronically. If you haven’t already, **complete the Electronic Data Interchange (EDI) forms, which** may be accessed from the Electronic Enrollment Packet. The EDI forms must be completed online by typing your information directly into the application form. Once completed, print the application, obtain an authorized signature, and fax it to the number indicated on the form.

Now that you are a CGS provider, you need to learn more about our online web Portal, myCGS (<https://www.cgsmedicare.com/hhh/mycgs/index.html>) and all it has to offer! myCGS is a web-based application developed specifically to serve the needs of health care providers and their staff. The myCGS application provides a variety of functions from checking beneficiary eligibility, viewing and printing Remittance Advices, to submitting Redeterminations, medical documentation and so much more. Access to myCGS is available 24/7, and is free of charge for all CGS providers. The *myCGS User Manual* (<https://www.cgsmedicare.com/mycgs/manual.html>) provides detailed information about accessing and obtaining information from the myCGS web portal. We also have several videos discussing the benefits of utilizing myCGS.