

January 1, 2016

We IMPACT Lives.

Recipient Name
123 Street Name
City, ST 12345

CGS reval Number: NNNNN

Dear Recipient:

Every five years, CMS requires you to revalidate your Medicare enrollment record. You need to update or confirm all the information in your record, including your practice locations and reassignments.

We need this from you by **February 1, 2016**.

Failure to respond to this notice will result in a hold on your payments, and possible deactivation of your Medicare enrollment. If you are a non-certified provider or supplier, and your enrollment is deactivated, a new PTAN and effective date will be assigned.

What record needs revalidating by February 1, 2016.

Recipient Name | NPI NNNNN | PTAN NNNNN
{Reval Reassignments Check}

CMS lists the records that need revalidating at <http://go.cms.gov/MedicareRevalidation>.

What you need to do

Revalidate your Medicare enrollment record, through <http://PECOS.cms.hhs.gov>, or form CMS-855.

- **Online:** PECOS is the fastest option. If you don't know your username or password, PECOS offers ways to retrieve them. Our customer service can also help you by phone at 1.866.484.8049.
- **Paper:** Download the right version of form CMS-855 for your situation at <http://www.cms.gov>. We recommend getting proof of receipt for your mailing. Mail to:

CGS Administrators, LLC
J15 Part B Provider Enrollment
PO Box 20003
Nashville, TN 37202-4011

If you have a fee due, use PECOS to pay. If you feel you qualify for a hardship waiver, mail us a request on practice letterhead with financial statements, application form, and certification. For more on fees and exceptions, search cms.gov for "CR 7350" or "Fee Matrix."

If you need help

Visit <http://go.cms.gov/MedicareRevalidation>

Call the Contact Center or visit <http://www.cgsmedicare.com> for more options.

Sincerely,
Provider Enrollment Department
CGS Administrators, LLC