

## PECOS UTILITY INSTRUCTIONS

It is recommended that an IT Professional download and run the PECOS utility. After following the download instructions below, you must obtain a system code from Customer Support. To obtain the System Code, you can do one of the following:

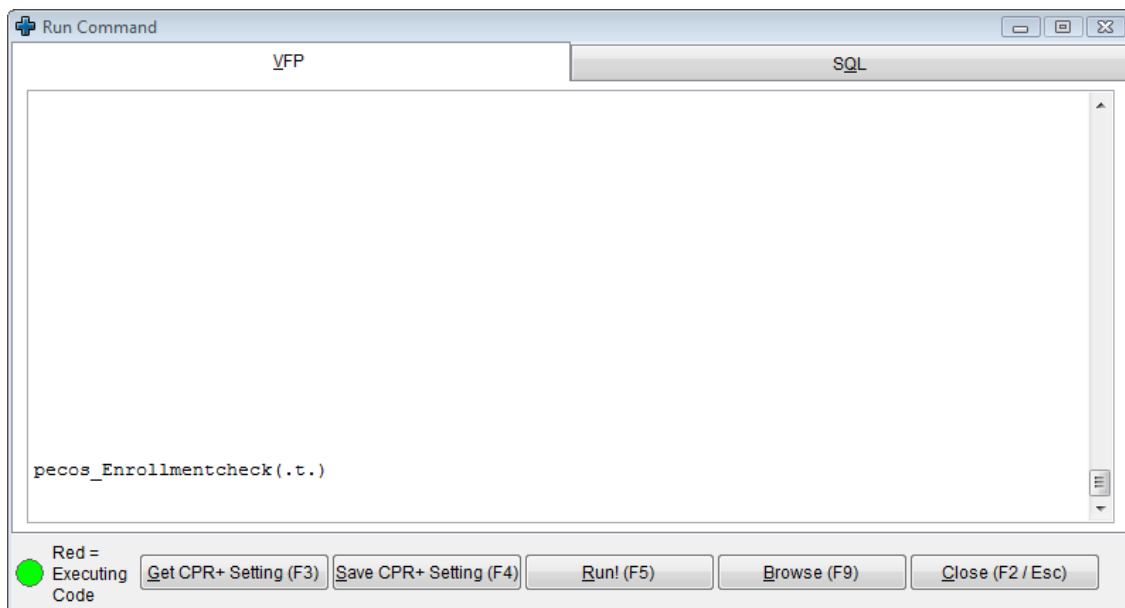
- Send an email to [support@cprplus.com](mailto:support@cprplus.com) with the subject line "PECOS";
- Start a Support Chat session from within CPR+;
- Calling Support at 877-277-4876.

### Downloading the PECOS Utility:

1. Go to <http://www.cprplus.com/downloads> and click the **Download PECOS Enrollment Check Zip File** link.
2. Save the `Pecos_Enrollmentcheck.zip` file to your desktop.
3. Extract the zipped files to the CPR+ network directory. (If you're unsure of the CPR+ directory, you can find it by selecting **Info** from the File drop-down menu in CPR+.)

### Running the PECOS Utility:

1. From the Main Menu, select **Utilities (8) > Keyword Commands (8)**. Type `run` in the *Keyword* field and then click **Save & Close**.
2. Type the system code in the *Password* field and then click **Save & Close**.
3. Click on the **VFP** tab and type `pecos_enrollmentcheck (.t.)`, highlight the command and then click **Run (F5)**.



4. CPR+ will download, unzip and compare the data in the PECOS.csv file to the doctors table in CPR+. A report will print at the end of the check that will list all prescribers without a matching NPI in the PECOS file (displayed as Not Enrolled) and prescribers whose name does not match the listing in the PECOS file. This data can be exported to Excel.

The PECOS utility can be run without downloading the PECOS Enrollment zip file again by changing the (.t.) to (.f.) in the VFP command in step 3.

### Using the PECOS Enrollment Report:

The PECOS Enrollment Report will identify three things:

1. The NPI of the CPR+ Prescriber is not found in the PECOS enrollment file. This will be indicated with "Not Enrolled" in the PECOS Prescriber column on the report.

**Action:**

Contact the prescriber regarding their enrollment status.

2. The CPR+ Prescriber is enrolled with PECOS, but there is a name discrepancy. The PECOS Prescriber column displays the prescriber name as it is in the PECOS enrollment table. The CPR+ Prescriber column displays the name as it is stored in CPR+. The Phone, Address, City, State, and Zip are provided on the report in the instance the prescriber is entered in CPR+ multiple times.

**Action:**

Update the prescriber name in CPR+ by going to **Databases (7) > Prescribers (2)**, select the prescriber and then click **Edit (F4)** to make the necessary change. (Note: it is not necessary to enter the prescriber name in all capital letters.)

3. The CPR+ Prescriber NPI is not populated. In this case, the NPI column displays a blank on the report

**Action:**

If the prescriber is an ordering prescriber for Medicare services, the NPI needs to be obtained and entered into CPR+

The PECOS enrollment file is updated monthly. When an update is available, we'll announce it in an upcoming issue of the [CPR+ Weekly Infusion Newsletter](#).

To run the utility with the updated PECOS file, repeat steps 1, 2 and 3 in the *Running the PECOS Utility* section found on page 1 of this document.