Preclusion List
User Reference Guide

NOTE: Part D sponsors and MA plans should not begin requesting access to the Preclusion List until September 1, 2018.

Introduction

This guide is for two user situations:

▸ Users who do not have an Enterprise Identity Data Management (EIDM) account and need access to the Preclusion List.

▸ Users who already have an EIDM account, but need access to the Preclusion List.

EIDM Registration and Access to Preclusion List

What is EIDM and why am I required to register for it?

EIDM is the system that connects you to all the Centers for Medicare & Medicaid Services (CMS) applications with one central user ID. The EIDM user authentication process prevents others from using a user's identity fraudulently.

You will need an EIDM user ID to access the Preclusion List.

How to sign up for an EIDM user ID

For step by step instructions see EIDM Registration

Go to the CMS Enterprise Portal at https://portal.cms.gov and choose "New User Registration."

▸ Use the drop-down menu to choose "Preclusion List" as your application. Agree to the terms and conditions by checking the box and click "Next."

▸ Enter your personal information and click "Next."

▸ Select a user ID and password, and set your challenge questions. Click "Next." Review your registration information. Click "Submit User."

Good Things to Know

▸ Inactive accounts are locked after 60 days. After 180 days of inactivity, the account will be deactivated.

▸ Your password must be changed every 180 days.

▸ To unlock or reactivate your account, contact the help desk at EUSSupport@cgi.com or Call 1-866-484- 8049.

After you have requested an EIDM account you can request access to the Preclusion List.

How to request access to the Preclusion List

For step by step instructions see Requesting Access to the Preclusion List

1. Log in to your account on the CMS Enterprise Portal at https://portal.cms.gov.
2. Click "Request/Add Apps."
3. Scroll down until you reach the Preclusion List application box and select "Request Access."
4. Use the drop-down menu to select the **Preclusion List End User** role. **All other roles will be rejected.**
5. Enter your information and click "Next."
6. Enter your Plan Name, Plan ID, and Plan Description.
7. Review all of the entered information. If it is correct, click "Submit."
8. You will see a Request New Access Application Acknowledgment and tracking number. Click "OK." Please keep your tracking number for your records.
9. CMS will review request and inquire approval from Plan Compliance Officer. Access is granted within five business days from Compliance Officer approval."

For questions on your user role in the Preclusion List and/or any questions related to the Preclusion List policy please contact providerenrollment@cms.hhs.gov

How to download the Preclusion List File

For step by step instructions see Downloading the Preclusion List

1. Log in to your account on the CMS Enterprise Portal at https://portal.cms.gov with your EIDM credentials.
2. Click on the Preclusion List application.
3. Download the Preclusion List file.

EIDM Registration

How to sign up for an EIDM user ID

Go to the CMS Enterprise Portal at https://portal.cms.gov and choose "New User Registration."
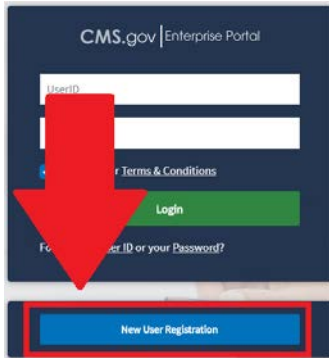
1. Use the drop-down menu to choose "Preclusion List" as your application. Agree to the terms and conditions by checking the box and click "Next."

MDX: MAC/CMS Data Exchange (MDX)
MED: Medicare Exclusion Database
MH: Million Hearts Cardiovascular Disease Risk Reduction Model
MIDAS: Multidimensional Information and Data Analytics System
MLMS: Marketplace Learning Management System
Novitasphere Portal
OCM: Oncology Care Model
OnePI: One Program Integrity System
Open Payments: Physician Payments Sunshine Act
PECOS AI: Provider Enrollment, Chain & Ownership System
PECOS Data Mart: Provider Enrollment, Chain & Ownership System Data Mart
PMDA: Performance Metrics Database & Analytics
Preclusion List
PRIS: Payment Recovery Information System
PQRS: Physician Quality Reporting System
PSR/STAR: Provider Statistical and Reimbursement/System for Tracking Audit and Reimbursement
PV: Physician Quality and Value Programs

Step #1: Choose Your Application

Step 1 of 3 - Select your application from the dropdown. You will then need to agree to the terms.

Preclusion List

Terms & Conditions

2. Enter your personal information and click "Next."

Step 2 of 3 - Please enter your personal and contact information.

All fields are required unless marked 'Optional'.

| Enter First Name | Enter Middle Name (optional) | Enter Last Name | Suffix (optional) |

| Enter Social Security Number (optional) | Birth Month | Birth Date | Birth Year |

Is Your Address US Based?

◉ Yes   ○ No

| Enter Home Address #1 | Enter Home Address #2 (optional) |

| Enter City | State | Enter Zip Code | Enter Zip+4 (optional) |

| Enter E-mail Address | Confirm E-mail Address |

| Enter Phone Number |

[Back]   [Next]   Cancel

3. Select a user ID and password, and set your challenge questions. Click "Next."

Step 3 of 3 - Please create User ID and Password, Select Challenge questions and provide answers.

User ID
username

Password
••••••••••

Confirm Password
••••••••••

What is your favorite cuisine?   Challenge Question #1 Answer

What is the name of your favorite pet?   Challenge Question #2 Answer

What is the name of your favorite childhood friend?   Challenge Question #3 Answer

Back   Next   Cancel

4. Review your registration information. Click "Submit User."

Registration Summary

Please review your information and make any necessary changes before submitting.

CMS Preclusion List

All fields are required unless marked 'Optional'.

First Name
John

Enter Middle Name (optional)

Last Name
Smith

Suffix (optional)

Enter Social Security Number (optional)

Birth Month
January

Birth Date
1

Birth Year
1969

Home Address #1

Enter Home Address #2 (optional)

City
Orlando

State
Florida

Zip Code
32801

Enter Zip+4 (optional)

E-mail Address

Confirm E-mail Address

Requesting Access to the Preclusion List

Logging into Portal
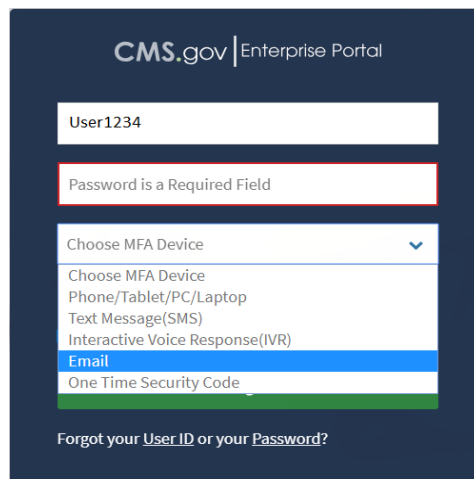
1. Open an internet browser and navigate to https://portal.cms.gov
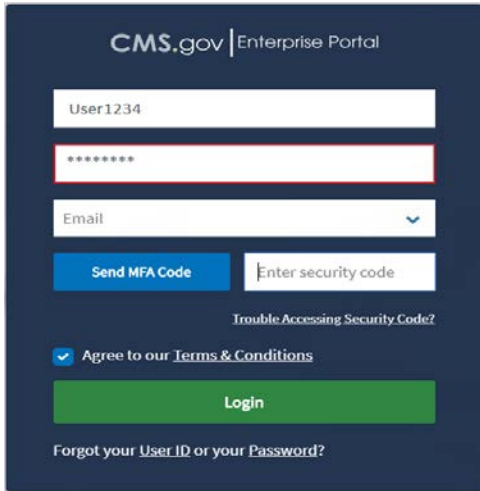
2. You will be prompted to enter your EIDM user name and password.

3. You must also select an MFA device.
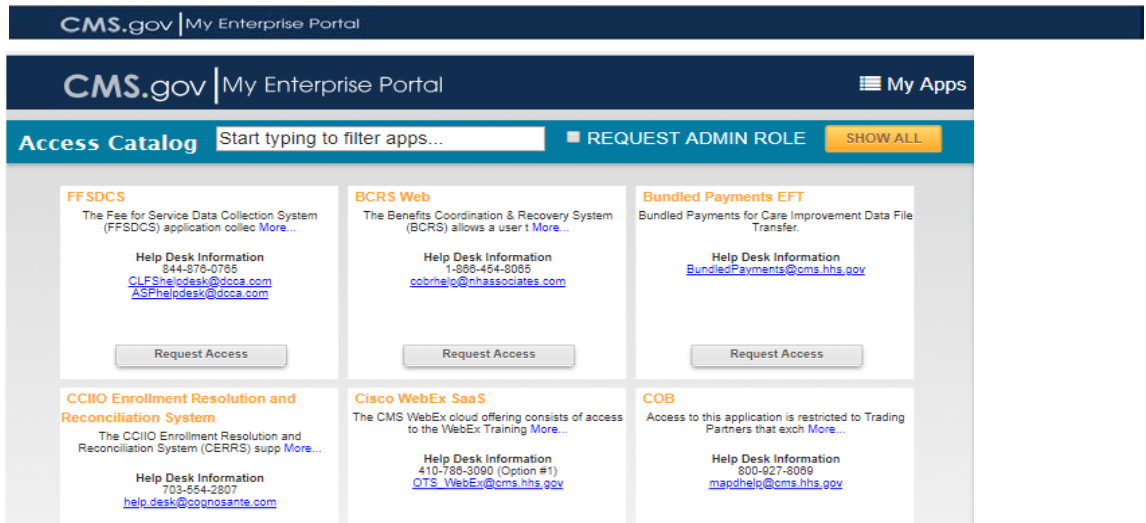
4. After selecting an MFA device you will be prompted to enter the code from that device.

Requesting access to the Preclusion List
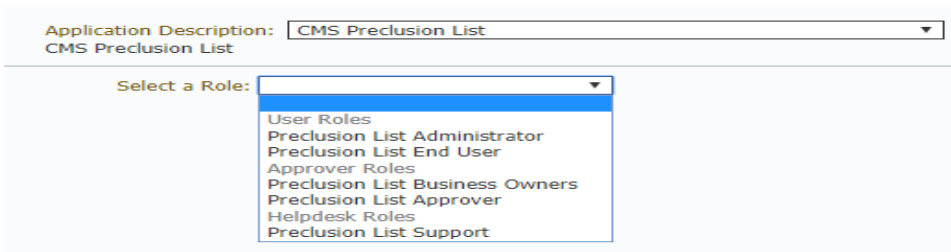
1. Log in to your account on the CMS Enterprise Portal at https://portal.cms.gov.

2. Click "Request/Add Apps."

3. Scroll down until you reach the Preclusion List application box and select "Request Access."

4. Use the drop-down menu to select the **Preclusion List End User** role.

5. Enter your information and click "Next."

6. Enter your Plan Name, Plan ID, and Plan Description.

7. Review all of the entered information. If it is correct, click "Submit."

8. You will see a Request New Access Application Acknowledgment and tracking number.

9. Click "OK." Please keep your tracking number for your records.

10. CMS will review request and inquire approval from Plan Compliance Officer. Access is granted within five business days from Compliance Officer approval."

11. If this is the first app you are adding to your EIDM account you will be subjected to an Identity Verification.

Downloading the Preclusion List

Log into Enterprise Portal

1. Open an internet browser and navigate to https://portal.cms.gov
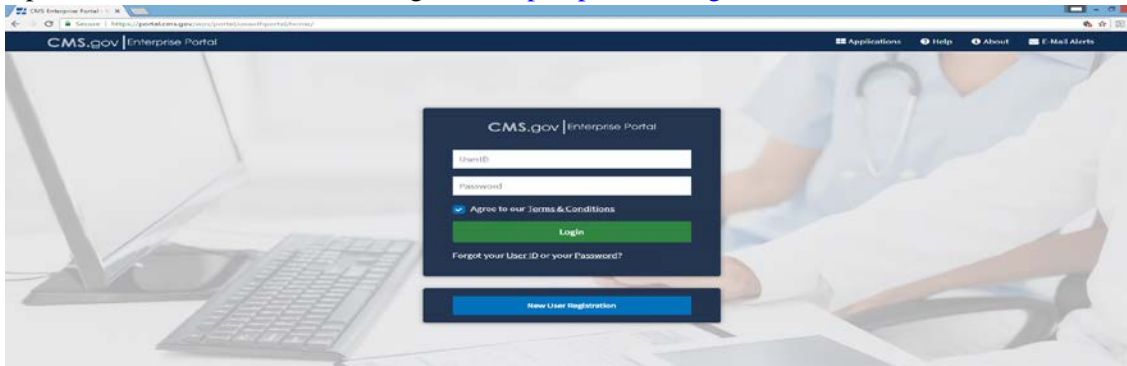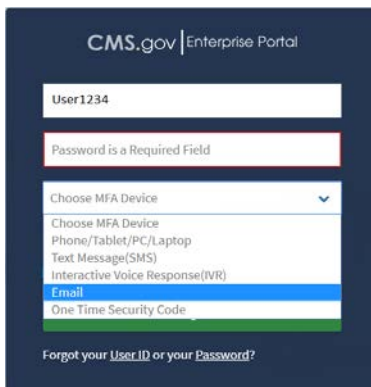
2. You will be prompted to enter your EIDM user name and password.

3. You must select an MFA device.
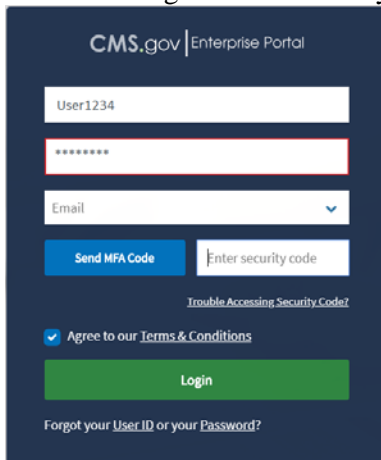
4. After selecting an MFA device you will be prompted to enter the code from that device.

Open Enterprise File Manager
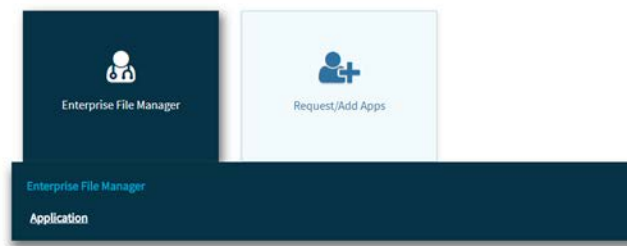
1. You will see tiles for every application you have access to.
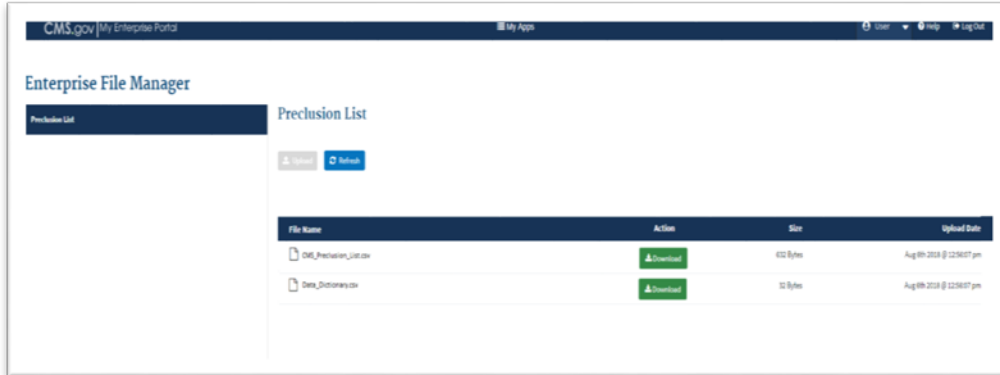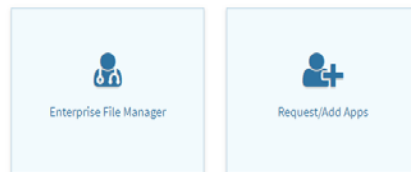
2. You should at this point have access to a tile called Enterprise File Manager.
3. Clicking on the Enterprise File Manager tile will present a drop down menu with an Application option. Click Application.

Download the file

You will see all available Preclusion files available for download. The latest file will be called PreclusionList.csv and will have the time stamp when it was last uploaded.

Click the green download box for the file you wish to download.