

# Provider Demographic Update Process

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

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Long-Term Hospitals	<p>Complete form CMS-855A in PECOS with the updated demographic information (<a href="https://pecos.cms.hhs.gov/pecos/login.do#headingLv1">https://pecos.cms.hhs.gov/pecos/login.do#headingLv1</a>).</p> <p>If you need assistance, contact your Medicare Administrative Contractor (MAC).</p>	<p>Request your Medicare Administrative Contractor (MAC) to send the updated 855A form to your State Agency with a request to update the demographic data in ASPEN.</p>
Hospices	<p>Complete form CMS-855A in PECOS with the updated demographic information (<a href="https://pecos.cms.hhs.gov/pecos/login.do#headingLv1">https://pecos.cms.hhs.gov/pecos/login.do#headingLv1</a>).</p> <p>If you need assistance, contact your Medicare Administrative Contractor (MAC).</p>	<p>Request your Medicare Administrative Contractor (MAC) to send the updated 855A form to your State Agency with a request to update the demographic data in iQIES.</p>

**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 April 11, 2022, 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](mailto:iQIES@cms.hhs.gov).