

Wisconsin Physicians Service (WPS) Medicare

RE: E-mail Contact(s) for Medicare Cost Report Notice of Amount of Program Reimbursement (NPR)

If you want to begin receiving your NPR via e-mail, please complete the information below, and return the signed form to the attention of Carmelita Fitch as noted on the second page of this form.

Provider Information (please print):

Provider Name: _____
Provider Number: _____

Facility Contact (please print):

Note: This person must be located at the facility. Do not list outside consultants.

Contact Name: _____
Contact Title: _____
Contact E-mail Address: _____
Contact Phone Number: _____

Home Office Contact (please print):
(cc only)

Contact Name: _____
Contact Title: _____
Contact E-mail Address: _____
Contact Phone Number: _____

Officer or Administrator of the Provider

Signature: _____
Print Name: _____
Title: _____
Date: _____

We are implementing a process to send Notices of Amount of Program Reimbursement (NPR) to providers via e-mail. We would like to encourage you to participate. Not only will you receive your NPR faster than you would through the mail, you will also spare yourself the hassle of handling and storing the CD we currently send you. Before we do this, we need to have an accurate email address. If you want to begin receiving your NPR via e-mail, please complete the attached form and return it to us in one of the following three ways.

USPS
WPS Medicare South 7
Attention: Carmelita Fitch
P.O. Box 1604
Omaha, NE 68101

E-mail
Carmelita.Fitch@wpsic.com

FAX
(402) 995-0602
Attention: Carmelita Fitch

The NPR must be sent to the provider's actual location. Consequently, the Facility Contact on the attached form must be an individual who works at your facility, not an individual at a home office or consulting firm. We will send a copy of the NPR to an email address at your home office if you enter the contact information on the Home Office Contact line of the attached form. We are also asking that you keep us apprised of any changes to these email addresses.

The completion of the attached form merely provides WPS with an email address for the transmission of the NPR. It will not change the name of the addressee on that NPR. If you wish to change the addressee, please complete a new CMS-855A form. This form is available on the CMS website.