



## Enrolling as a Roster Biller

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Centers for Medicare & Medicaid Services

Medicare Fee-For-Service  
**PREVENTIVE SERVICES**



### Mass Immunizers and Roster Billing: Simplified Billing for Influenza Virus and Pneumococcal Vaccinations

#### FACT SHEET

All the information you need is on this CMS fact sheet. Download the latest copy at:  
[www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/downloads/Mass\\_Immunize\\_Roster\\_Bill\\_factsheet\\_ICN907275.pdf](http://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/downloads/Mass_Immunize_Roster_Bill_factsheet_ICN907275.pdf)

#### Why use this resource?

Your department wants to hold an older-adult flu clinic. You need to learn about billing Medicare and the enrollment process for becoming a Medicare roster biller.

#### When to use this resource

Well before you plan your seasonal flu clinics! The enrollment process takes **8-12 weeks** to complete before a typical application is approved. Apply early!

#### List of Forms & Supporting Documents to Submit

- **CMS 855B**
- **CMS 558 EFT form**
- **IRS documentation** for provider, owners (sect 5), and billing agent (sect 8)
- **Organizational flow chart** for all entities (sect 5)
- **Letter of responsibility for Medicare overpayments**
- **Voided check or bank letter**