

# CHAMPS 101: Provider Tab



**“Working to protect, preserve and promote the health and safety of the people of Michigan by listening, communicating and educating our providers, in order to effectively resolve issues and enable providers to find solutions within our industry. We are committed to establishing customer trust and value by providing a quality experience the first time, every time.”**

**-Provider Relations**

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# Overview: My Inbox Landing Page

- Access MILogin: <https://milogintp.Michigan.gov>
- Access CHAMPS
  - Select Domain and Profile
- From the My Inbox Landing Page:
  - Click the Provider tab
- From the Provider tab dropdown select one of the following:
  - New Enrollment
  - Track Application
  - Manage Provider Information

The screenshot shows the CHAMPS Provider Portal interface. The top navigation bar includes 'My Inbox', 'Provider', 'Claims', 'Member', and 'PA'. A dropdown menu for 'Provider' is open, showing two main sections: 'PROVIDER ENROLLMENT' with 'New Enrollment' and 'Track Application' options, and 'MANAGE PROVIDER' with 'Manage Provider Information'. A system notification banner is displayed in the center, stating: 'Due to R10c-1.7.0.2 Release, the CHAMPS system will be down between 7:00 PM EST Friday, November 1st through 2:00 AM EST Saturday, November 2nd, 2019. This outage will affect the CHAMPS system access for all functionality.' Below the notification is a 'My Reminders' section with a table showing 'No Records Found!'.

Alert Type	Alert Message	Alert Date	Due Date	Read
No Records Found !				

This presentation, including the screen captures, are based on the CHAMPS Full Access Profile. Additional features and tabs will vary based on the profile selected.

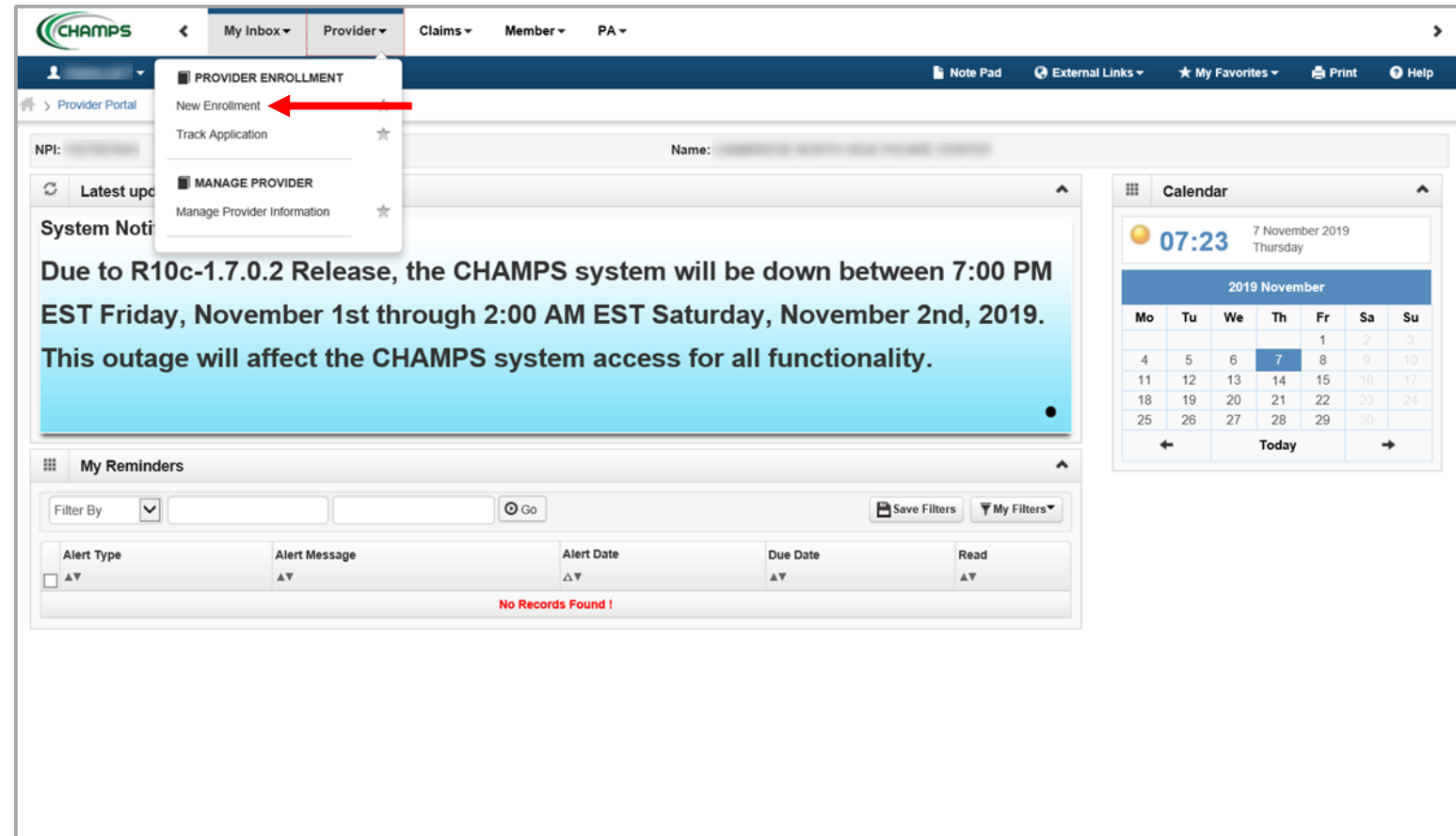
# New Enrollment

For new providers who are not enrolled within CHAMPS may enroll themselves by visiting [www.Michigan.gov/MedicaidProviders](http://www.Michigan.gov/MedicaidProviders) and click on Provider Enrollment.

For enrolled providers who wish to do a new enrollment, they can enroll them from within CHAMPS.

# New Enrollment

- Whenever a provider enrolls a new provider from within CHAMPS, that provider becomes the Domain Administrator.
  - Example, Provider A enrolls Provider B in CHAMPS. Provider A is Provider B's Domain Administrator
  - For further Domain Administrator abilities visit [Registering for MILogin Account for access to CHAMPS](#)
- If a provider needs to enroll another provider:
  - Click New Enrollment from the Provider dropdown



## New Enrollment

- After clicking on New Enrollment the next step is to select the Enrollment Type of the provider that needs to be enrolled.
- For the definition of each enrollment type, visit [Step 2: Determine CHAMPS Enrollment Type](#) from the Provider Enrollment webpage
- After selecting the applicable enrollment type, click Submit

CHAMPS

My Inbox Provider Claims Member PA

Last Login: 14 JAN, 2020 09:26 AM

Note Pad External Links My Favorites Print Help

Provider Portal > New Enrollment

### Enrollment Type

Select the Applicable Enrollment Type

- Individual/Sole Proprietor
  - Regular Individual/Sole Proprietor or Rendering/Service Provider
- Group Practice (Corporation, Partnership, LLC, etc.)
- Billing Agent
- Facility/Agency/Organization (FAO-Hospital, Nursing Facility, Various Entities)
- Atypical (non-medical) provider (Choose this option if you do not have a NPI)
  - Individual (Driver, Home Help/Personal Care, Carpenter, etc.)
  - Agency (Child Care Institution, Home Help/Personal Care Agency, Transportation Company, Local Education Agency etc.)

Submit

# New Enrollment

- The Provider Enrollment process officially starts at Step 1 Provider Basic Information.
- From here providers will need to access the [Provider Enrollment webpage](#) for step-by-step instructions on how to complete a provider enrollment application. Once at the Provider Enrollment webpage:
  - Select Step-by-Step CHAMPS Enrollment Guides
  - Click on the Enrollment Type based on the previous step's selection
  - Utilize the resources provided to complete the rest of the application.

The screenshot displays a web browser window with the URL <https://milogintpmichigan.gov/>. The page title is "Welcome to MMS - Internet Explorer". The main content area is titled "Basic Information: Enter required fields and click Confirm button." and is divided into two sections: "Basic Information" and "Home Address".

**Basic Information Section:**

- EIN/TIN:
- First Name:  \*
- Last Name:  \*
- Suffix:  \*
- SSN:  \*
- Date of Birth:  \*
- Middle Initial:
- Gender:
- Vendor ID:  \*
- Applicant Type: Individual/Sole Proprietor \*
- NPI:  \*
- Contact Email Address: A grid of eight email input fields (Email-3 through Email-8).

**Home Address Section:**

Please ensure you are providing the home address of this provider. Failure to do so may result in this application/modification being denied.

- Address Line 1:  \* (Enter Street Address or PO Box Only)
- Address Line 2:
- Address Line 3:
- State/Province: OTHER  \*
- Country: UNITED STATES  \*
- City/Town: OTHER  \*
- County: OTHER
- Zip Code:  -   Validate Address

At the bottom right, there are buttons for "Confirm", "Finish", and "Cancel". The page ID is displayed as "Page ID: dlgAddBasicInformationStep1(Provider)".

*Step 1 Basic Information will display differently depending on the Enrollment Type selected.*

# Track Application

After starting or submitting a Provider Enrollment application, Providers can use this feature to continue an incomplete application or track the status of a completed application.



# Track Application

- In order to reference back to a started enrollment application or completed submitted enrollment application:
  - Click Track Application from the Provider dropdown

The screenshot shows the CHAMPS Provider Portal interface. At the top, there are navigation tabs: 'My Inbox', 'Provider', 'Claims', 'Member', and 'PA'. A dropdown menu is open under 'Provider', showing two main sections: 'PROVIDER ENROLLMENT' and 'MANAGE PROVIDER'. Under 'PROVIDER ENROLLMENT', there are two options: 'New Enrollment' and 'Track Application'. A red arrow points to the 'Track Application' option. Under 'MANAGE PROVIDER', there is one option: 'Manage Provider Information'. The main content area displays a system notification with a blue background and white text: 'Due to R10c-1.7.0.2 Release, the CHAMPS system will be down between 7:00 PM EST Friday, November 1st through 2:00 AM EST Saturday, November 2nd, 2019. This outage will affect the CHAMPS system access for all functionality.' Below the notification is a 'My Reminders' section with a table. The table has columns for 'Alert Type', 'Alert Message', 'Alert Date', 'Due Date', and 'Read'. The table is currently empty, and a red message 'No Records Found!' is displayed below the table. On the right side of the interface, there is a 'Calendar' widget showing the date '7 November 2019 Thursday' and a calendar grid for '2019 November'.

# Track Application

- The instructions when filling out a Provider Enrollment Application advise providers to write down the Application ID given after completing Step 1 Basic Information. This is the number needed in order to track the application.
  - [Contact Provider Enrollment](#) if the application ID is forgotten
- After entering in the application ID there will be an additional step to verify application access.
  - For additional help reference the [Provider Enrollment webpage](#), select the Enrollment type under Step-by-Step CHAMPS Enrollment Guides, then Track Application

# Manage Provider Information

Provides access to a providers approved Enrollment Application when their information needs to be updated.

# Manage Provider Information

- Providers are able to complete revalidations and update provider enrollment information from within the manage provider information section of CHAMPS.
  - For a list of items that require an enrollment application update reference the [Michigan Medicaid Provider Manual](#), Chapter General Information for Providers, Section 2 Provider Enrollment
- To do this select Manage Provider Information from the Provider dropdown

The screenshot displays the CHAMPS Provider Portal interface. At the top, there is a navigation bar with the CHAMPS logo and several dropdown menus: 'My Inbox', 'Provider', 'Claims', 'Member', and 'PA'. Below this is a secondary navigation bar with options like 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area is divided into several sections. A dropdown menu is open under the 'Provider' tab, showing options: 'PROVIDER ENROLLMENT' (with sub-items 'New Enrollment' and 'Track Application'), and 'MANAGE PROVIDER' (with sub-item 'Manage Provider Information'). A red arrow points to 'Manage Provider Information'. Below the dropdown, there is a 'System Notice' section with a blue background and white text: 'Due to R10c-1.7.0.2 Release, the CHAMPS system will be down between 7:00 PM EST Friday, November 1st through 2:00 AM EST Saturday, November 2nd, 2019. This outage will affect the CHAMPS system access for all functionality.' To the right of the main content is a 'Calendar' widget showing the date '7 November 2019 Thursday' and a calendar grid for November 2019. At the bottom, there is a 'My Reminders' section with a filter dropdown, a 'Go' button, and a table with columns for 'Alert Type', 'Alert Message', 'Alert Date', 'Due Date', and 'Read'. The table currently shows 'No Records Found!'.

# Manage Provider Information

- After selecting Manage Provider Information the list of steps will display given the Enrollment Type.
- Make any necessary changes to the enrollment information making sure to complete all steps needed.
- The checklist step of any enrollment application, Complete Modification Checklist, will always show as incomplete. This step must be reviewed and submitted for changes to be approved by MDHHS.
  - For required revalidations the checklist steps, Complete Modification Checklist and Submit Modification Request for Review will always show as incomplete. These steps will need to be reviewed and submitted for changes to be approved by MDHHS.
- For help filling out a step reference the [Provider Enrollment webpage](#), Step-by-Step CHAMPS Enrollment Guides, and the applicable Enrollment Type

The screenshot shows the CHAMPS Provider Portal interface. At the top, there's a navigation bar with 'CHAMPS' logo, 'My Inbox', and 'Provider' dropdown. Below that, a breadcrumb trail shows 'Provider Portal > Group Practice Modification'. There are input fields for 'NPI:' and 'Name:'. A 'Close' button and an 'Undo Update' button are visible. The main content area is titled 'View/Update Provider Data - Group Practice' and contains a table with the following data:

Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Step Remark
Step 1: Provider Basic Information	Required	12/15/2014	11/01/2013	Complete		
Step 2: Locations	Required	10/23/2013	11/01/2013	Complete		
Step 3: Specialties	Required	04/15/2008	04/15/2008	Complete		
Step 4: Mode of Claim Submission	Required	04/15/2008	04/15/2008	Complete		
Step 5: Associate Billing Agent	Required	12/15/2014	11/01/2013	Complete		
Step 6: Provider Controlling Interest/Ownership Details	Required	10/21/2013	11/01/2013	Complete		
Step 7: Taxonomy Details	Required	04/15/2008	04/15/2008	Complete		
Step 8: View Servicing Provider Details	Optional	04/15/2008	04/15/2008	Complete		
Step 9: 835/ERA Enrollment Form	Optional			Complete		
Step 10: Complete Modification Checklist	Required	04/24/2014	05/20/2014	Incomplete		Please Answer all the Questions.
Step 11: Submit Modification Request for Review	Required	04/24/2014	05/20/2014	Complete		

At the bottom of the table, there are controls for 'View Page: 1', 'Go', 'Page Count', 'SaveToXLS', and 'Viewing Page: 1'. Navigation buttons for 'First', 'Prev', 'Next', and 'Last' are also present.

# Provider Resources



**MDHHS website:**

[www.michigan.gov/medicaidproviders](http://www.michigan.gov/medicaidproviders)



**We continue to update our  
Provider Resources:**

[CHAMPS Resources](#)

[Listserv Instructions](#)

[Provider Alerts](#)

[Medicaid Provider Training Sessions](#)



**Provider Support:**

[ProviderSupport@Michigan.gov](mailto:ProviderSupport@Michigan.gov)

1-800-292-2550



**Thank you for participating in the Michigan Medicaid  
Program**