

My Inbox Tab

Navigating the My Inbox tab within CHAMPS

Disclaimer: The following guideline was developed with the intent of the user having access to CHAMPS with a Full Access profile. Users may not be able to view all screens or functions of CHAMPS if they do not have a Full Access profile. Users would need to work with their Organization's Domain Administrator if they should have access to a CHAMPS Full Access profile or would like to change their Profile.

It is up to the Organization to determine the appropriate access a user should be granted. The Domain Administrator can assign the applicable profile to the User.

CHAMPS available profiles:

- o CHAMPS Full Access
- o CHAMPS Limited Access
- Claims Access
- Eligibility Inquiry
- FS LPHD
- FS Clinic
- FS LEA
- FS ISD
- FS THC Clinic
- Hospice Admission
- Hospital Admission
- MI Choice Enrollment
- NF Admission
- PACE Enrollment
- Prior Authorization Access
- Provider Enrollment Access
- SPF Admin



• Click the My Inbox Tab

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HIPPA- used for providers submitted electronic batches

Click "Upload File"

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- Click "OK"

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• Once the file is successfully uploaded the following message will appear

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PROVIDER VERIFICATION- used to verify if a provider is active. This is real time so it only shows for the date it's checked.

Click "Provider Verification"

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