



STATE OF MICHIGAN

DEPARTMENT OF COMMUNITY HEALTH
LANSING

RICK SNYDER
GOVERNOR

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DIRECTOR

December 8, 2011

To: All Inpatient and Outpatient Hospital Providers

Re: FD 622 Report Available on CHAMPS DMS

To Whom It May Concern:

The Department of Community Health has been working with selected pilot hospitals in testing and approving a version of the FD 622 which can be loaded into database or worksheet file formats. This version will be made available as a text file (csv) on the State's CHAMPS archived documents. Effective December 15, 2011 the State's CHAMPS site will contain both a pdf version of the print FD 622 as well as a text version (csv) available for downloading.

The reports are available through CHAMPS archived documents. To access the FD-622 Reports in CHAMPS, providers must do the following:

- Log into CHAMPS as you normally do, when the main screen appears, there is a list of services under the Online Services section on the left-hand side of the screen.
- Click on Archived Documents link under the Admin section. A new screen will appear that allows you to select "Medicaid Payments FD 622" under the Document Type drop-down list.
- Providers should then choose additional filters such as 'Received' or 'Scan Date' (equivalent to the Payroll Date) by selecting from the Filter 1 drop-down.
- Once a provider has selected all of your filters, you must then 'click' on the 'Go' button. A result set will appear listing all of the FD-622 Reports associated to the NPI the provider used to log into CHAMPS.
- Two different "Mime Type" should appear, in the referenced column you should see "application/pdf" and "application/csv".
- If you click on the Document Name of the report (for Mime Type = application/csv), you will need to save it as a specific file type – csv will work best (add ".csv" extension when saving). See attached two pages with example screen shots.
- After you have saved the file, it should open and convert properly in Access, Excel, or other data programs.

If you have difficulty accessing the FD – 622 electronic reports, please call the provider hotline at: 1-800-292-2550, or e-mail ProviderSupport@michigan.gov for additional assistance.

MDCH appreciates the opportunity to respond to system improvements and provide more user friendly documents.

Sincerely,

Steve Ireland, Manager
Hospital Rate Review Section
Hospital & Clinic Reimbursement Division
Medical Services Administration
Michigan Department of Community Health

Step 1 and 2:

Welcome to MMIS - Windows Internet Explorer

CHAMPS

My Inbox Admin Provider Claims Reference Member TPL Rate Setting PA Contract/MC

Welcome Test, Provider. You have logged-in with domain and CHAMPS Full Access profile.

Path: Provider Portal/ Document List Page

Document Type: Medicaid Payments FD622 Filter1 Filter2 GO

Document Name	Beneficiary ID	Document Type	Scanned Date	Mime Type
FD622 Gross Adjustment		MP-FD622	10/18/2011 00:00:00	application/csv

Step 1: Click on the Document Name of the file you'd like to open.

0% of ShowAttachmentServlet from sso.state.mi.us ...

File Download - Security Warning

Do you want to save this file, or find a program online to open it?

Name: ShowAttachmentServlet
Type: Unknown File Type
From: sso.state.mi.us

Find Save Cancel

Step 2: When the Security Warning appears click on Save

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not find a program to open this file or save this file. What's the risk?

Step 3 and 4:

Save As

Save in: Desktop

- My Recent Documents
- Desktop
- My Documents
- My Computer
- My Network

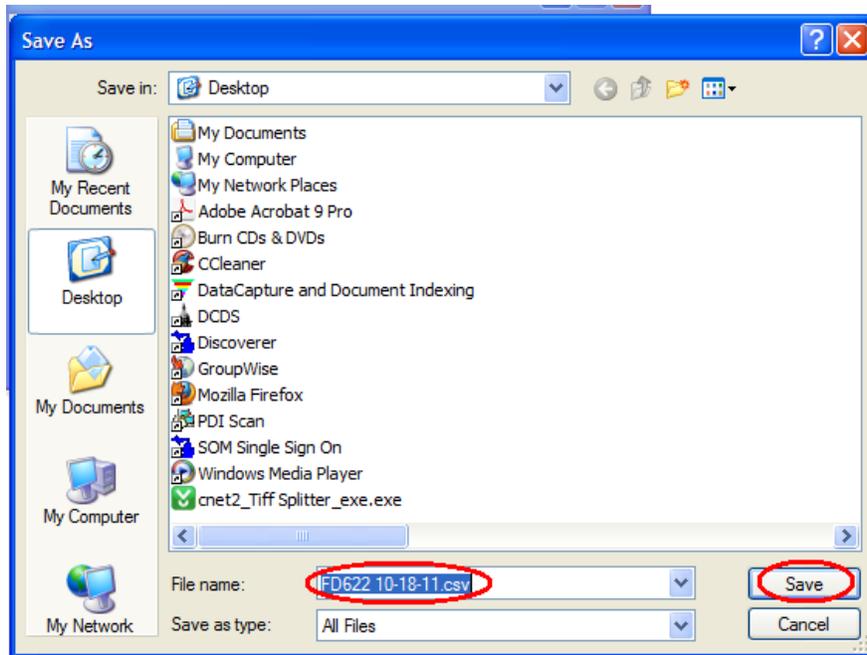
- My Documents
- My Computer
- My Network Places
- Adobe Acrobat 9 Pro
- Burn CDs & DVDs
- CCleaner
- DataCapture
- DCDS
- Discoverer
- GroupWise
- Mozilla Firefox
- PDI Scan
- SOM Single Sign On
- Windows Media Player
- cnet2_Tiff Splitter_exe.exe

File name: ShowAttachmentServlet

Save as type: All Files

Save Cancel

Step 3. When the Save As window appears type in the file name you would like to save the file as and add .csv to the end of the file name. For example, if you name your file FD622 10-18-2011 you will need to type FD622 10-18-2011.csv then click Save.



Step 4: Locate the file where you saved it and double-click on it to open it. If you have Excel, it should automatically open using that software or whatever spreadsheet software you have installed.