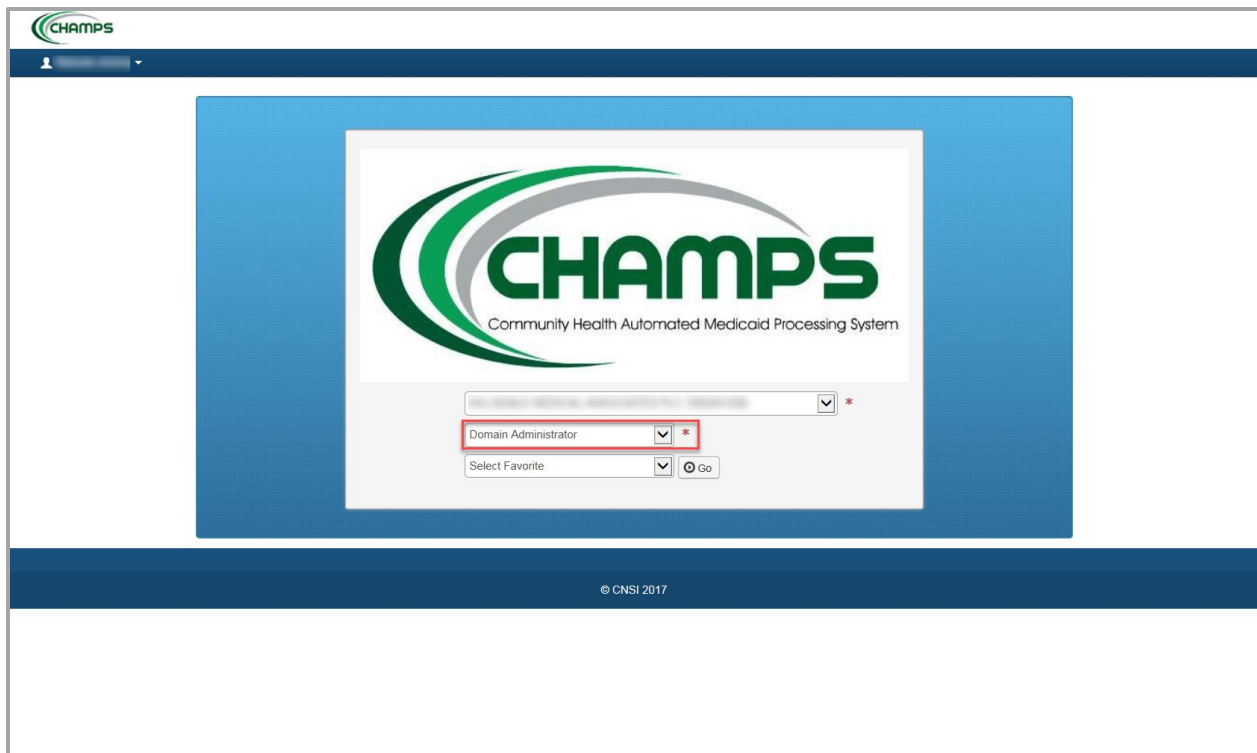# Admin Tab - CHAMPS

Domain Administrator

The domain administrator is the only one who will see the Admin Tab within CHAMPS. The domain administrator is also the only one who is able to assign or remove domain and profile accesses for CHAMPS users.

By default, the domain administrator is the first user who enrolls a provider (i.e., group, physician, facility, agency, and organization) within CHAMPS. In order for the domain administrator to assign or remove domain and profile accesses for CHAMPS users, the Domain Administrator profile must be selected under the appropriate Domain (Figure 1). Providers can jump to their desired section by clicking on one of the options below;
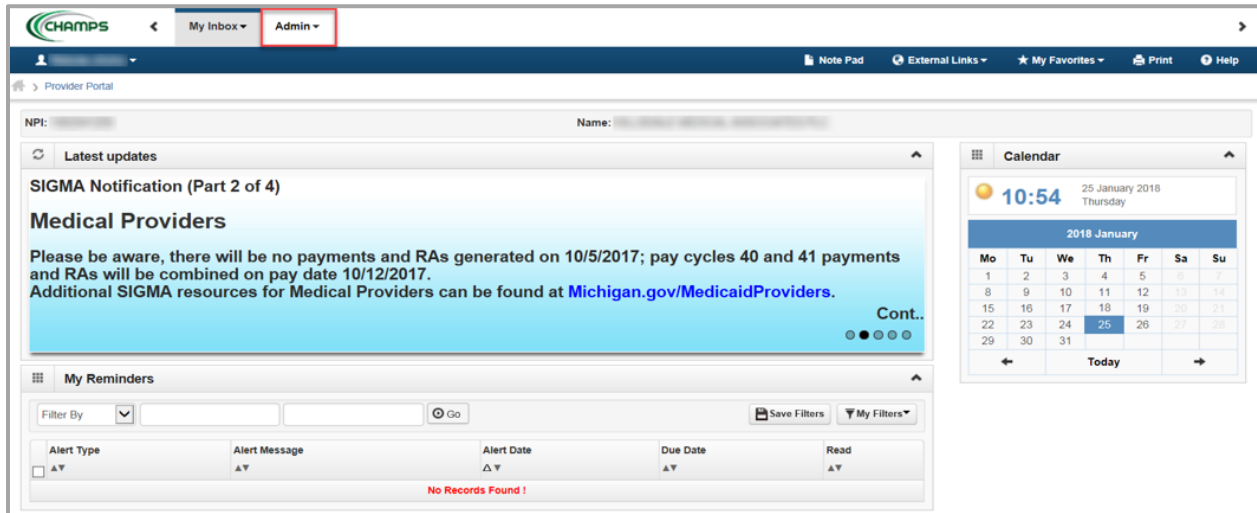
1. **Adding a new User to the NPI (assigning domain rights)**
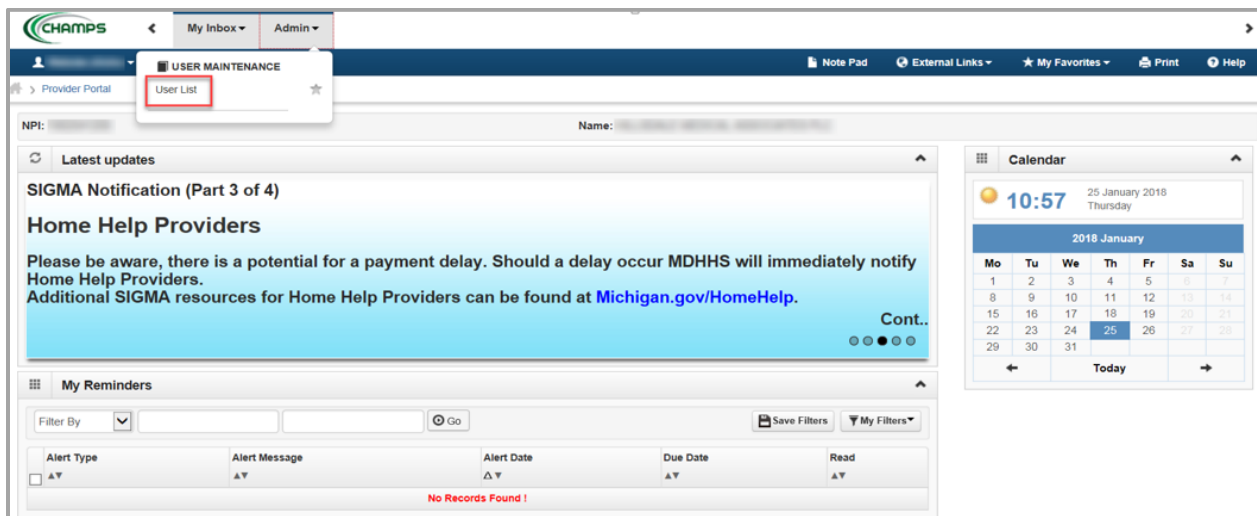2. **Updating a User Profile**

Figure 1: Domain Administrator Profile

Adding a new User to the NPI (assigning domain rights):
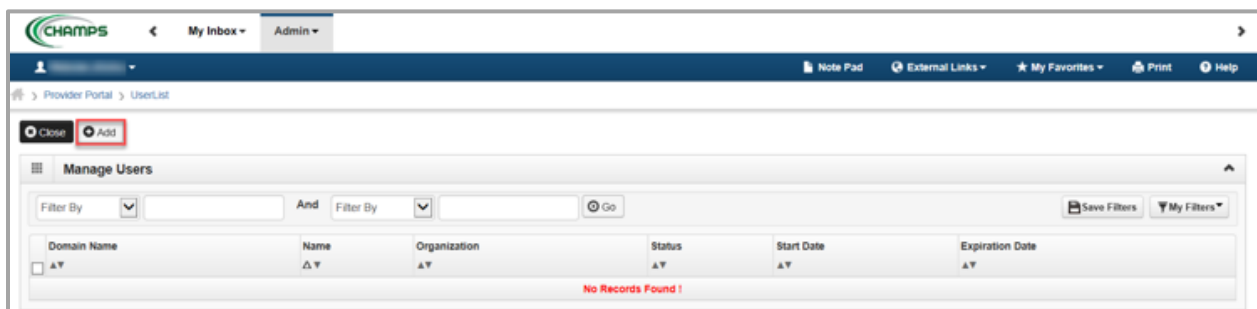
1. Click on the **Admin Tab**

2. Select **User List**

3. Click **Add**

4. Enter the **User ID**
5. Select the appropriate profile(s) from the **Available Profiles** and click the arrows to add the profiles to the **Selected Profiles**

Available Profiles

- **CHAMPS Full Access**: Full Fee for Service access to Provider Enrollment, Prior Authorization, Eligibility, and Claims Subsystems
- **CHAMPS Limited Access:** View only access to Provider Enrollment and full Fee for Service access to Prior Authorization, Eligibility, and Claims Subsystems
- **Claims Access:** Access to Claims
- **Domain Administrator:** The individual to assign or remove domain and profile access for other CHAMPS users
- **Eligibility Inquiry**: Access to Eligibility only
- **Prior Authorization Access:** Fee for Service access to Prior Authorization only
- **Provider Enrollment Access**: Fee for Service full access to Provider Enrollment only
- **View Provider Enrollment:** View only access to Provider Enrollment

Additional Profiles that are available based on a provider's NPI enrollment information in CHAMPS.

- **Hospital Admission**: General hospital providers to enter admission
- **NF Admission**: Nursing facility providers to enter admissions
- **Hospice Admission**: Used by hospice providers to enter admissions
- **MI Choice Enrollment**: Used by MI Choice providers to enter MI Choice admissions
- **PACE Enrollment**: Used by PACE providers to enter PACE enrollments
- **SPF Admin**: Used by state psych facilities to enter admissions

6. Once the appropriate profile(s) has been added to the Selected Profiles column for the User ID entered, click **OK**

If **CHAMPS Full Access is selected you do not have to select all other available profiles. CHAMPS Full Access provides user access to all available tabs within CHAMPS; exception admin tab.
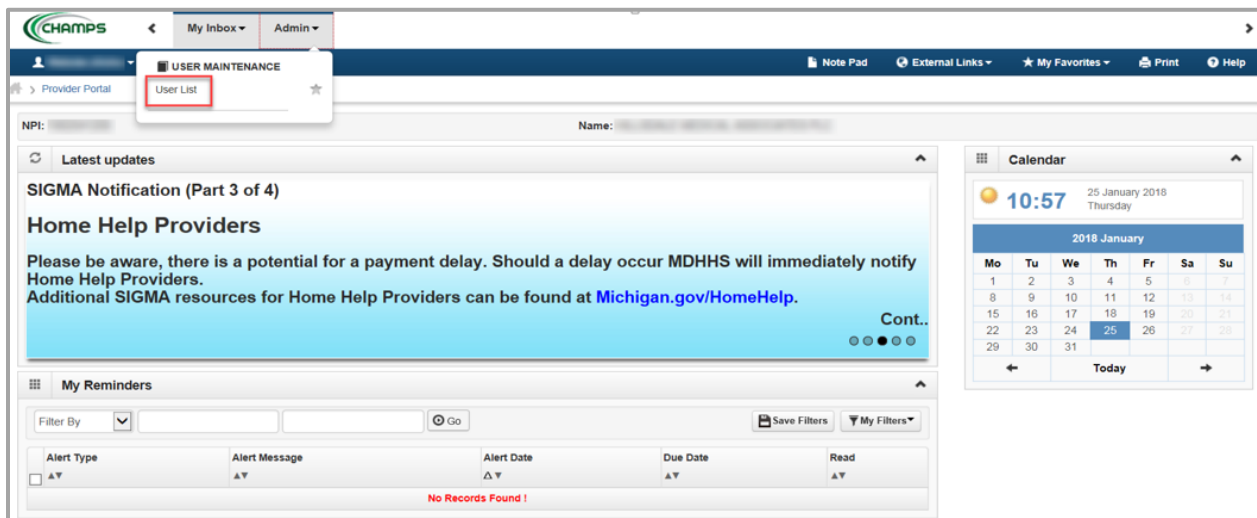
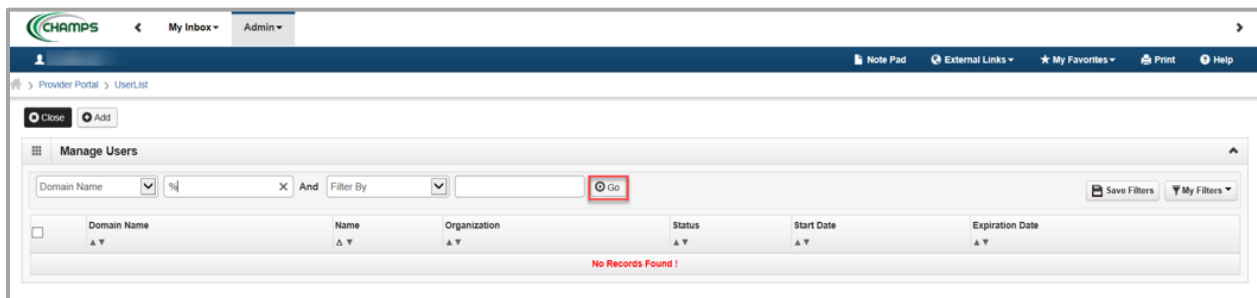**Updating a User Profile:**

1. Click on the **Admin Tab**

2. Select **User List**

3. From the drop-down select **Domain Name** and enter **%** (this acts as a wildcard)
4. Click **Go**

5. Click on the **Domain Name** hyperlink for the User that needs to be updated
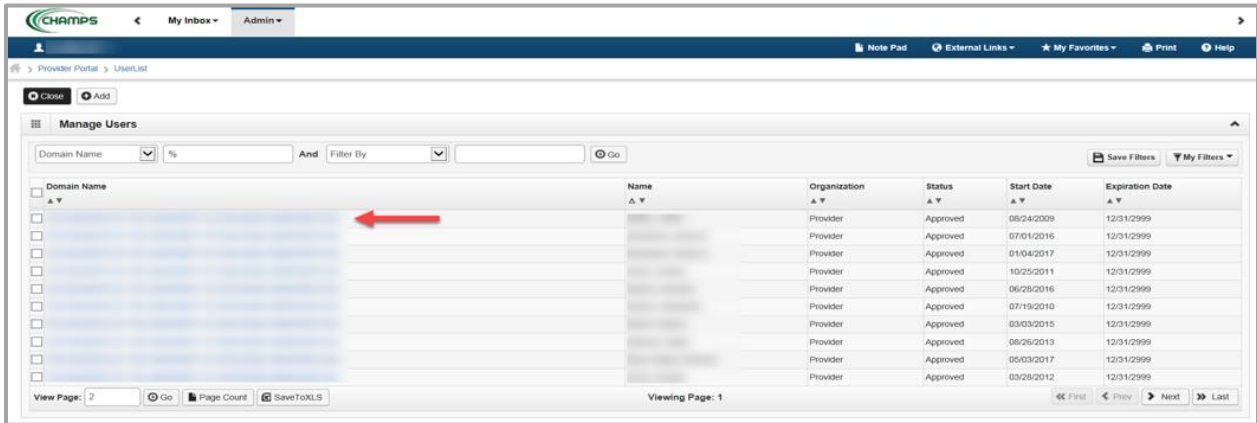
6. Optional updates for a user;
   a. If the user no longer works at the office/facility an expiration date can be entered so they will no longer have access to the NPI
   b. Profiles can be added/removed using the above direction
7. Once the user information is updated click **Save,** and then, **Close**