

How To Assign The 835 to a Billing Agent in CHAMPS

Please Note: Only one 835 can be designated per Tax ID. If a 835 is already on file for that Tax ID, Providers cannot make an association in CHAMPS. To change the designation of the 835 already on file, Providers must submit the 835/277U Change Request form located on the Trading Partner website www.michigan.gov/tradingpartners

Step 1: Log into CHAMPS using profile CHAMPS Full Access or Provider Enrollment Access and select “Manage Provider Information” hyperlink

Provider Portal:

Online Services:

Provider

[Initiate New Enrollment](#)
[Manage Provider Information](#)
[Track Application](#)

Click on Manage Provider Information Hyperlink

Step 2: Click on “Associate Billing Agent” from the Business Process Wizard

View/Update Provider Data - Group Practice:

Business Process Wizard - Provider Data					
<input type="checkbox"/>	Step		Last Modification Date	Last Review Date	Status
<input type="checkbox"/>	Step 1: Provider Basic Information		09/17/2008	09/17/2008	Complete
<input type="checkbox"/>	Step 2: Locations		09/17/2008	09/17/2008	Complete
<input type="checkbox"/>	Step 3: Specialties		09/17/2008	09/17/2008	Complete
<input type="checkbox"/>	Step 4: Mode of Claim Submission		09/17/2008	09/17/2008	Complete
<input type="checkbox"/>	Step 5: Associate Billing Agent	Required	09/17/2008	09/17/2008	Complete
<input type="checkbox"/>	Step 6: Ownership Details	Optional	09/17/2008	09/17/2008	Complete
<input type="checkbox"/>	Step 7: Taxonomy Details	Required	09/17/2008	09/17/2008	Complete
<input type="checkbox"/>	Step 8: View Servicing Provider Details	Optional	09/17/2008	09/17/2008	Complete
<input type="checkbox"/>	Step 9: Complete Modification Checklist	Required	09/17/2008	09/17/2008	Incomplete
<input type="checkbox"/>	Step 10: Submit Modification Request for Review	Required	09/17/2008	09/17/2008	Complete

Provider must click on Associate Billing Agent step

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Step 3: If there is “No” authorization currently on file for this Tax ID to receive the 835, please click on the Billing Agent ID number.

Close Add

Billing Agent List: **Click on the Billing Agent ID number**

Filter By:

And And Operational Status: Active

<input type="checkbox"/>	Billing Agent ID ▲ ▼	Billing Agent Name ▲ ▼	Start Date ▲ ▼	End Date ▲ ▼	835 Auth. ▲ ▼	Auth. Start Date ▲ ▼	Auth. End Date ▲ ▼	Status ▲ ▼	Operational Status ▲ ▼	Inactivation Date ▲ ▼
<input type="checkbox"/>	1202747	My Billing Agent	09/17/2008	12/31/2999	No			Approved	Active	

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Step 4: Check the “Authorized” box and enter the start date and end date then click the save button, then close.

- **NOTE: The start date cannot be prior to the Billing Agent Association Start Date.**
- **NOTE: The end date can be 12/31/2999**

Close Save

Manage Billing Agent Association:

Billing Agent ID: 1202747

Association Start Date: 09/17/2008 *

Status: Approved

Billing Agent Name: My Billing Agent

Association End Date: 12/31/2999

Check the "Authorized" box and enter the Start Date

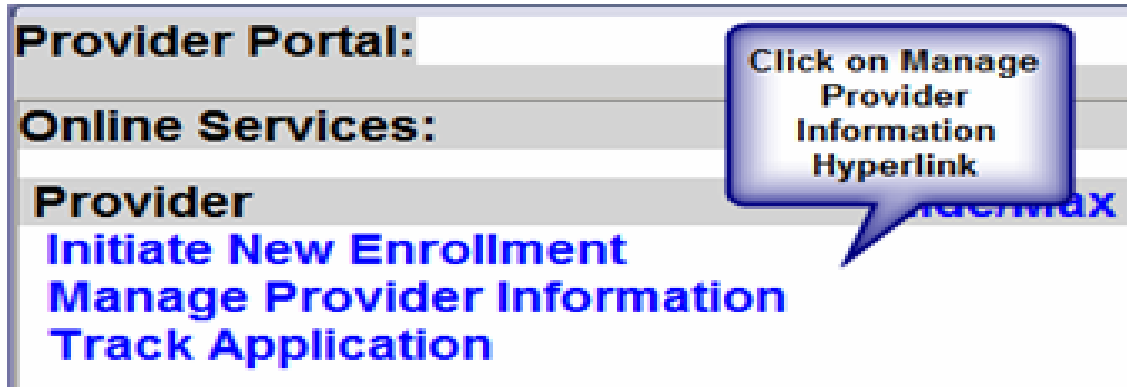
Authorized Transaction Responses:

Transaction Response	Authorized	Start Date	End Date
X12 835 - Healthcare Claim Payment/Advice	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Step 5: Save all changes and submit Application or Modification for Review

How To Assign The 835 to a NPI in CHAMPS

Step 1: Log into CHAMPS using profile CHAMPS Full Access or Provider Enrollment Access and select “Manage Provider Information” hyperlink



Step 2: Click on “Locations” from the Business Process Wizard

View/Update Provider Practice: Business Process Wizard - Provider Data M

<input type="checkbox"/>	Step	Required	Last Modification Date	Last Review Date	Status
<input type="checkbox"/>	Step 1: Provider Basic Information	Required	08/21/2008	08/21/2008	Complete
<input type="checkbox"/>	Step 2: Locations	Required	10/14/2009	10/14/2009	Complete
<input type="checkbox"/>	Step 3: Specialties	Required	10/13/2009	08/21/2008	Complete
<input type="checkbox"/>	Step 4: Mode of Claim Submission	Required	08/21/2008	08/21/2008	Complete
<input type="checkbox"/>	Step 5: Associate Billing Agent	Required	08/21/2008	08/21/2008	Complete
<input type="checkbox"/>	Step 6: Ownership Details	Required	08/21/2008	08/21/2008	Complete
<input type="checkbox"/>	Step 7: Taxonomy Details	Required	08/21/2008	08/21/2008	Complete
<input type="checkbox"/>	Step 8: View Servicing Provider Details	Optional	08/21/2008	08/21/2008	Complete
<input type="checkbox"/>	Step 9: Complete Modification Checklist	Required	10/14/2009	10/14/2009	Complete
<input type="checkbox"/>	Step 10: Submit Modification Request for Review	Required	08/21/2008	08/21/2008	Complete

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Step 3: Click on Primary Practice Location hyperlink

Close Add To add/modify Pay To, Correspondence and Remittance Advice addresses, click on Location Type hyperlink.

Locations List:

Filter By :

And And Operational Status: Active

<input type="checkbox"/>	Doing Business As ▲▼	Location Type ▼	Location Details ▲▼	Start Date ▲▼	End Date ▲▼	Status ▲▼	Operational Status ▲▼	Inactivation Date ▲▼
<input type="checkbox"/>	01	Primary Practice Location	123 Main St. Lansing, MI 48913	01/01/2002	12/31/2999	Approved	Active	

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Step 4: Select “Yes” from the “Accept 835(reported at EIN/TIN level) question

Close Save To add additional addresses, click "Add Address" button.

Location Code: 01 **Location Type: Primary Practice Location**

Office Manager Last Name: Office Manager SSN:

Fax Number: Email Address:

Handicap Accessible: Yes **Accept 835(reported at EIN/TIN level): Yes**

Communication Preference: CHAMPS Notice Language(s) Spoken: English

End Date: 12/31/2999 (For Multiple Selection, use Ctrl Key) Arabic

Status: Approved Chinese

Step 5: Save all changes and submit Application or Modification for Review