



STATE OF MICHIGAN  
DEPARTMENT OF COMMUNITY HEALTH  
LANSING

RICK SNYDER  
GOVERNOR

OLGA DAZZO  
DIRECTOR

October 2011

**Subject:** FD-622 Reports

Dear Hospital, End Stage Renal Dialysis Center and Outpatient Rehabilitation Facility Provider(s):

This letter serves as notice to providers that the Michigan Department of Community Health (MDCH) is changing the FD-622 reports process. MDCH is pleased to announce the availability of the FD-622 Reports in a downloadable electronic format (pdf). The reports will be available beginning pay date cycles on and after October 1, 2011.

Effective for dates of service after October 1, 2011, MDCH will no longer mail paper copies of the FD-622 reports. This change is occurring to achieve savings, and to meet frequent provider requests for electronic copies. MDCH worked diligently with the Community Health Automated Medicaid Processing System (CHAMPS) team to convert the reports from paper to electronic. The content of the reports has not changed. This process change impacts Medicaid enrolled inpatient hospitals, outpatient hospitals, end stage renal dialysis centers, and outpatient rehabilitation facilities. MDCH excluded Hospital Long Term Care (LTC) Facilities from the FD-622-reports process change described in this letter.

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

- Log into CHAMPS, and locate the list of services under the Online Services section on the left-hand side of the main screen.
- Click on the 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.
- Choose additional filters such as "Received" or "Scan Date" (equivalent to the Payroll Date) by selecting from the Filter 1 drop-down.
- Once filters have been selected, "click" on the "Go" button. A result set will appear listing all of the FD-622 Reports associated to the National Provider Identifier (NPI) used to log into CHAMPS.
- If you click on the Document Name of the report, it will open as a PDF file.
- Alternatively, you may use "My Inbox" tab located at the top of the screen and select "Archived Documents" under "Choose an Option" and follow the same steps listed above.

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](mailto:ProviderSupport@michigan.gov) for additional assistance.

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

Sincerely,

Stephen Fitton, Director  
Medical Services Administration