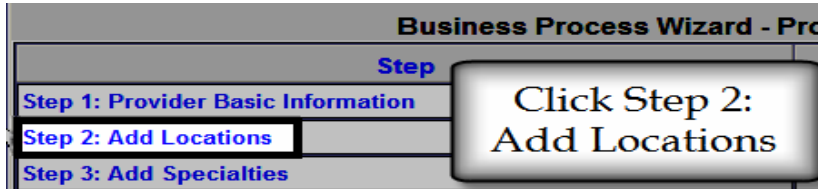


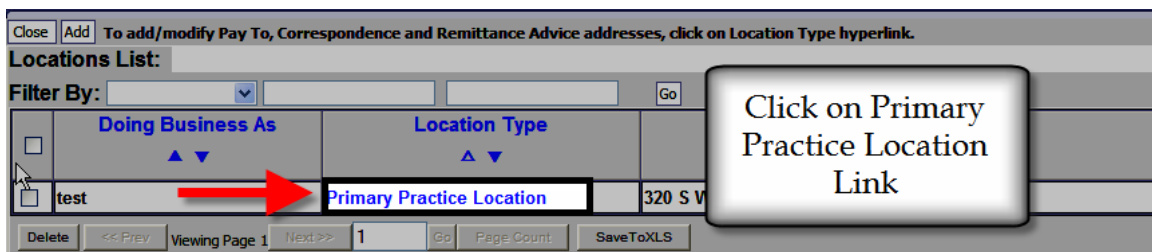
# NAVIGATING LOCATIONS IN CHAMPS

1. Click on Step 2 Add Locations from the Business Process Wizard.

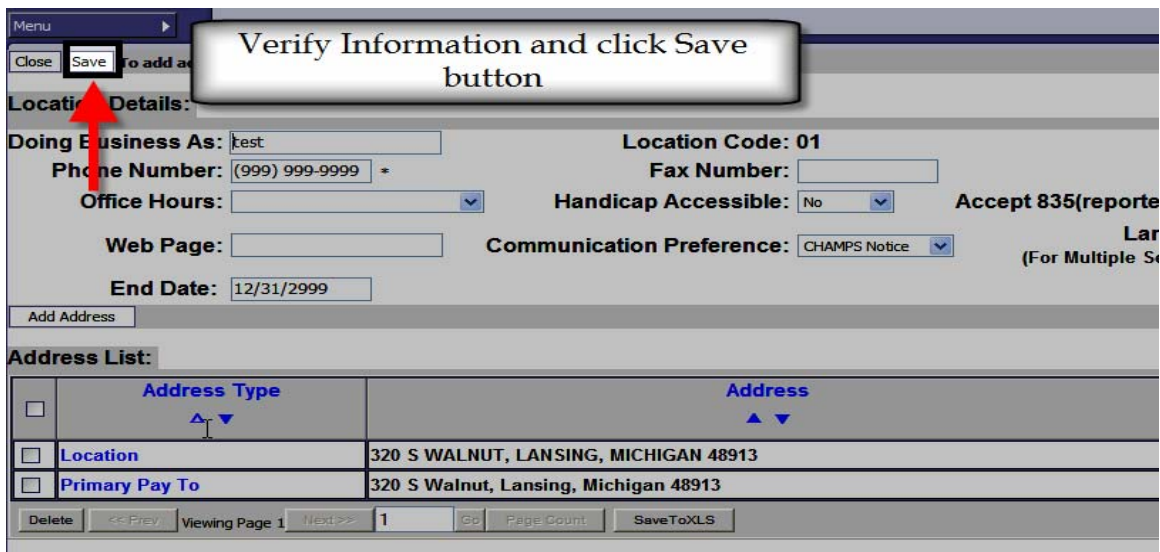


2. Click on the Location Type name “Primary Practice Location” hyperlink to validate that the information that has been converted from the Medicaid Legacy Provider Enrollment system into CHAMPS is correct.

**NOTE:** This page may populate with “Other Office/Service Locations” under the Location Type heading. These locations will need to be opened also and the information needs to be verified.

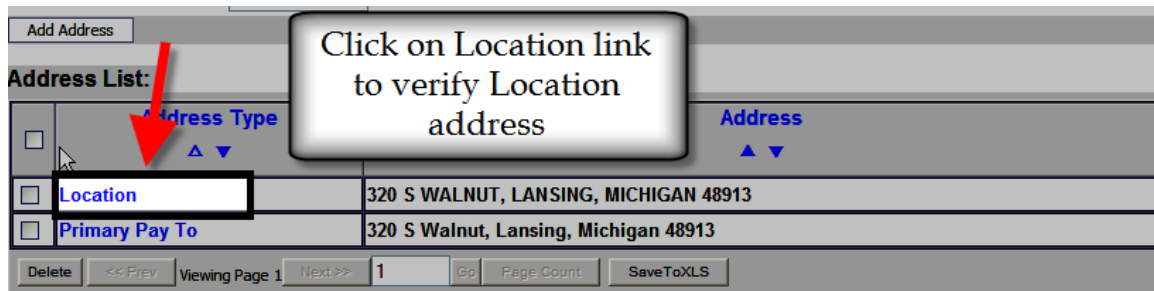


3. Once you have entered all of the required fields and any optional fields in the Location Details section click on the Save button.



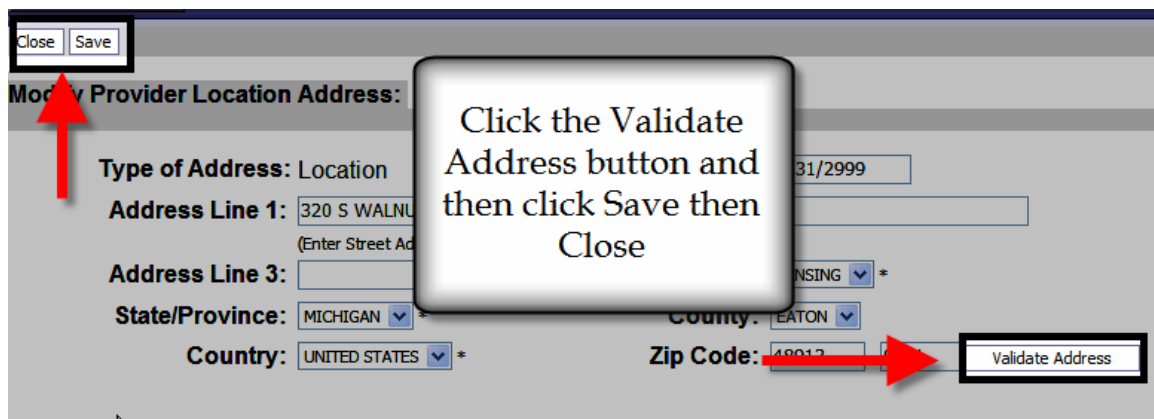
4. To validate the address of this location you need to click on the Address Type “Location” hyperlink.

**NOTE:** A “Pay To” address will also appear in the Address List. This address has been converted over from the State of Michigan Vendor Registration file and can be viewed only, not changed. If a change is needed to this address, you must contact Provider Enrollment at 517-335-5492 to get that updated.



5. Once you have verified that the address below is correct, click on the Validate Address button. By clicking on the Validate Address button, CHAMPS standardizes your address by USPS standards and then populates a message saying your Address Validation is successful. Once this message has come up successful, you can then click on the Save button, and then the Close button to close the page.

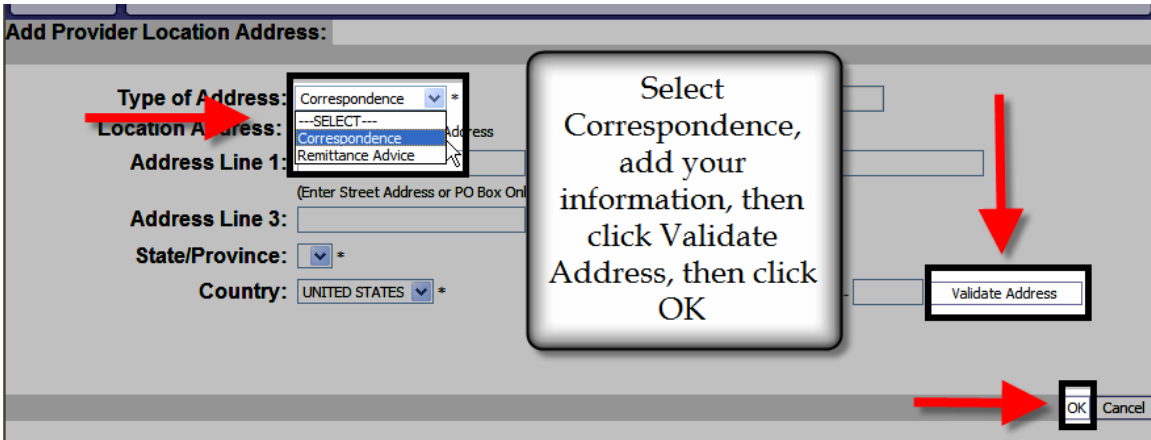
**NOTE:** A P.O. Box cannot be used as a Primary Practice Location. The Primary Practice Location must be a physical address.



6. For all Location Types in CHAMPS, whether it's a Primary Practice Location or an Other Office/Servicing Location, a Correspondence address is REQUIRED. To add the Correspondence address click on the Add Address button.

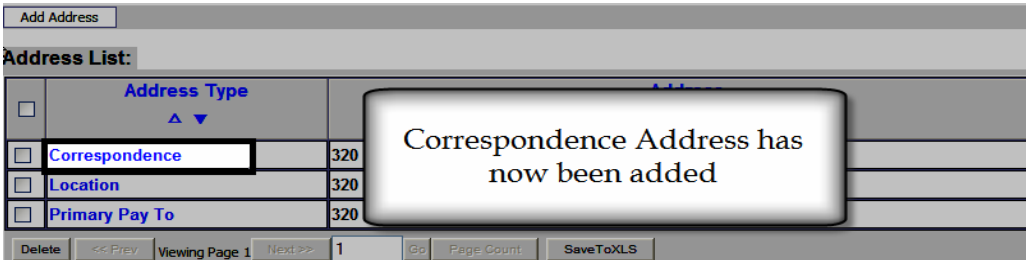


7. Select Correspondence from the Type of Address dropdown menu. At this point you can either enter a new address by typing your address in Address Line 1 and your Zip Code and clicking the Validate Address button, or if this address is the same as the locations address you click on the button next to "Copy this location address" and the system will populate the address for you. Once the address is validated, click on the OK button to return to the address list page.

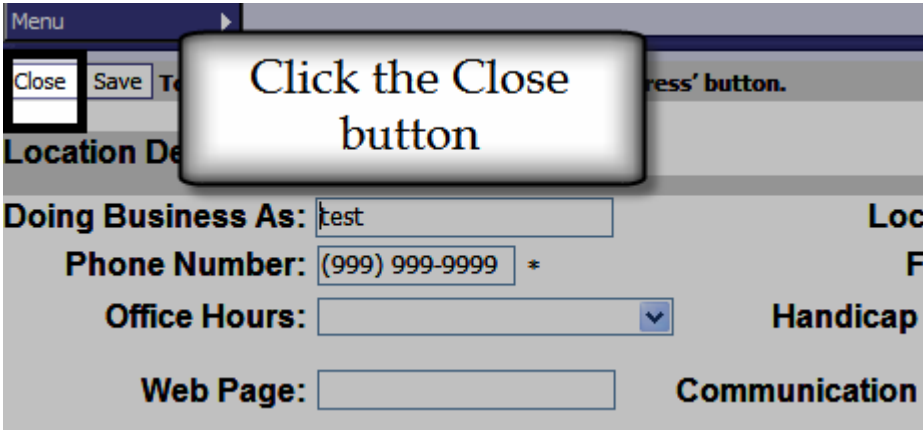


8. Your Correspondence address has now been added to the Address List.

**NOTE:** At this time you have the option of adding a Remittance Advice address. This is an optional address in the CHAMPS system. You can do this by repeating the above steps for adding a Correspondence address.

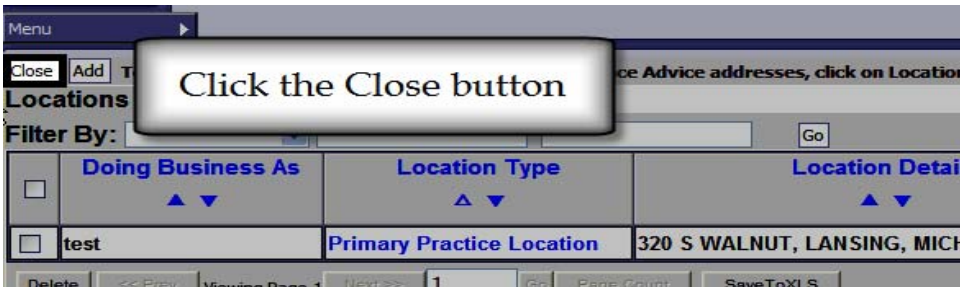


9. Now that all of your addresses have been added and validated, you can click the close button to return to the Location List Page.



10. Your Primary Practice Location is now complete. You can click Close to return to the Business Process Wizard to complete the remainder of your application.

**NOTE:** If you wish to enter an Other Office/Serviceing Address, click the Add button and enter all of the required and optional fields necessary. Keep in mind a Correspondence address is required for an Other Office/Serviceing Address. Follow the steps above to add and complete the Correspondence address.



11. Step 2: Add Locations is now marked complete.

Business Process Wizard - Provider Enrollment (Group). Click on the Step # under the					
Step	Required	Start Date	End Date	Status	S
Step 1: Provider Basic Information	Required	04/10/2008	04/10/2008	Complete	
Step 2: Add Locations	Required	04/10/2008	04/10/2008	Complete	
Step 3: Add Specialties	Required			Incomplete	

Step 2: Add Locations is now marked Complete