



Michigan Department of Health & Human Services

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Provider Enrollment Navigating Locations in CHAMPS

“Working to protect, preserve and promote the health and safety of the people of Michigan by listening, communicating and educating our providers, in order to effectively resolve issues and enable providers to find solutions within our industry. We are committed to establishing customer trust and value by providing a quality experience the first time, every time.”

-Provider Relations

State of Michigan Single Sign On

Please Login or Sign-Up to use Single Sign-On

Login

User ID:

Password:

Login

Forgot Password?

If you have forgotten your password, click Need Password. Single Sign-On system will email you a new temporary password.

Need Password

Sign-Up

If you are a new user to Single Sign-On, click Register to create your User ID and Password.

Register

[Michigan.gov Home](#) | [Help/FAQs](#) | [Contact Us](#)

- Enter the User ID, Password and click Login.
- If you do not have a User ID, click Register.



Application Portal

WELCOME

Your password will expire in 12 days.

You are currently subscribed to the following applications:

- [CHAMPS](#) ←

[Subscribe to Applications](#)

[Add new Roles to Existing Subscription](#)

[Account Maintenance](#)

[Sign Off](#)

- Click the CHAMPS hyperlink.

State of Michigan Single Sign On

User ID:

[Sign Off](#)

MDCH Systems Use Notification

The Michigan Department of Community Health's (MDCH) computer information systems (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business.

Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDCH. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDCH systems for commercial or partisan political purposes.

Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type.

All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and /or prosecution.

By accessing information provided by the Michigan Department of Community Health computer information systems and clicking on the button below, I acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions for each authorized application.



- Click Acknowledge/Agree.



→ Select Domain *

→ Select Profile *

→ Select Favorite

- Select the Billing NPI from the Domain drop-down.
- Select the appropriate Profile (for example: full access, limited access, etc.).
- Select a Favorite if one has previously been saved.

CHAMPS < My Inbox ▾ **Provider ▾** Claims ▾ Member ▾ PA ▾

Note Pad External Links ▾ My Favorites ▾ Print Help

Provider Portal

NPI: _____ Name: _____

Latest updates

System Notification
 Attention All Providers: Due to system maintenance activities, the CHAMPS system will be down between 6:00 AM Saturday, January 10th through 9:00 PM Sunday, January 11th, 2015 with the exception of Health Care Eligibility Benefit Inquiry and Response (Core 270/271) Real-time transactions which will be down between 6:00am and 10:00am on Saturday January 10th. This outage will affect the CHAMPS system access for all functionality.

My Reminders

Filter By [] [] [Go] Save Filters My Filters ▾

Alert Type	Alert Message	Alert Date	Due Date	Read
No Records Found !				

Calendar

11:48 AM 12 January 2015 Monday

2015 January

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Click the Provider tab.

The screenshot displays the CHAMPS Provider Portal. At the top, navigation tabs include 'My Inbox', 'Provider', 'Claims', 'Member', and 'PA'. The 'Provider' dropdown menu is expanded, listing the following options:

- PROVIDER ENROLLMENT
 - New Enrollment
 - Track Application
- EXTERNAL LINKS
 - Medicaid Code and Rate Reference
- MANAGE PROVIDER
 - Manage Provider Information (highlighted with a red arrow)

The main content area features a 'System Notification' regarding a Saturday outage from January 10th to 12th, 2015. A 'Calendar' widget on the right shows the current date as 12 January 2015 (Monday) at 1:18 PM. Below the notification is a table with columns for Alert Type, Alert Message, Alert Date, Due Date, and Read status. The table currently displays 'No Records Found!'.

- Click the Manage Provider Information option.

NPI: Name:

View/Update Provider Data - Group Practice

Business Process Wizard - Provider Data Modification (Group Practice).

Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Step Remark
<input type="checkbox"/> Step 1: Provider Basic Information	Required	12/15/2014	11/01/2013	Complete		
<input type="checkbox"/> Step 2: Locations 	Required	10/23/2013	11/01/2013	Complete		
<input type="checkbox"/> Step 3: Specialties	Required	04/15/2008	04/15/2008	Complete		
<input type="checkbox"/> Step 4: Mode of Claim Submission	Required	04/15/2008	04/15/2008	Complete		
<input type="checkbox"/> Step 5: Associate Billing Agent	Required	12/15/2014	11/01/2013	Complete		
<input type="checkbox"/> Step 6: Provider Controlling Interest/Ownership Details	Required	10/21/2013	11/01/2013	Complete		
<input type="checkbox"/> Step 7: Taxonomy Details	Required	04/15/2008	04/15/2008	Complete		
<input type="checkbox"/> Step 8: View Servicing Provider Details	Optional	04/15/2008	04/15/2008	Complete		
<input type="checkbox"/> Step 9: 835/ERA Enrollment Form	Optional			Complete		
<input type="checkbox"/> Step 10: Complete Modification Checklist	Required	04/24/2014	05/20/2014	Incomplete		Please Answer all the Questions.
<input type="checkbox"/> Step 11: Submit Modification Request for Review	Required	04/24/2014	05/20/2014	Complete		

View Page:

Viewing Page: 1

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

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

Locations List

Filter By Filter By And Operational Status

<input type="checkbox"/>	Doing Business As ▲▼	Location Type ▲▼	Location Details ▲▼	Start Date ▲▼	End Date ▲▼
<input type="checkbox"/>		Primary Practice Location	320 S WALNUT ST, LANSING, MICHIGAN 48933	05/18/2015	12/31/2999
<input type="checkbox"/>		Other Office/Serviceing Location	320 S WALNUT ST, LANSING, MICHIGAN 48933	05/26/2015	12/31/2999

View Page: Go Page Count : 1 SaveToXLS

Viewing Page: 1

- Click the Location Type “Primary Practice Location” hyperlink to validate that information is correct.
- **NOTE:** This page may populate with “Other Office/Serviceing Locations” under the Location Type heading. These locations will need to be opened and the information verified.

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

Location Details

Doing Business As:	<input type="text"/>	Location Code:	01	Location Type:	Primary Practice Location
Phone Number:	(517) 999-9999 * Extn: <input type="text"/>	Fax Number:	<input type="text"/>	Email Address:	<input type="text"/>
Web Page:	<input type="text"/>	Office Hours:	<input type="text"/>	Communication Preference:	<input type="text"/>
Accepting New Clients:	<input type="text"/>	Maximum Clients:	<input type="text"/>	Handicap Accessible:	No <input type="text"/>
Offers OB-Gyn Services:	<input type="text"/>	Pediatric Services:	<input type="text"/>	FQHC:	<input type="text"/>
Accept 835(reported at EIN/TIN level):	No <input type="text"/>	Language(s) Spoken:	English Arabic Chinese	Status:	Approved
Start Date:	05/18/2015 <input type="text"/>	End Date:	12/31/2999 <input type="text"/>		

- Enter all the required fields and any optional fields in the Location Details section.
- Click Save.

Address List

[+ Add Address](#) [👍 Approve](#) [🚫 Reject](#)

Filter By Filter By **And Operational Status**

<input type="checkbox"/>	Address Type	Address	Start Date	End Date	Status
<input type="checkbox"/>	△▼	▲▼	▲▼	▲▼	▲▼
<input type="checkbox"/>	Correspondence	320 S WALNUT ST, LANSING, MICHIGAN 48933	05/18/2015	12/31/2999	Approved
<input type="checkbox"/>	Location ←	320 S WALNUT ST, LANSING, MICHIGAN 48933	05/18/2015	12/31/2999	Approved
<input type="checkbox"/>	Primary Pay To	320 S WALNUT ST, LANSING, MICHIGAN 48933	05/14/2015	12/31/2999	Approved

- To validate the address of the location, click the Address Type “Location” hyperlink.
- **NOTE:** A “Pay To” address will also appear in this 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.

Close Save

Manage Provider Location Address

Type of Address: Location Status: Approved

End Date: 12/31/2999

If a department or drawer number is required enter the information in line TWO. (For example: DEPT 222 or DEPARTMENT 222, DRAWR 1111 or DRAWER 1111) If an attention line is required, please enter the information in Line THREE. (For example: ATTN: Billing Dept.)

Address Line 1: 320 S WALNUT ST *
(Enter Street Address or PO Box Only)

Address Line 2:

Address Line 3:

State/Province: MICHIGAN *
Country: UNITED STATES *

Address Line 1: Address Line 2:

City/Town: LANSING *
County: INGHAM *
Zip Code: 48933 - 2014 Validate Address

- Once the address has been verified as correct, click Validate Address.
- By clicking Validate Address, CHAMPS standardizes your address by the United States Postal Service (USPS) standards and populates a message saying your Address Validation was successful.
- Once this successful message generates, click Save, and then Close.

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

Address List

Filter By  Filter By  And Operational Status 

Address Type	Address	Start Date	End Date	Status
				

- For all Location Types in CHAMPS, whether it is 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.

Type of Address: End Date:

Location Address:

If a department or drawer number is required enter the information in line TWO. (For example: DEPT 222 or DEPARTMENT 222, DRAWR 1111 or DRAWER 1111) If an attention line is required, please enter the information in Line THREE. (For example: ATTN: Billing Dept.)

Address Line 1: *
(Enter Street Address or PO Box Only)

Address Line 2:

Address Line 3:

City/Town: *

State/Province: *

County: *

Country: *

Zip Code: -

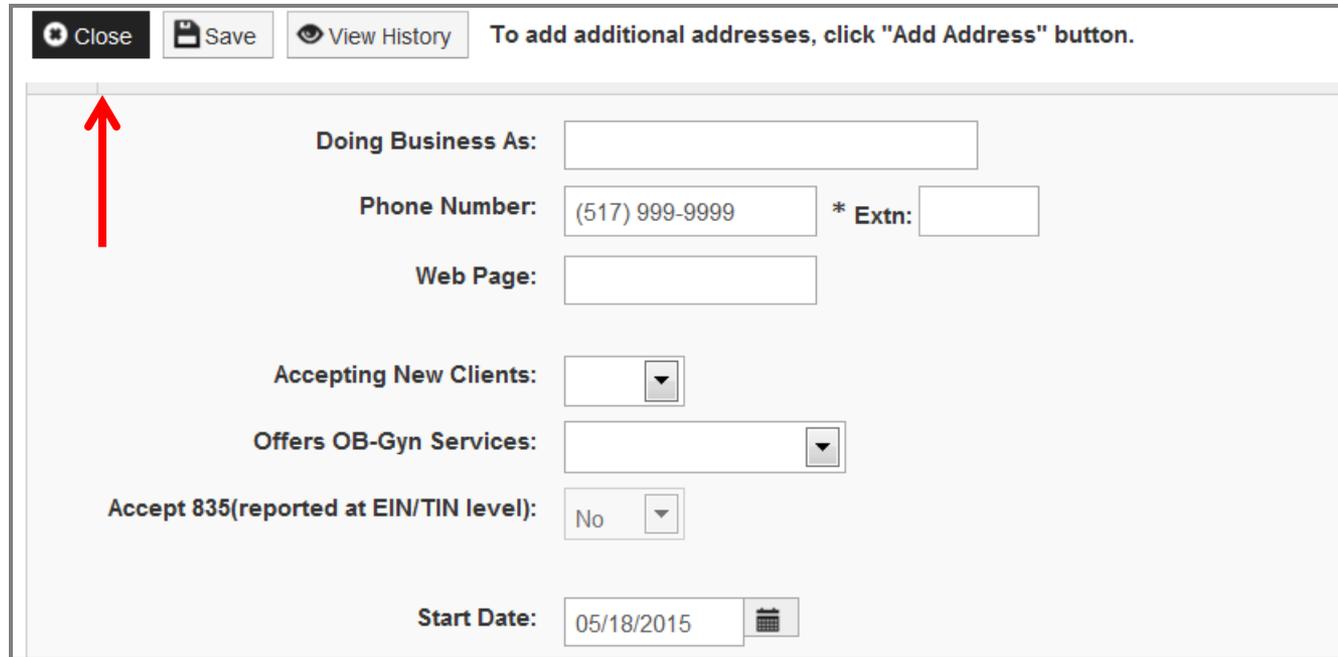
- Select Correspondence from the Type of Address drop-down.
- Either enter a new address by typing the new address in Address Line 1 and the Zip code and clicking the Validate Address button or If this address is the same as the location address, click on the button next to “Copy this Location address” and the system will populate the address.
- Once the address is validated, click on the OK button to return to the address list page.

Address List				
<input type="button" value="Add Address"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>				
Filter By <input type="text"/>		Filter By <input type="text"/>		And Operational Sta
<input type="checkbox"/> Address Type ▲▼	Address ▲▼	Start Date ▲▼	End Date ▲▼	
<input type="checkbox"/> Correspondence	320 S WALNUT ST, LANSING, MICHIGAN 48933	05/18/2015	12/31/2999	
<input type="checkbox"/> Location	320 S WALNUT ST, LANSING, MICHIGAN 48933	05/18/2015	12/31/2999	
<input type="checkbox"/> Primary Pay To	320 S WALNUT ST, LANSING, MICHIGAN 48933	05/14/2015	12/31/2999	



- 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 and can be completed by following the above listed steps for adding a Correspondence address.

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



The screenshot shows a web form interface with a toolbar at the top containing three buttons: 'Close' (with a plus icon), 'Save' (with a floppy disk icon), and 'View History' (with an eye icon). To the right of these buttons is the text: 'To add additional addresses, click "Add Address" button.' Below the toolbar, the form contains several fields: 'Doing Business As:' with an empty text box; 'Phone Number:' with a text box containing '(517) 999-9999' and an adjacent '* Extn:' text box; 'Web Page:' with an empty text box; 'Accepting New Clients:' with a dropdown menu; 'Offers OB-Gyn Services:' with a dropdown menu; 'Accept 835(reported at EIN/TIN level):' with a dropdown menu showing 'No'; and 'Start Date:' with a text box containing '05/18/2015' and a calendar icon. A red arrow points to the 'Close' button.

- Your Primary Practice location is now complete. You can click close to return to the Business Process Wizard and complete the remainder of your application.

Provider Resources

- [Medicaid Provider Training](#)
 - One on One trainings requests
 - Association requests
 - Current trainings available
- [Michigan Medicaid Listserv](#)
 - E-mail notification alerts relative to the Michigan Medicaid Program, Medicaid policy, billing issues, training opportunities, etc.
- Provider Support
 - www.michigan.gov/medicaidproviders
 - ProviderEnrollment@michigan.gov
 - 1-800-292-2550

Thank you for participating in the Michigan Medicaid Program.