

Provider Enrollment

How can I determine whether I am an approved Medicaid Provider?

Once the Provider has been approved by MDCH the Provider Name and NPI will appear in the Domain drop-down list of the Single Sign On user ID that submitted the Enrollment application. If a Provider attempts to initiate an Enrollment for a currently active Provider, CHAMPS will generate an error message stating that this provider's NPI and/or Tax ID has already been enrolled.

Why is CHAMPS now asking for the office manager information on the location step but it didn't before?

When the CHAMPS Provider Enrollment subsystem was developed the Office Manager Information was not required. The Center for Medicare and Medicaid Services (CMS) Auditing regulations now require all providers to supply the office manager name and social security number.

Mode of Claim Submission:

In order to submit and status claims on-line through CHAMPS the provider must select "Online Direct Data Entry," in the Mode of Claim Submission step. Providers should select all modes of claims submission that apply to them: Electronic Batch, On-Line Direct Data Entry, Billing Agent and/or Paper. Providers should **NOT** select Data Exchange Gateway (DEG).

Will there be any type of confirmation when a new enrollment has been completed?

After the release of the remaining subsystems on September 18, 2009, all new enrollments will receive a Welcome Letter upon approval in CHAMPS.

If a group or entity's provider enrollment, credentialing, or billing staff enroll a rendering/servicing provider's information, how is the rendering/servicing provider held accountable for the information in the system?

The Attorney Generals office worked with us to design a template the entity or group may use to have the provider sign and keep on file in their office. This template authorizes the provider enrollment person to enroll the information for the individual providers. MDCH does not keep this template on file. This template can be found at: <http://michigan.gov/documents/mdch/> >> CHAMPS >> Electronic Signature.

Will "Ownership" be able to be completed by someone other than the designated provider enrollment person?

A provider's enrollment can be accessed and updated by multiple users at different times using the secure application number, but there will not be a way to hide the "Ownership" from specific users.

How many levels of "Ownership Interest in Other Medicare/Medicaid Entities" will be required to be completed?

If the employed provider has greater than 5% interest in another Medicare or Medicaid Entity, this will need to be reported.

Once a Billing Agent is end-dated will it still show on my enrollment?

The end-dated billing agent authorization will appear as a historical record, however, a billing agent cannot submit claims on behalf of a provider after the end-date of the provider's authorization/association to that billing agent.

What are we answering with the question “Are you accepting new Medicaid clients”?

This will be used to help our Beneficiaries when they call our Beneficiary Helpline and are trying to find a new provider. It will be important for the providers to keep this updated. Providers can continue to accept Medicaid Beneficiaries on a case by case basis.

Does Medicaid Health Plans Provider information get updated from CHAMPS?

No, Medicaid Health Plans will continue to maintain their own Provider Enrollment, Benefits Administration, Prior Authorization, and Claims Processing Systems. Only Fee-For-Service Medicaid information should be submitted to CHAMPS.

What information is required for completing the "Location" step?

To complete the Location step there are three addresses that must be reported. The Pay-To Address, Correspondence, and Primary Practice Location must be added and validated.