

CHAMPS Prior Authorization New appearance as of January 2, 2018

"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

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Logging into MILogin and CHAMPS

If you do not have a MILogin account please register using MILogin instructions



HELP CONTACT US



- Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter <u>https://milogintp.Michigan.gov</u> into the search bar
- Enter your User ID and Password
- Click Login





- You will be directed to your MILogin Home Page
- Click the CHAMPS hyperlink

*MILogin resource links are listed at the bottom of the page





Click Acknowledge/Agree to accept the Terms & Conditions to get into CHAMPS



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Community Health Automate	ed Medicaid Processing System
Select Domain	*
Select Profile	*
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- Select the Billing NPI from the Domain dropdown
- Select the appropriate profile (for example full access, limited access, etc.)



Entering a Prior Authorization

Steps on navigating through CHAMPS to enter a Prior Authorization

Policy Information

- There may be occasions when a beneficiary requires services beyond those ordinarily covered by Medicaid or needs a service that requires prior authorization (PA). In order for Medicaid to reimburse the provider in this situation, MDHHS requires that the provider obtain authorization for these services before the service is rendered.
- Providers should refer to their provider-specific chapters in the Medicaid Provider Manual for PA requirements.
- The <u>Medicaid Code and Rate Reference Tool</u> can be used to verify which HCPCS and CPT codes require a PA.
- The following slides will walk through each DDE PA step within CHAMPS.



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- To enter additional codes, click Add
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- Documents can be submitted either electronically or by fax
- Skip to <u>slide 28</u> for fax steps or continue for electronic



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How to upload documents via Fax

Steps on faxing documentation for a PA

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- To attach documents, click Add
 - Documents can be submitted either electronically or by fax



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- Please review and make sure all information is complete and correct
- Click Next to submit the PA to MDHHS for review





Click Close to return to the PA request list page

Searching for a Prior Authorization

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• The PA request list page shows PA's that are Requested, In Process, or Entering.

Searching by Prior Authorization Tracking Number

Steps on how to search within CHAMPS PA tab for a tracking number

(CHAMPS	
Community Health Automated Medicaid Processing System	
Select Domain *	
Select Profile *	
Select Favorite	

- Select the Billing NPI from the Domain dropdown
- Select the appropriate profile (for example full access, limited access, etc.)



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Michigan Department of Health a Human Services

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Provider Resources

- MDHHS website: www.michigan.gov/medicaidproviders
- We continue to update our Provider Resources, just click on the links below:
 - Listserv Instructions
 - Medicaid Alerts and Biller "B" Aware
 - Quick Reference Guides
 - <u>Update Other Insurance NOW!</u>
 - Medicaid Provider Training Sessions
- Provider Support:
 - ProviderSupport@Michigan.gov or 1-800-292-2550

Thank you for participating in the Michigan Medicaid Program

