

### **Domain Administrator Functions**

"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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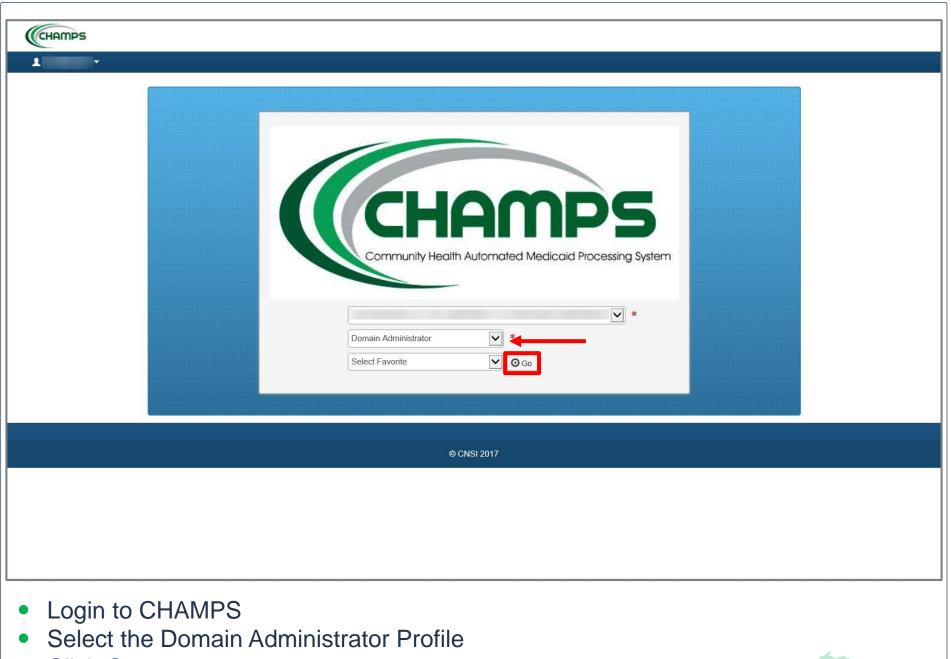
Providers wishing to elect another person to have Domain Administrator rights are required to submit:

- Form: Electronic Signature Agreement Cover Sheet (<u>MDHHS-5405</u>)
- Form: Electronic Signature Agreement (DCH-1401)



# Adding Users/Assigning Profiles

Steps on how to add a user to the providers domain within CHAMPS



Click Go



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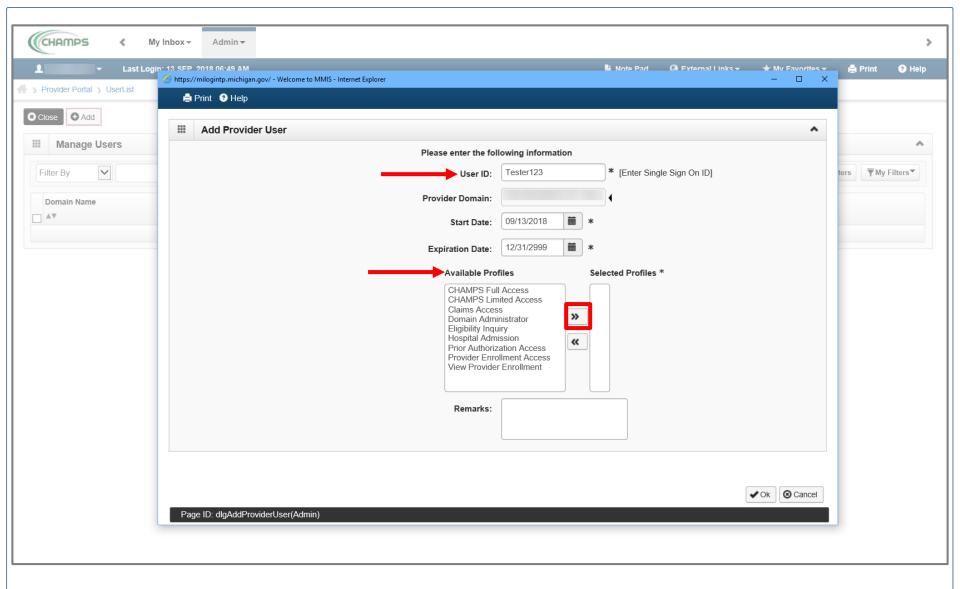
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- Enter the MILogin User ID
- Choose any of the available profiles listed
  - Please note available profiles listed may vary depending on the providers enrolled specialty.
- Click the arrows pointing to the right to move the profile to the user



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- Once the selected profile(s) have been added click Ok
- After clicking ok you will be taken back to the manage users page



## Updating User Access/Profiles

Steps on how to add additional profiles to a user and ending a user access to a domain in CHAMPS

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- Click the domain name hyperlink of the user that needs to be updated
  - Please note: This page displays only current users, those with an expiration date of 12/31/2999. If a user has already been expired then you will need to search by User Id instead of Domain Name.

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- To add additional profile(s) to the user choose the profile from the Available Profiles
  - Please note available profiles listed may vary depending on the providers enrolled specialty.
- Click the arrows pointing to the right to move the profile to the user
- Click Save and Close to return to the user list page



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- To remove profile(s) from the user, choose the profile(s) from the Selected Profiles list
- Click the arrows pointing to the left to remove
- Click Save and Close to return to the user list page



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- To remove a users access to the providers domain enter an expiration date
  - Please note: The expiration date must be the same as the system date, the date the changes are being made in CHAMPS, or a future date.
- Click Save and Close to return to the user list page



#### **Provider Resources**

- MDHHS website: <a href="http://www.michigan.gov/medicaidproviders">www.michigan.gov/medicaidproviders</a>
- We continue to update our Provider Resources, just click on the links below:
  - Listserv Instructions
  - Medicaid Alerts and Biller "B" Aware
  - <u>CHAMPS webpage</u>
  - <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

