Provider Enrollment

New Rendering/Servicing Provider

"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

Table of Contents

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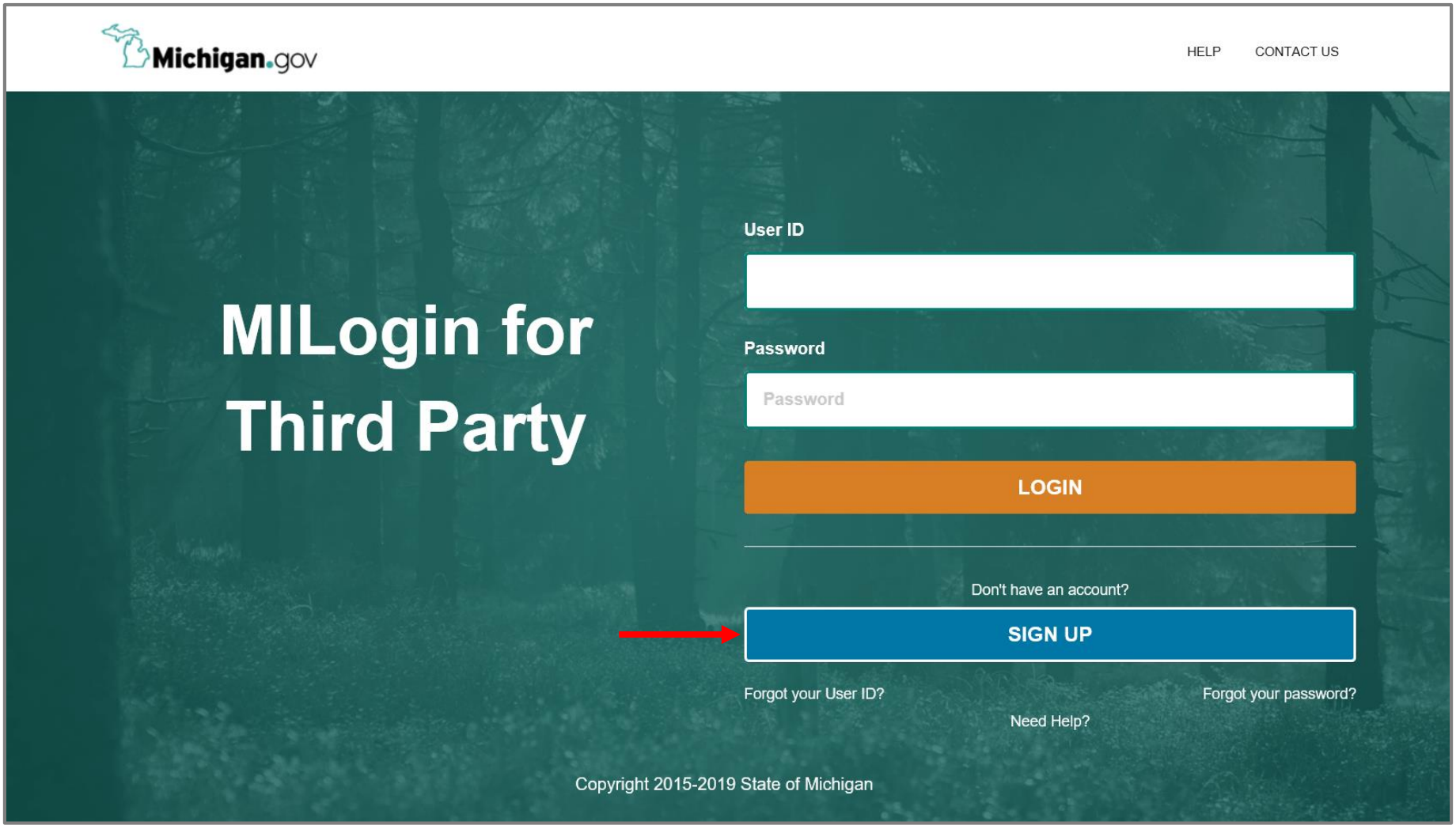
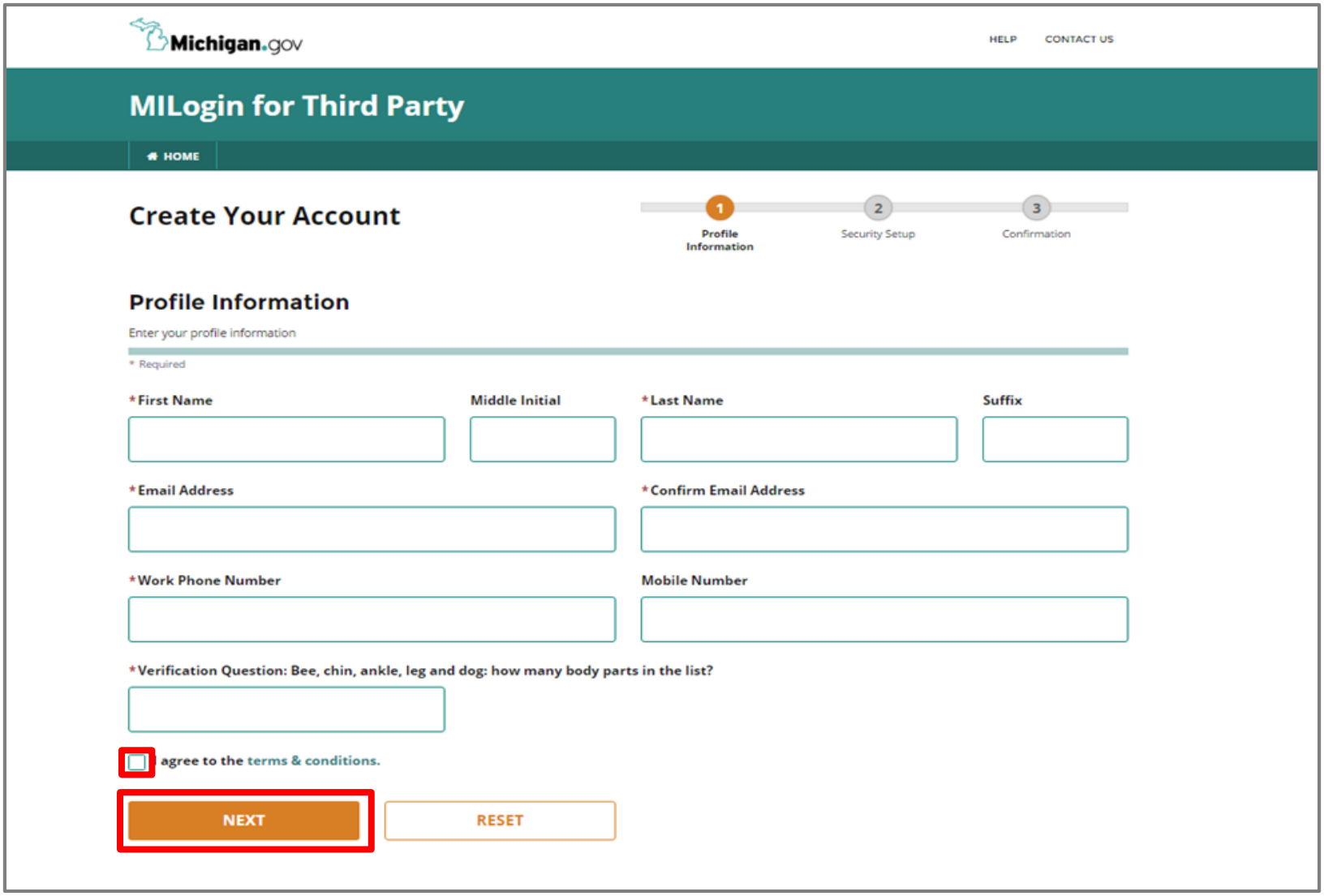
Register for MILogin and CHAMPS

MILogin is a website that allows a user to enter one ID and password in order to access multiple applications.

CHAMPS (Community Health Automated Medicaid Processing System) is the program where providers enroll, update enrollment information, and report services provided.



- Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter https://milogintp.Michigan.gov into the search bar
- Click Sign Up



- Complete all required fields
- Check the ‘I agree’ box
- Click Next

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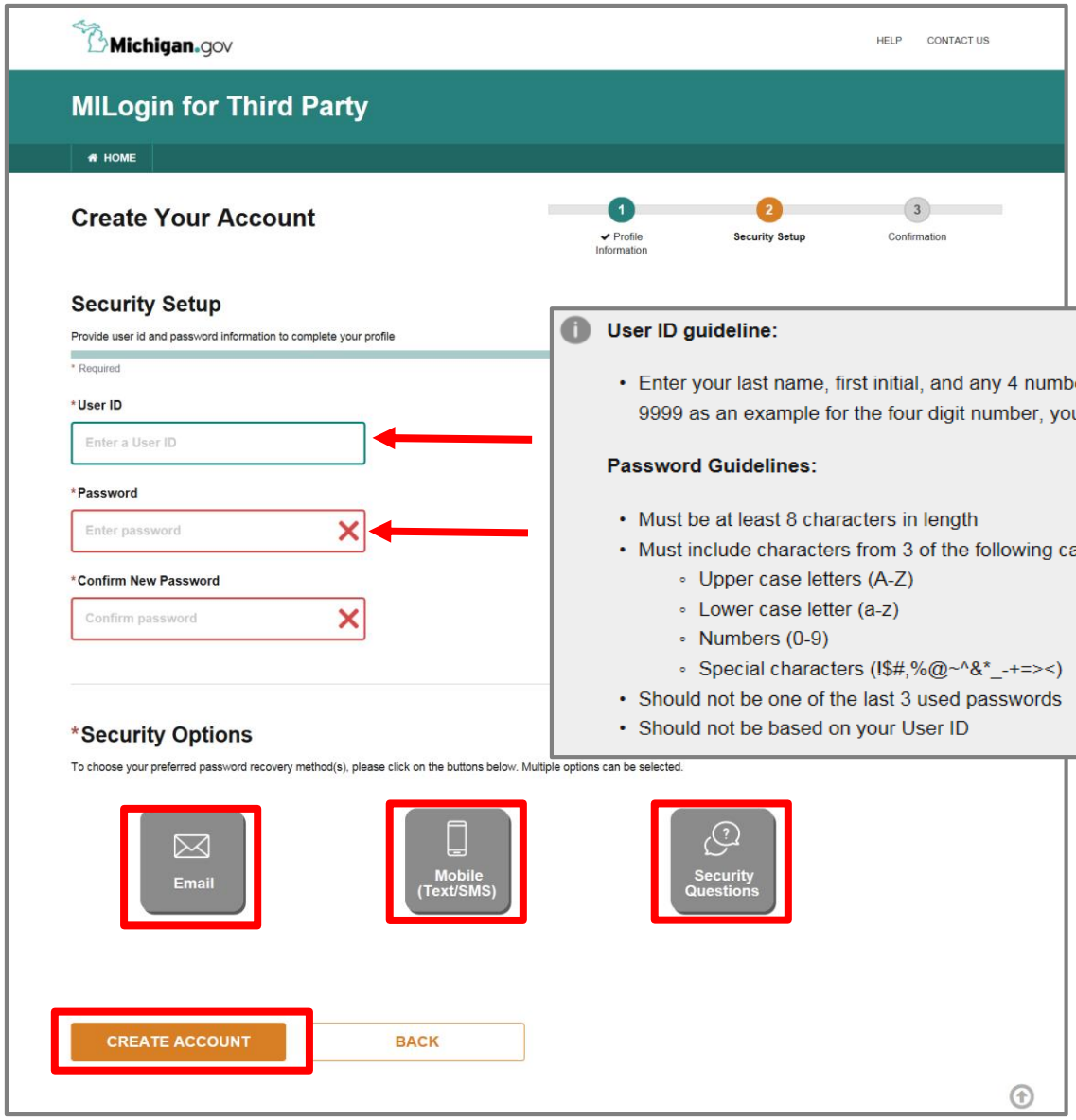
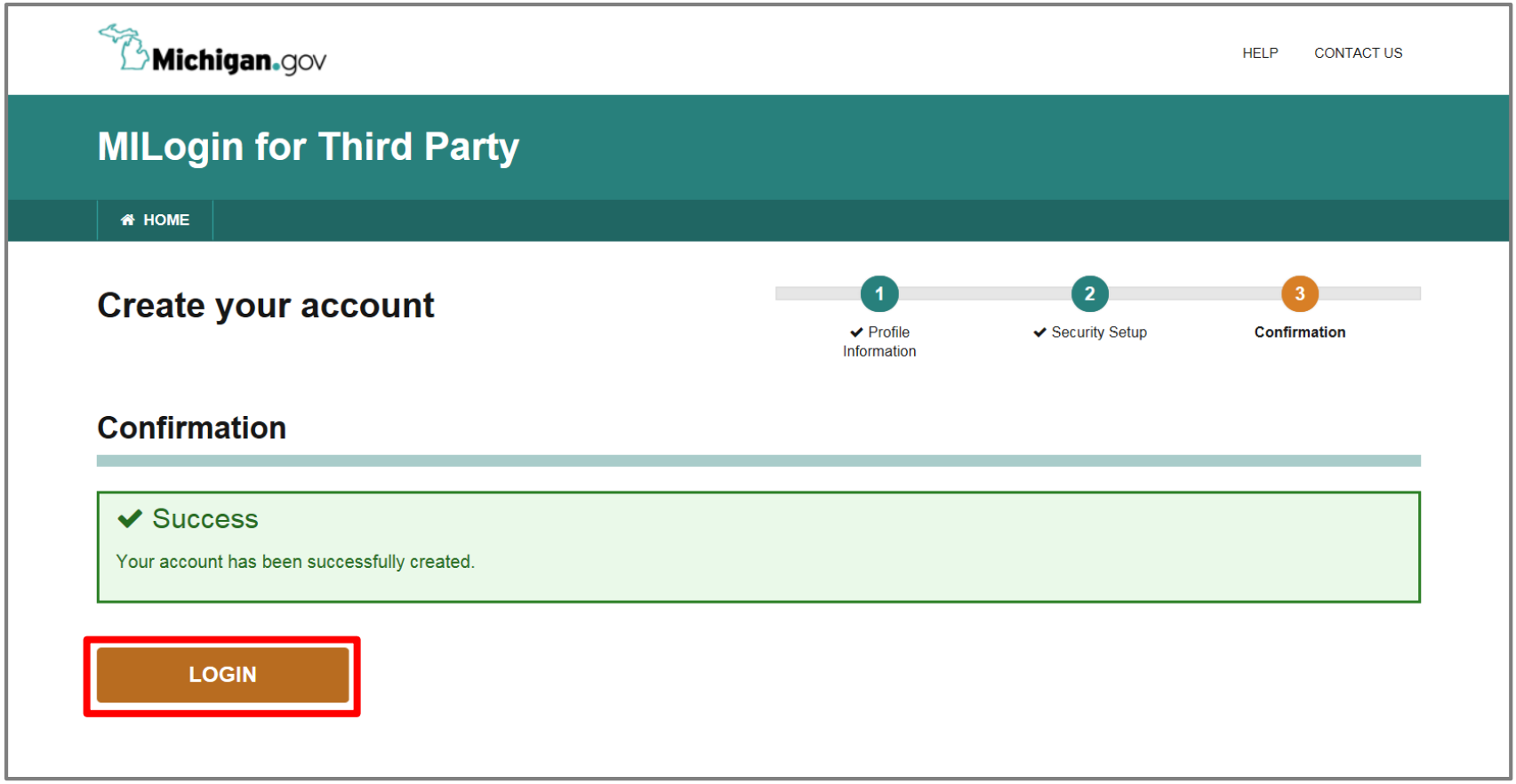


- Create the user ID and password following the listed guidelines
- Select the preferred password recovery method(s)
- Click Create Account



- Your MILogin account has now been created successfully
- Click the Login button to return to the login screen

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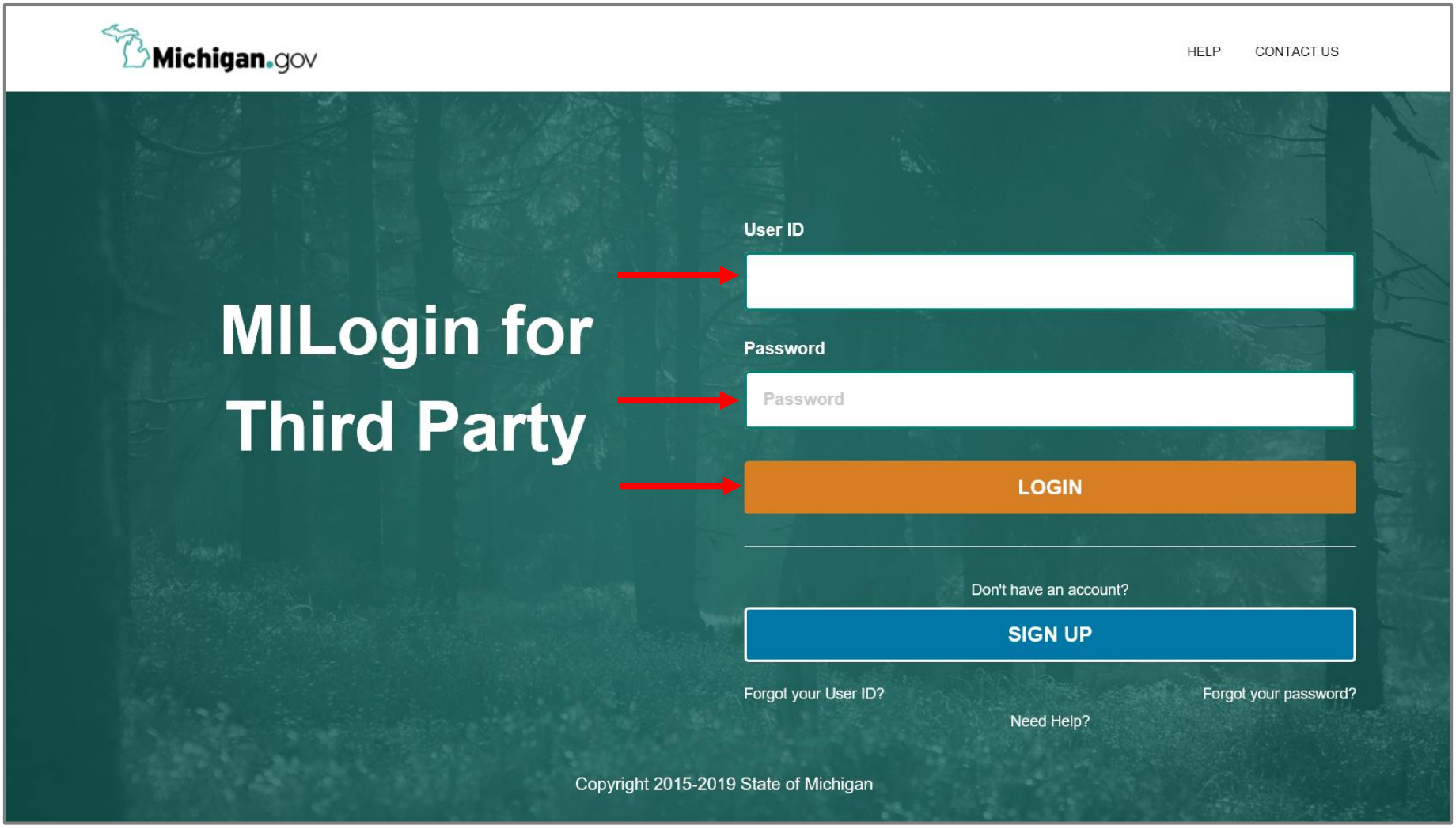

- Enter your User ID and Password you just created
- Click Login

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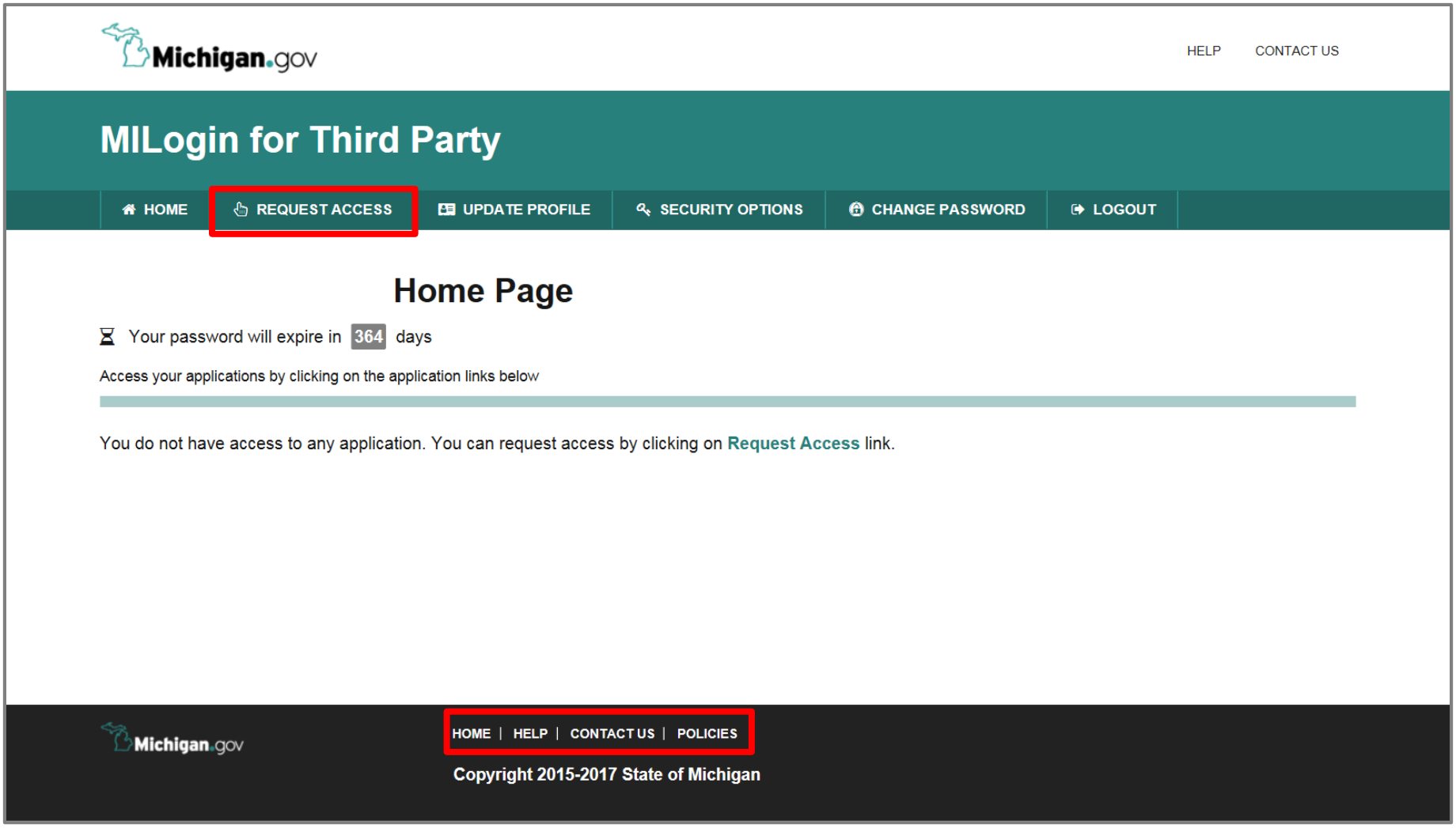

- Your Home Page will not show any applications
- Click Request Access

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

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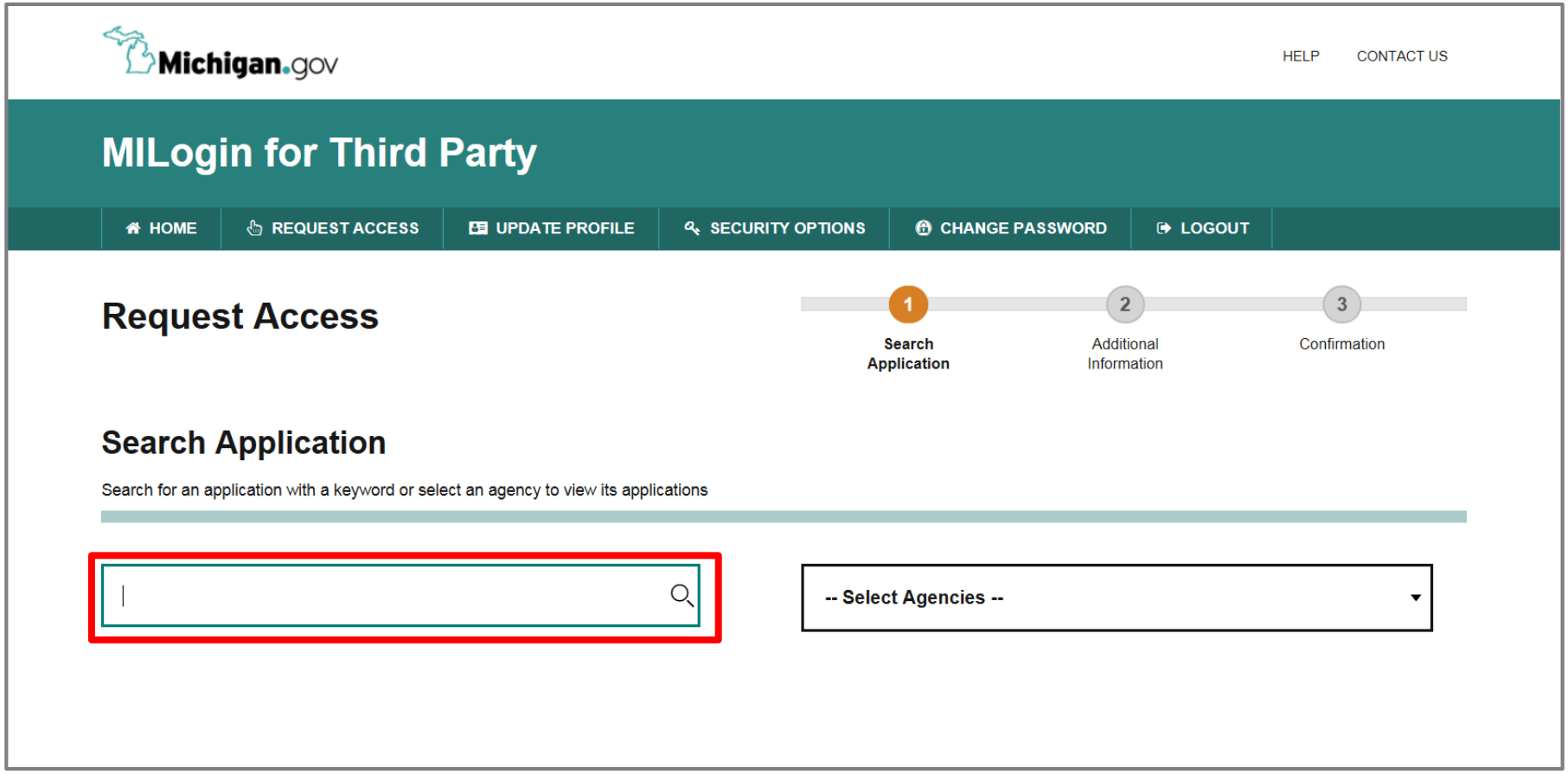
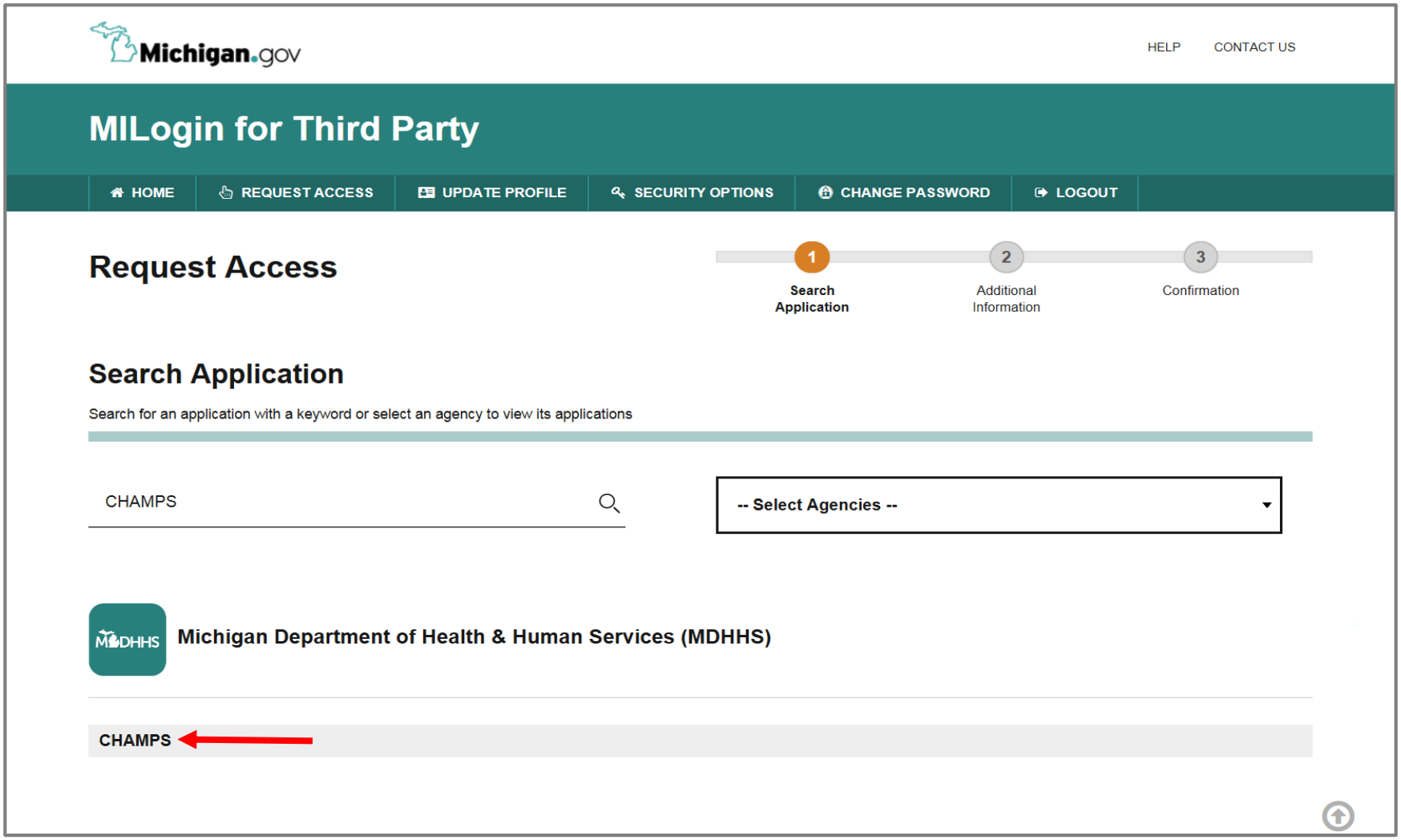
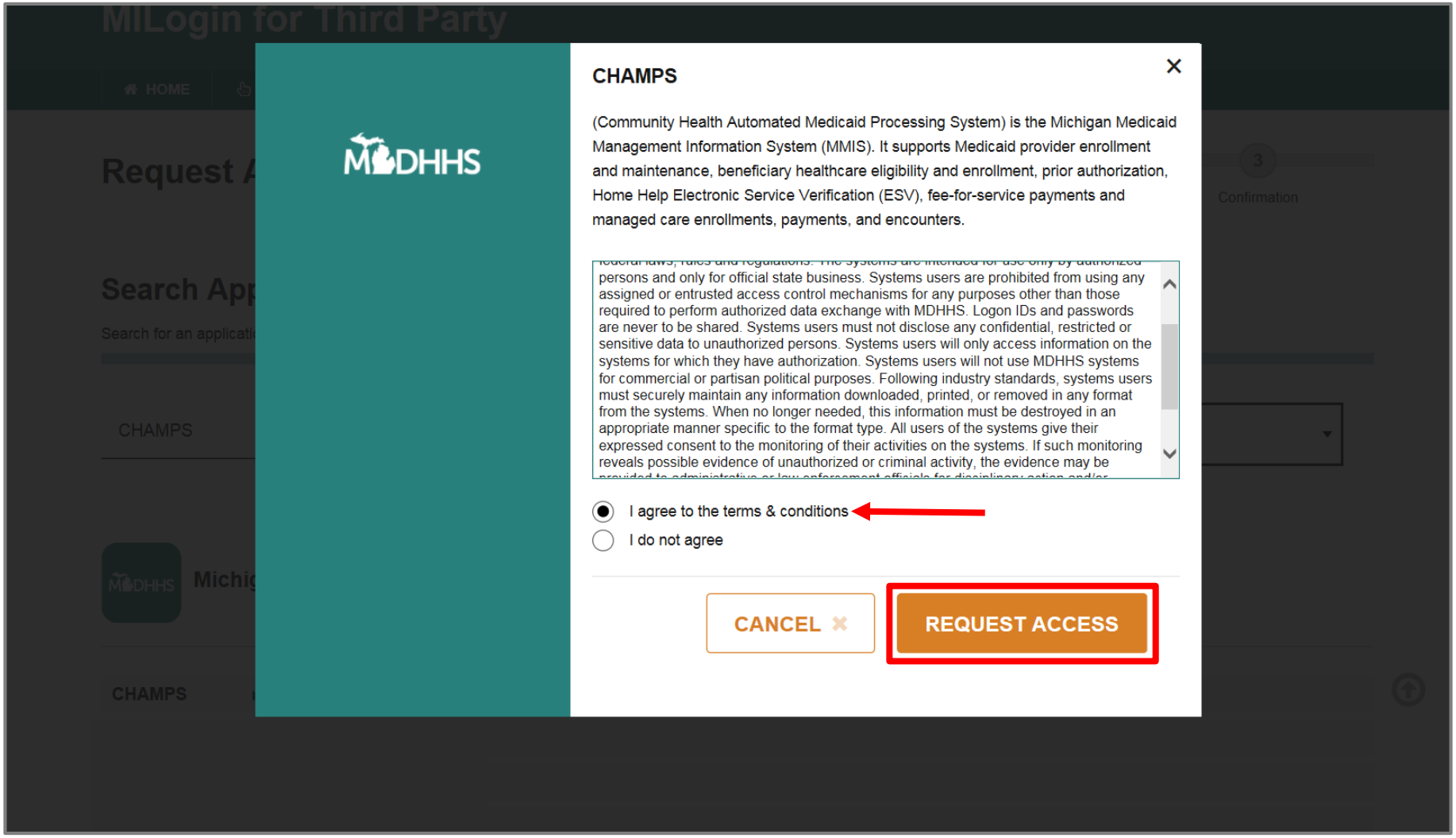


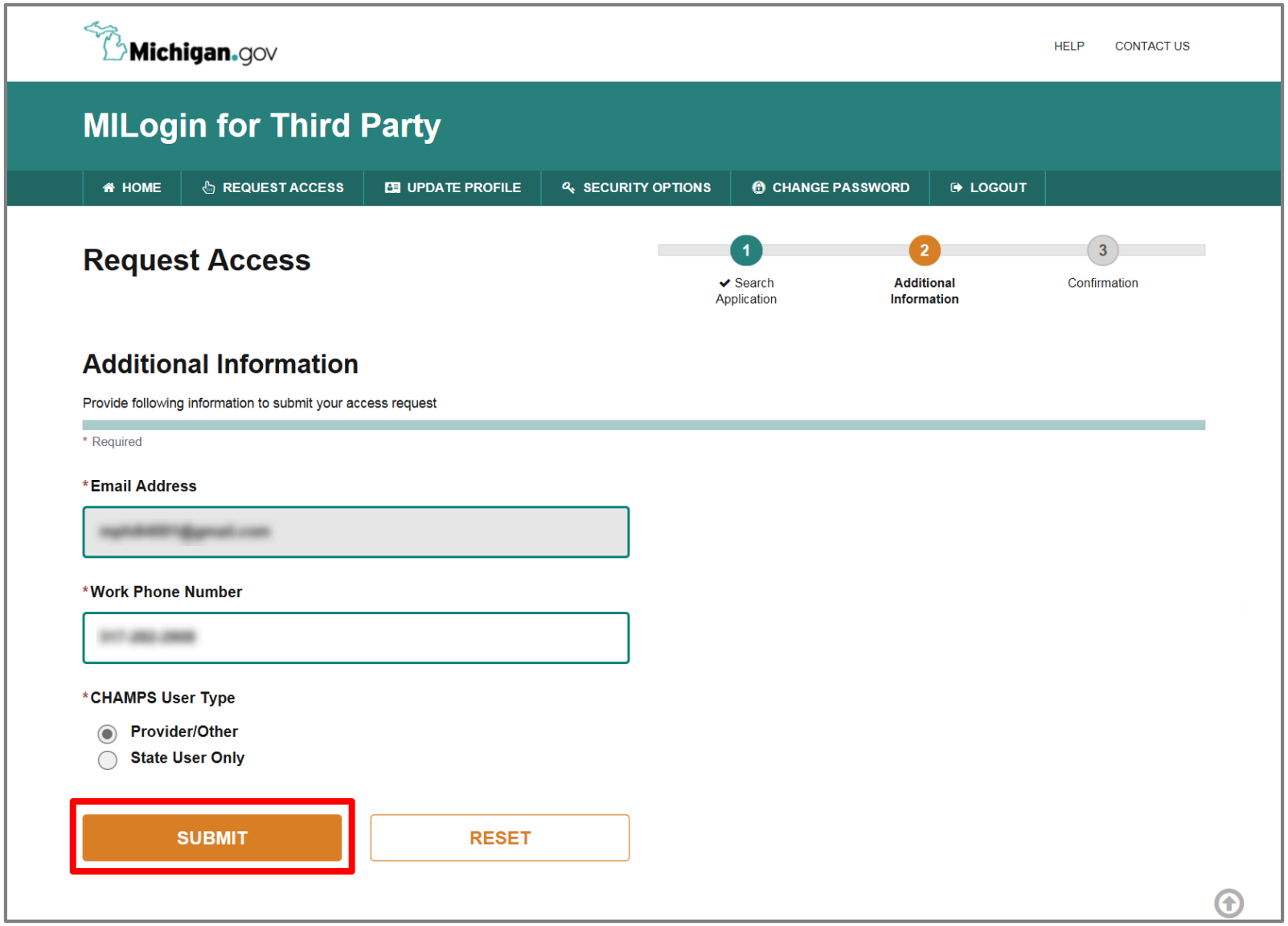
- Type CHAMPS in the search box
- Click the search/magnifying button



- Click on CHAMPS



- Select the ‘I agree to the terms & conditions’ radio button
- Click Request Access



- Verify all information is correct
- Click Submit

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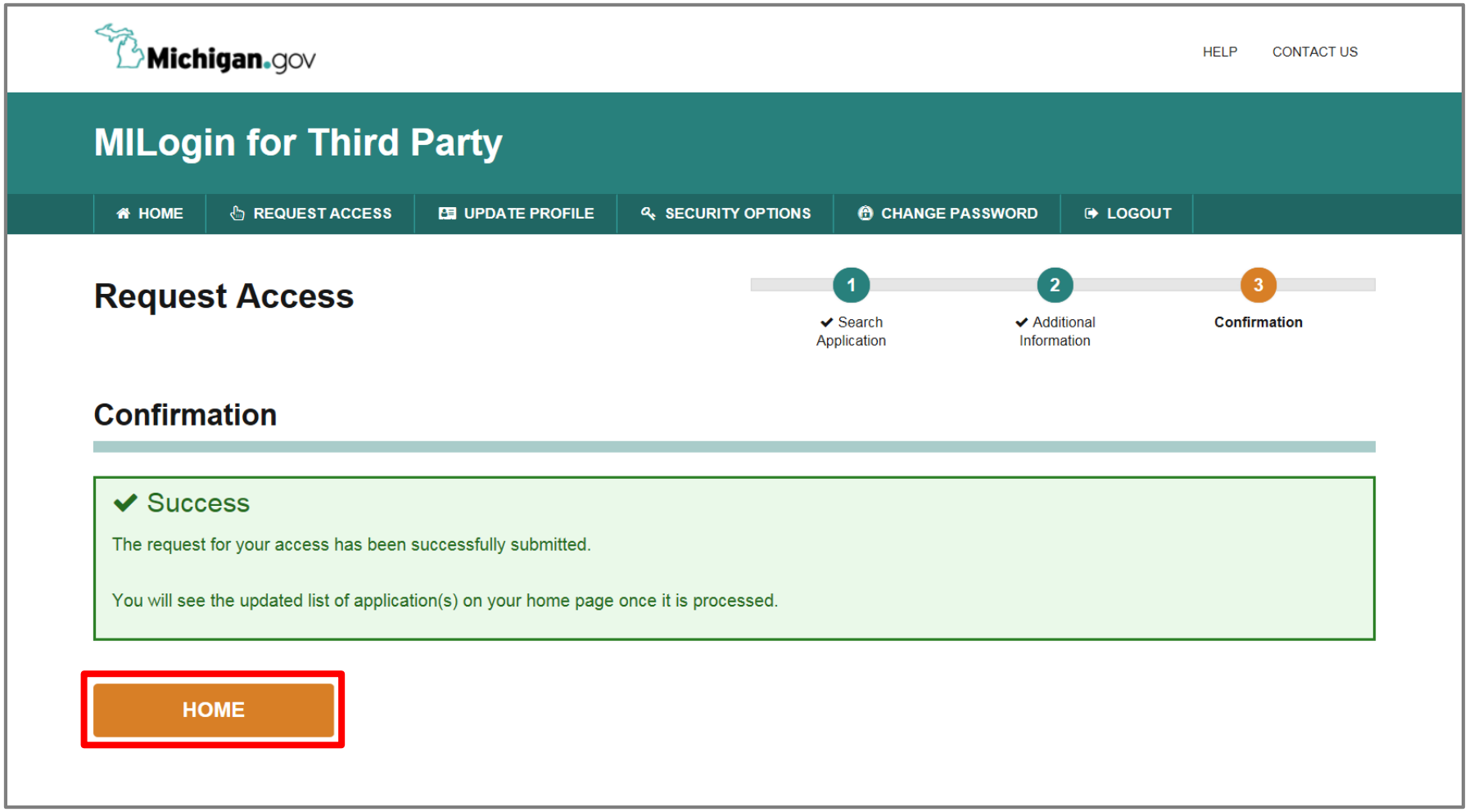
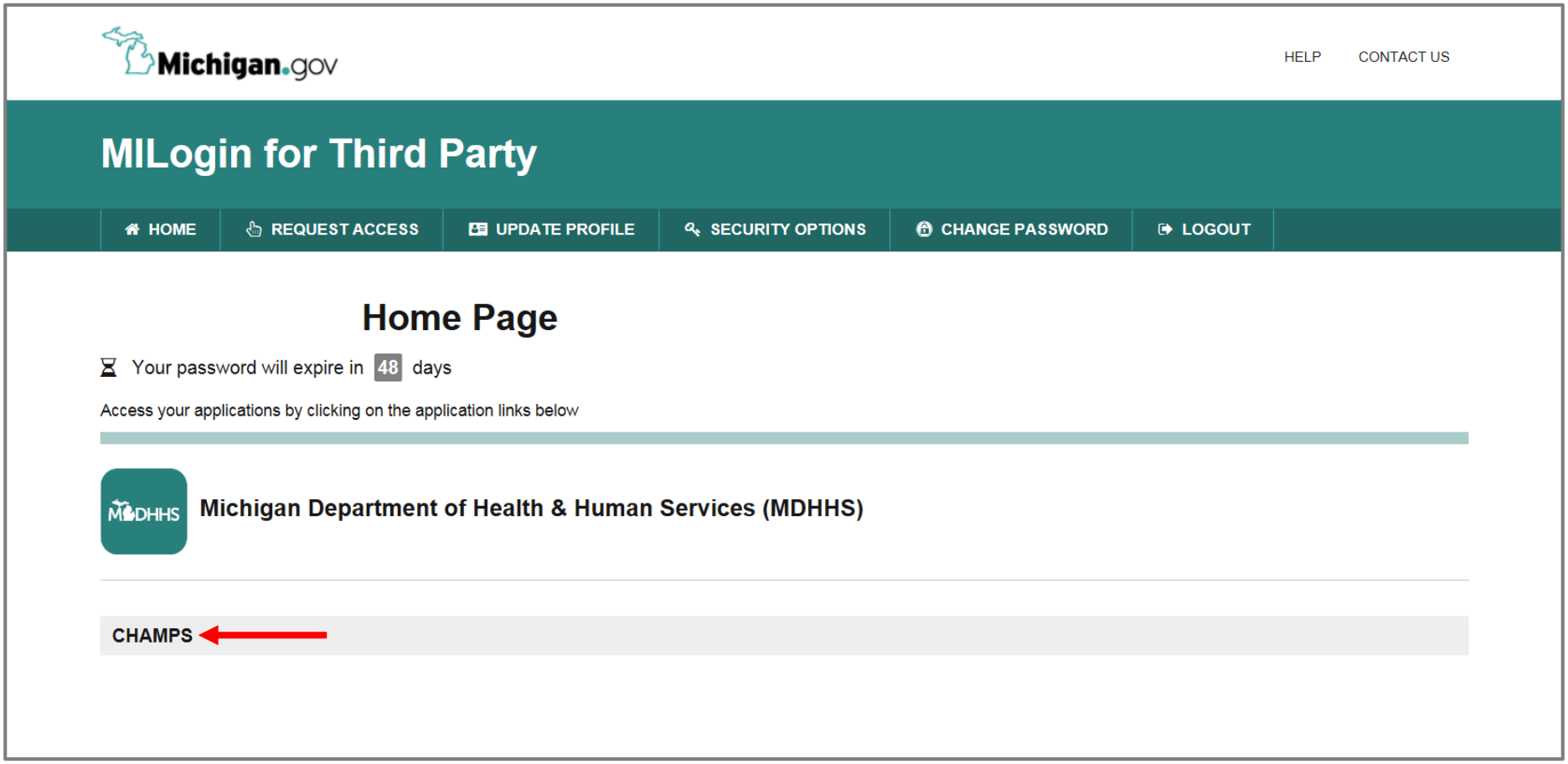
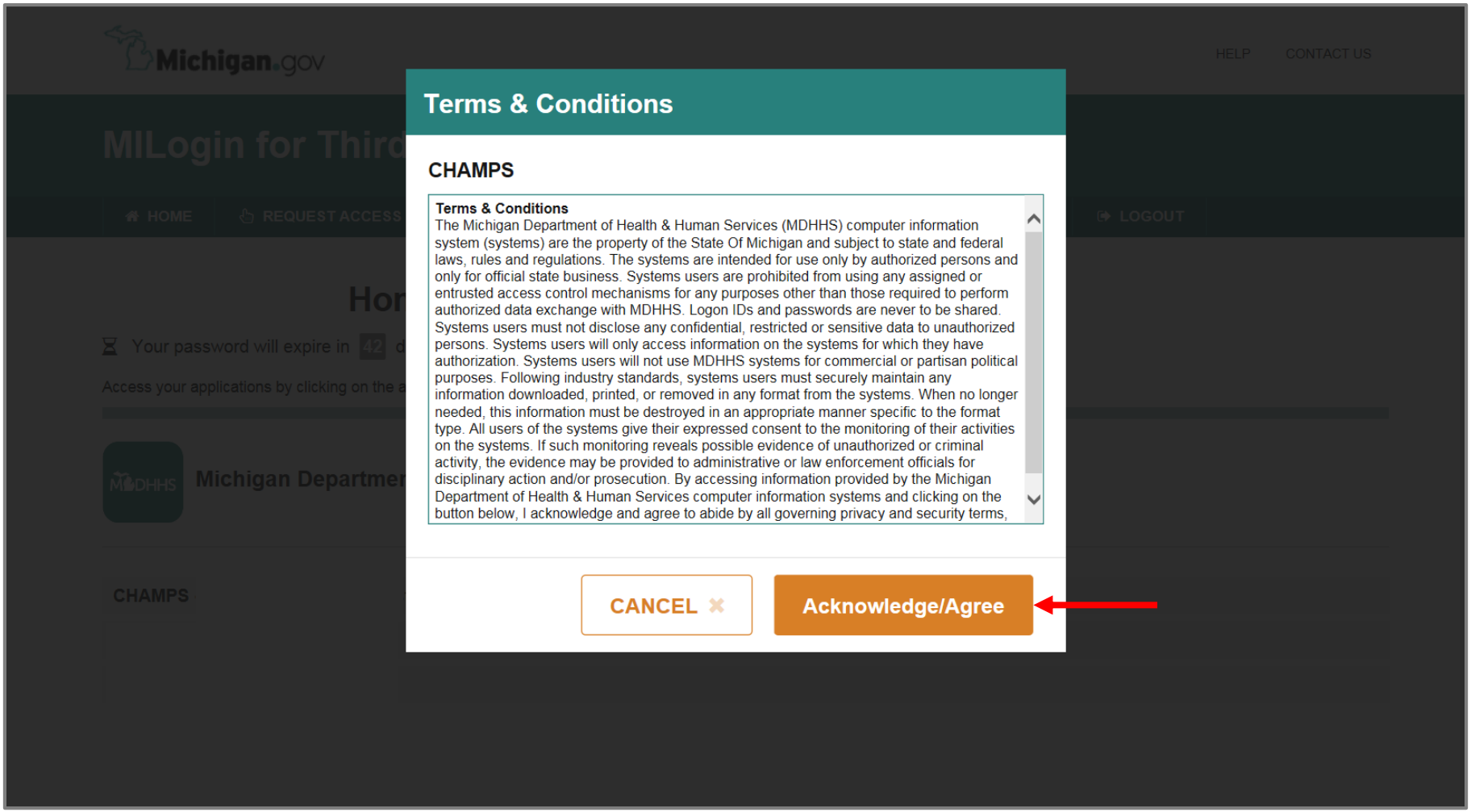


- You will be given confirmation that your request has been submitted successfully
- Click the Home button to return to the MILogin Home Page



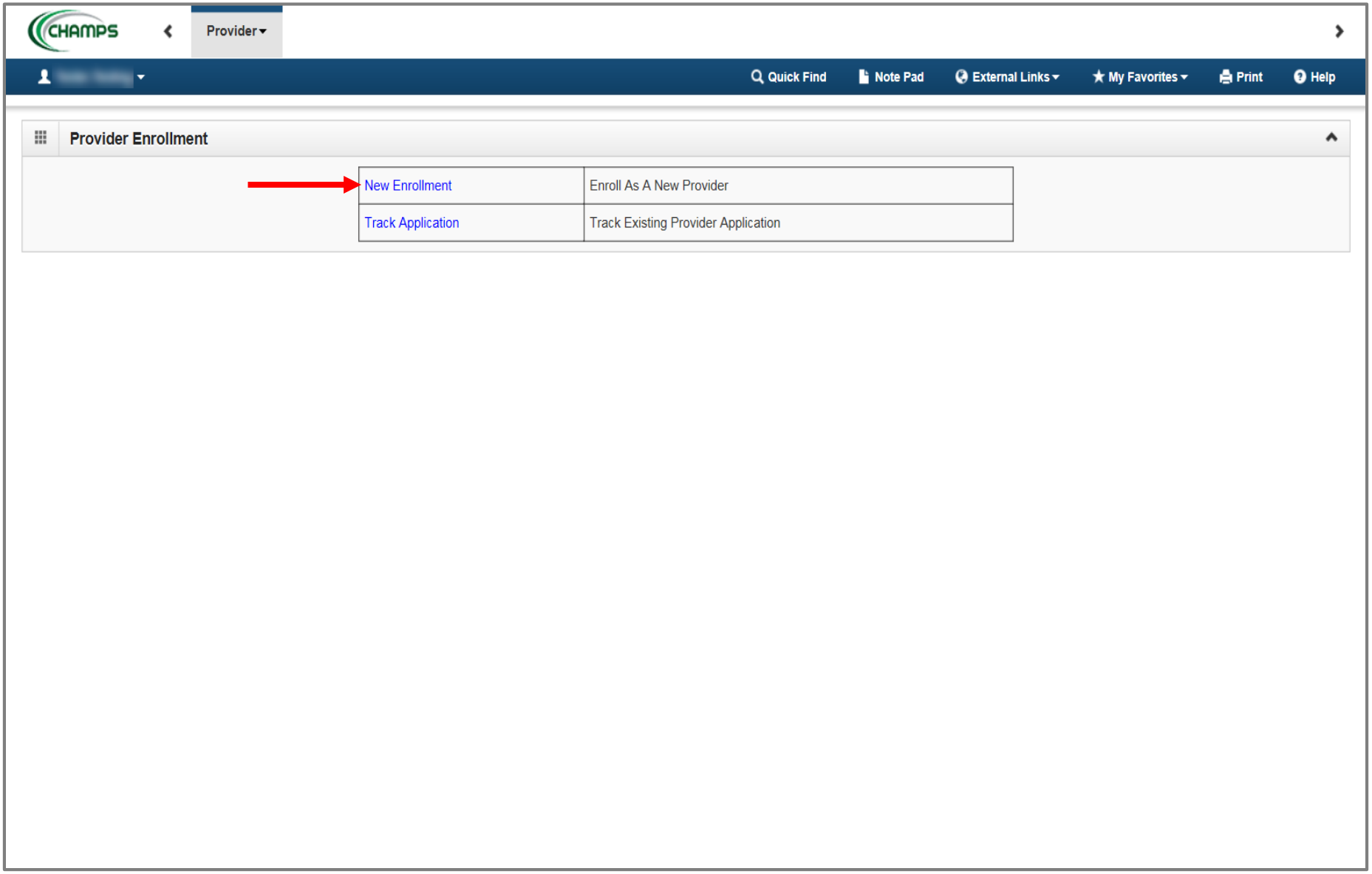
- You will be directed back to your MILogin Home Page
- Click the CHAMPS hyperlink



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

New Provider Enrollment

Steps on how to complete a new CHAMPS enrollment for a Rendering/Servicing Provider type



- Click New Enrollment

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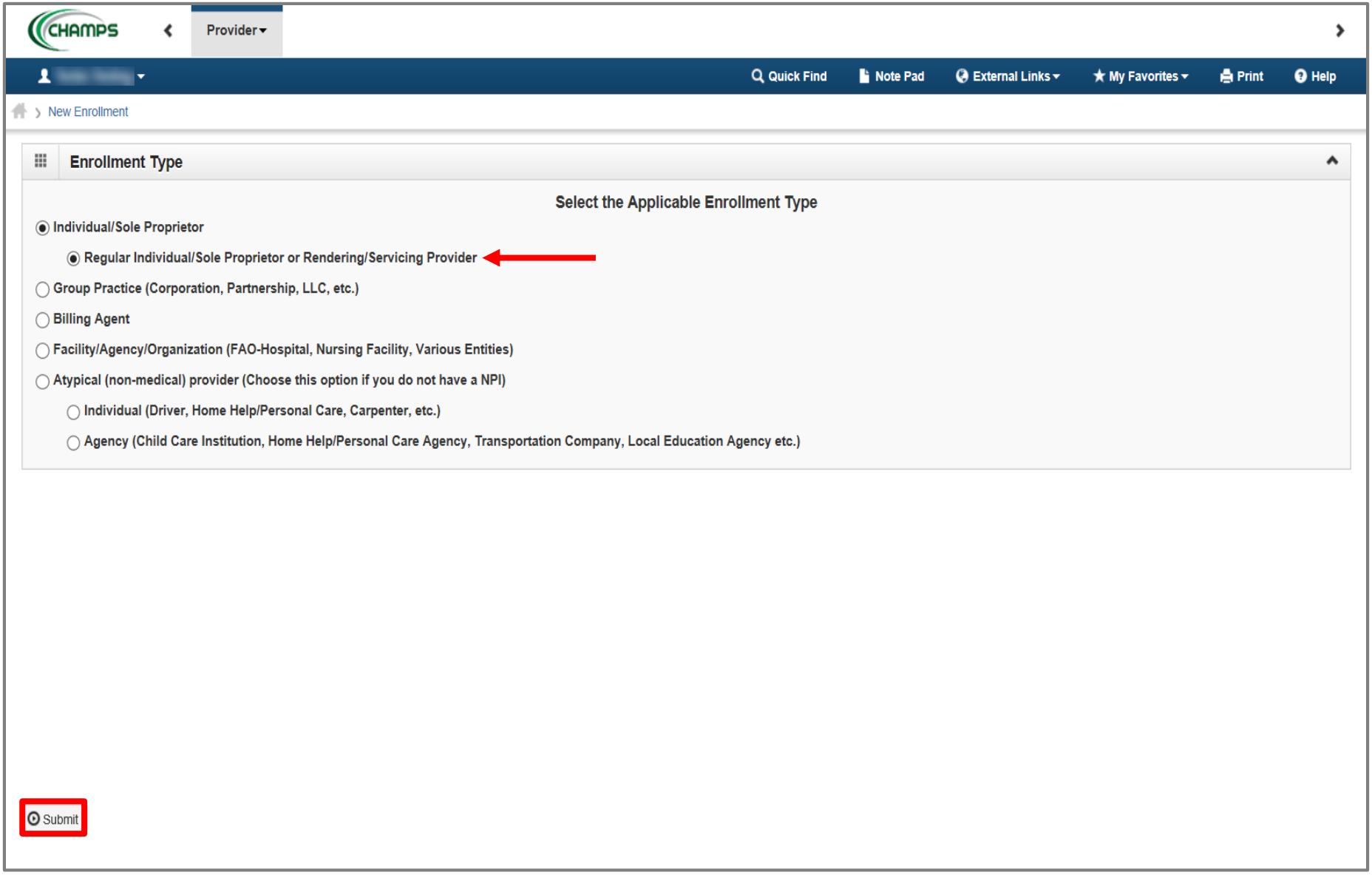
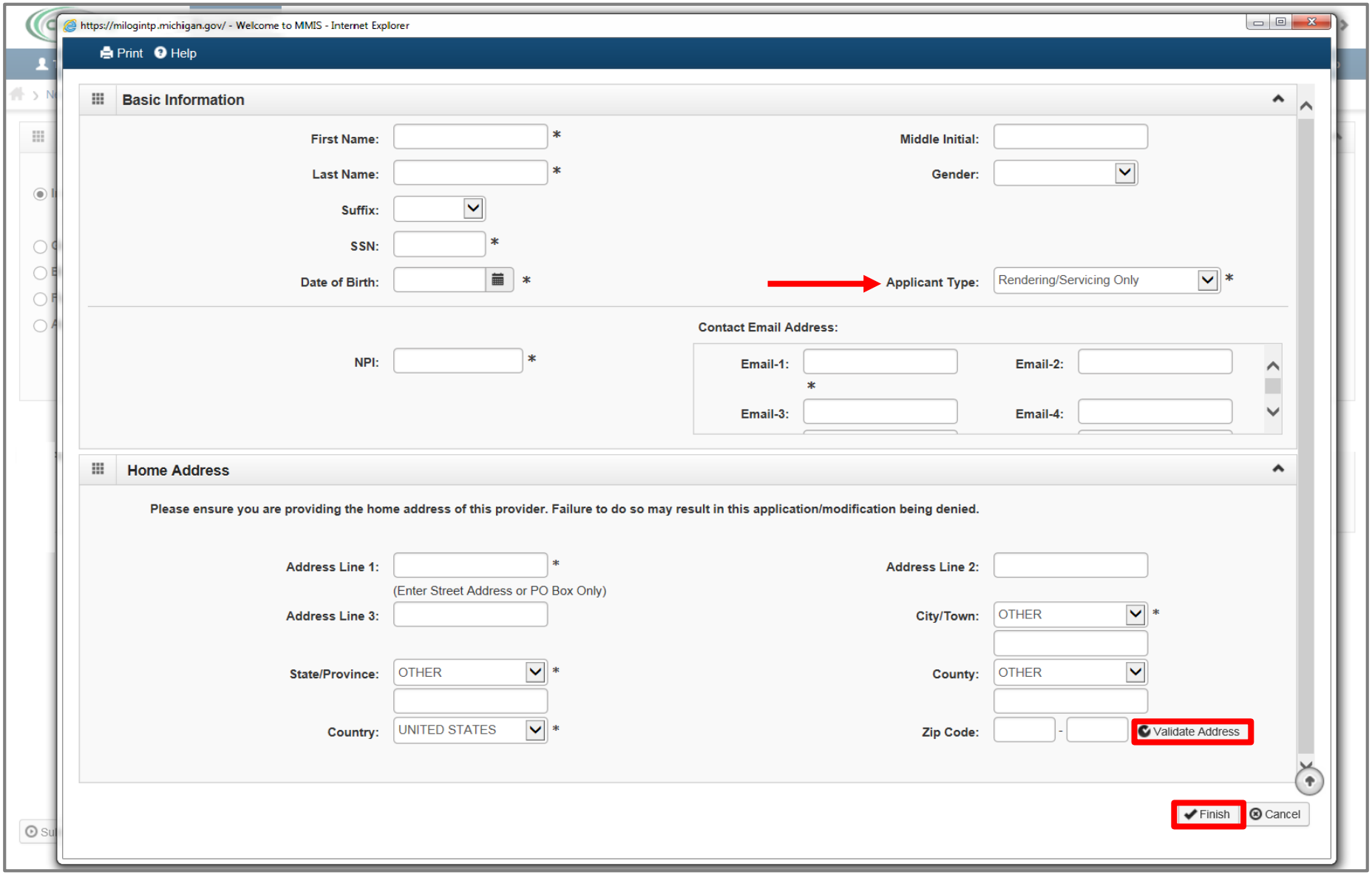
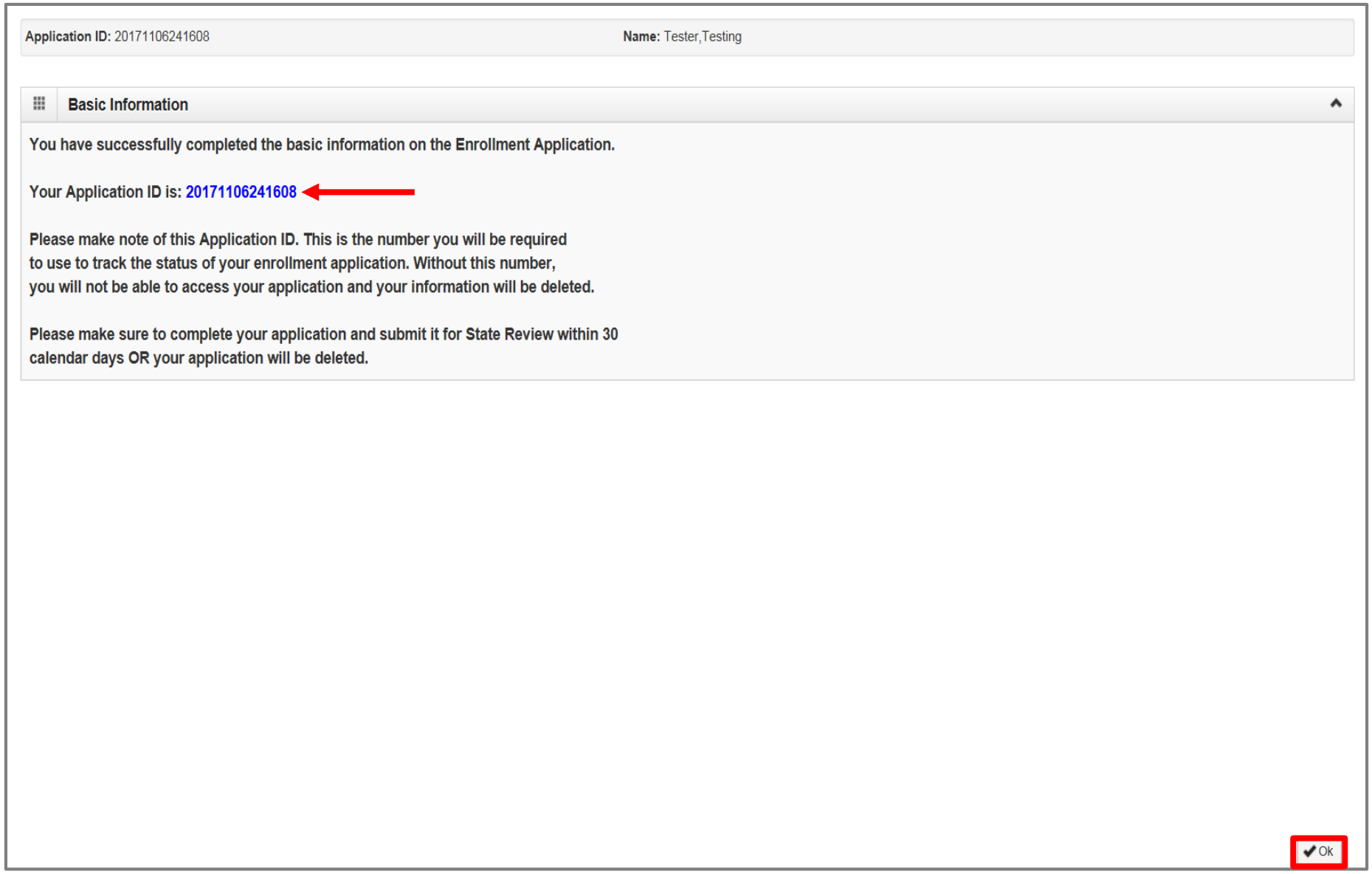


- Select Regular Individual/Sole Proprietor or Rendering/Servicing Provider
- Click Submit

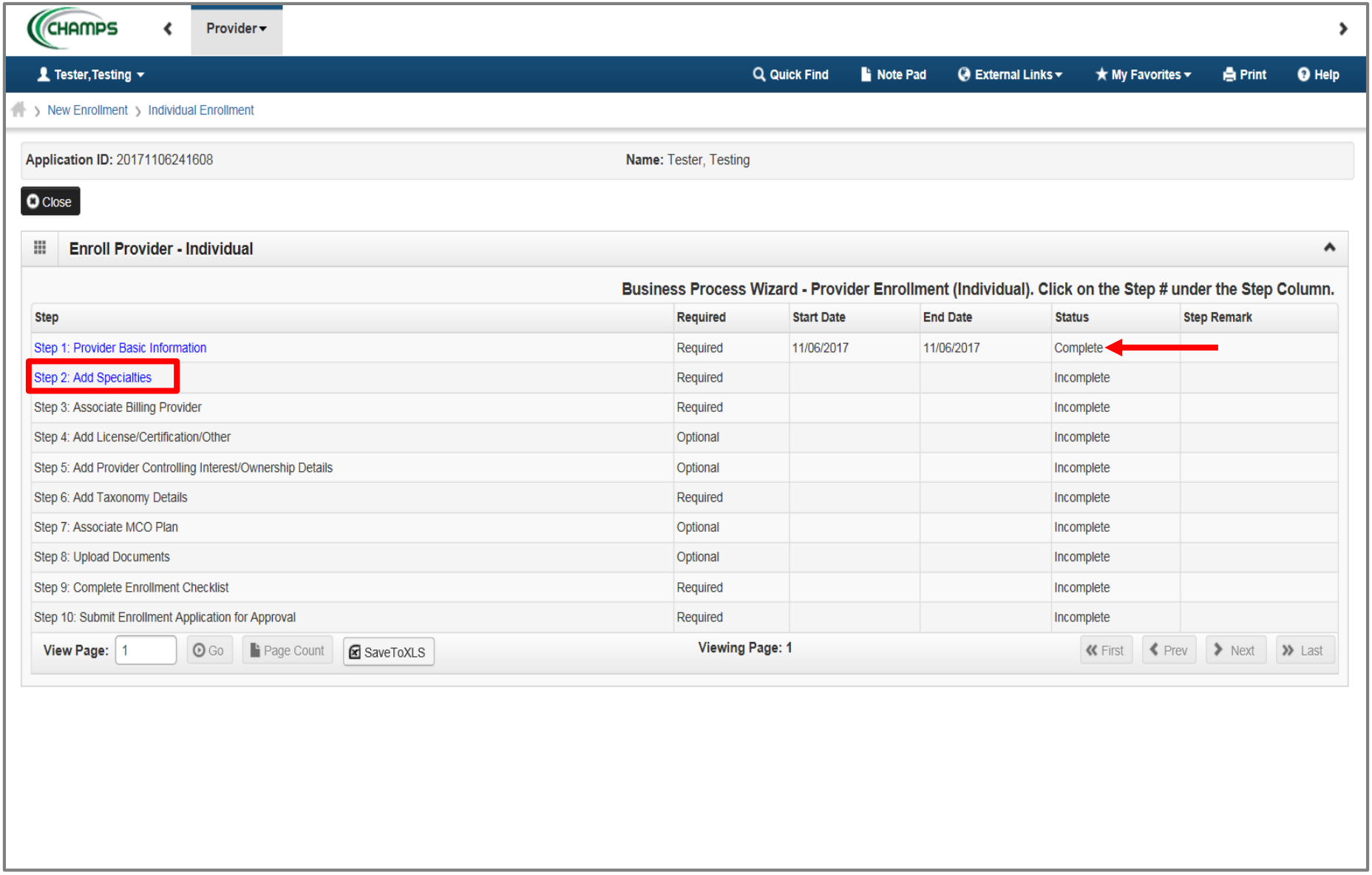


- Select Applicant Type: Rendering/Servicing Only
- Basic Information: Complete all fields marked with an asterisk (*)
- Home Address: Complete Address Line 1 and Zip Code, click Validate Address

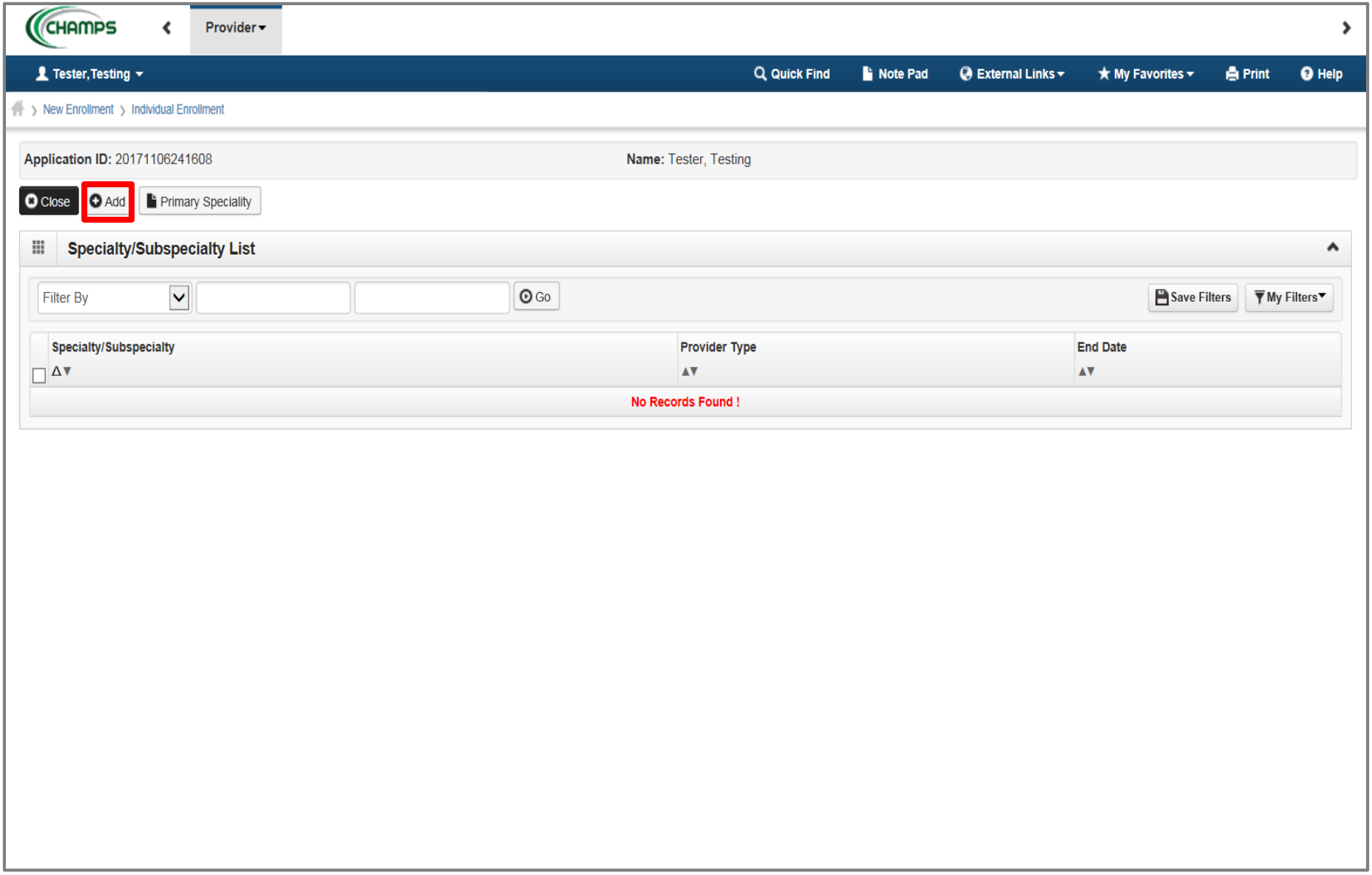
  (Please Note: you should receive confirmation "Address validation successful")
- Click Finish



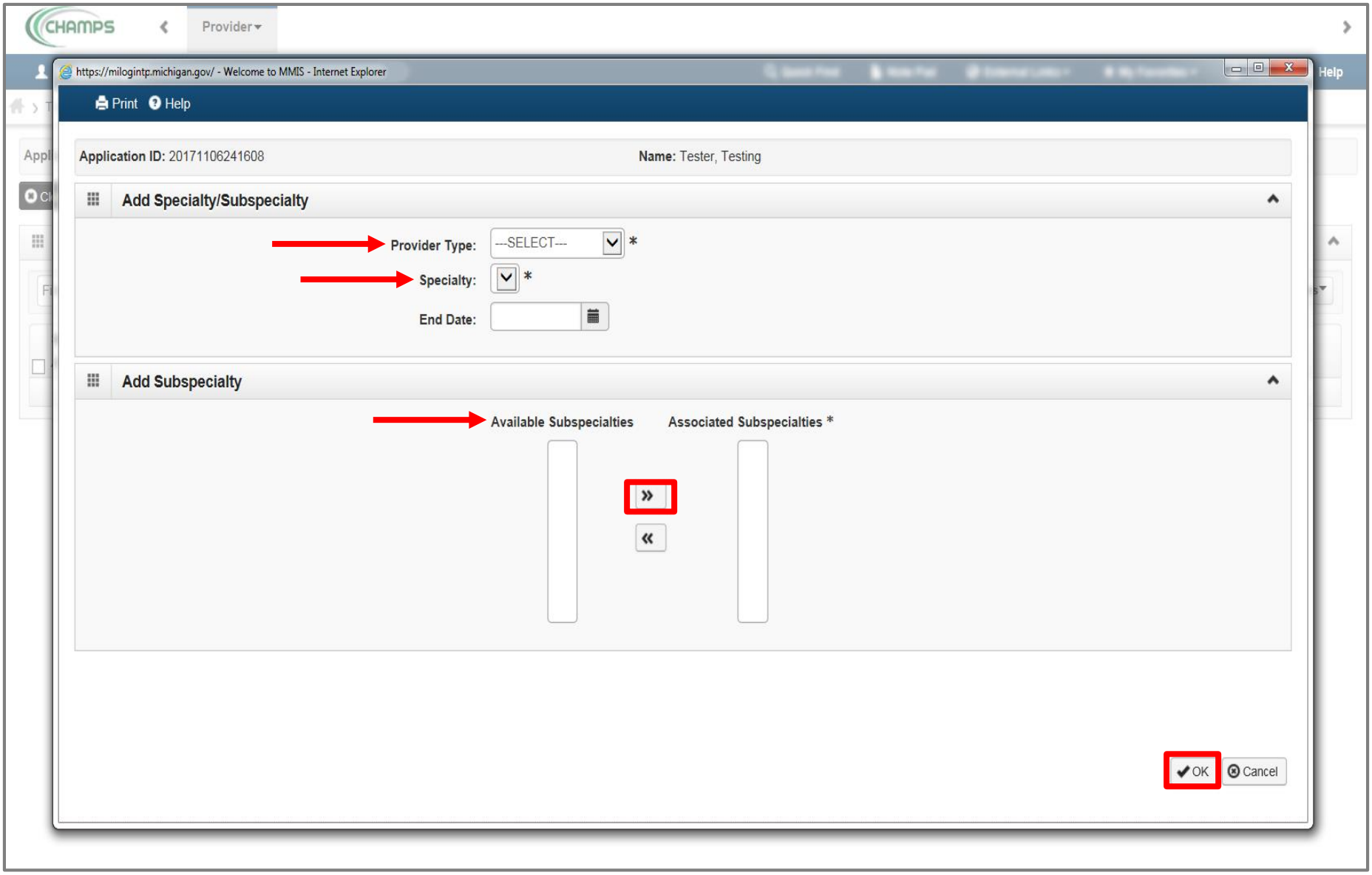
- Confirmation, Basic Information is complete
- Take note of the Application ID, as this is used to track your application status
- Click Ok



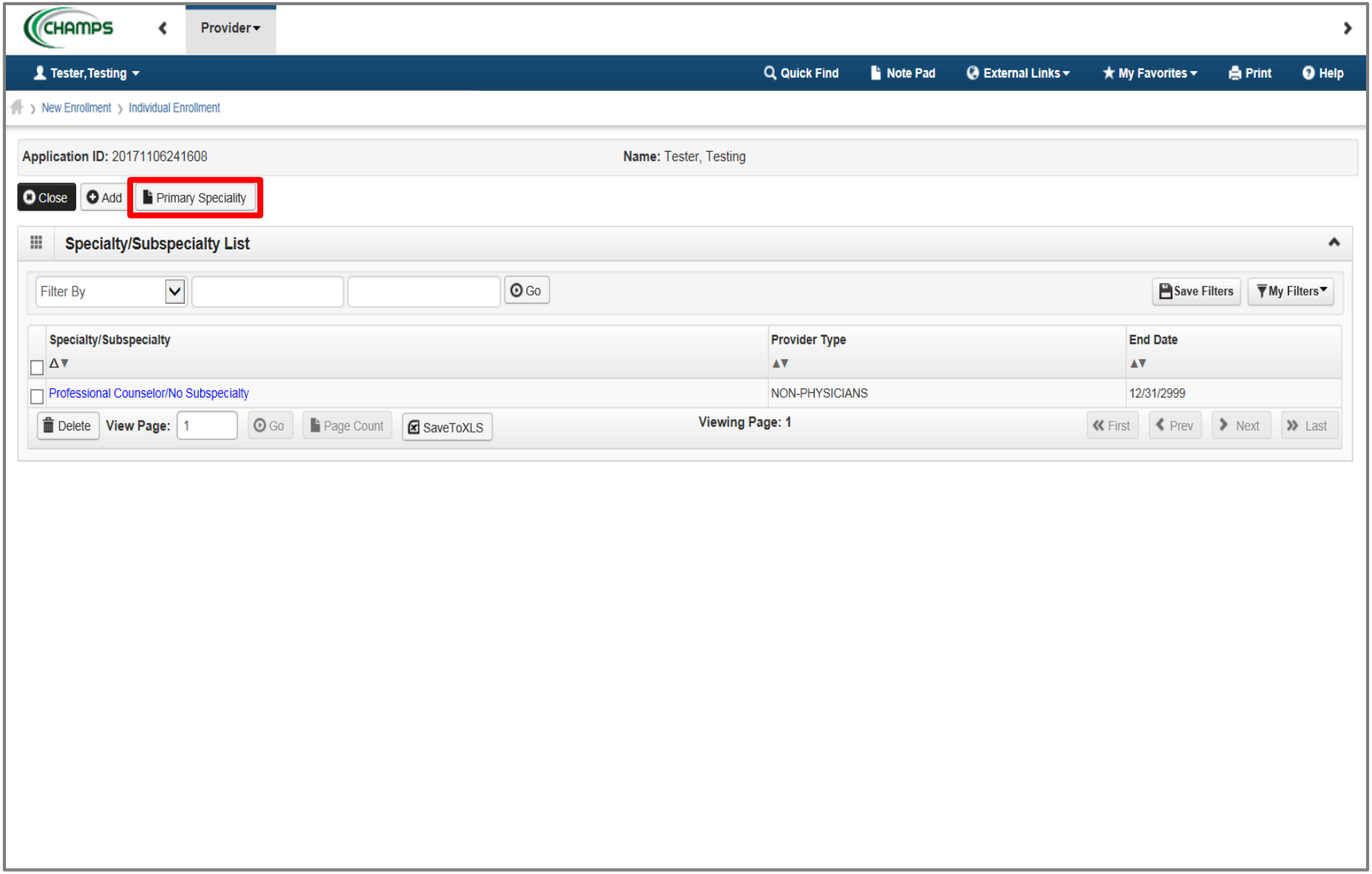
- Individual Provider Enrollment steps are listed *(Please Note: some steps are required verses optional)*
- Step 1 has a status of Complete
- Click on Step 2: Add Specialties



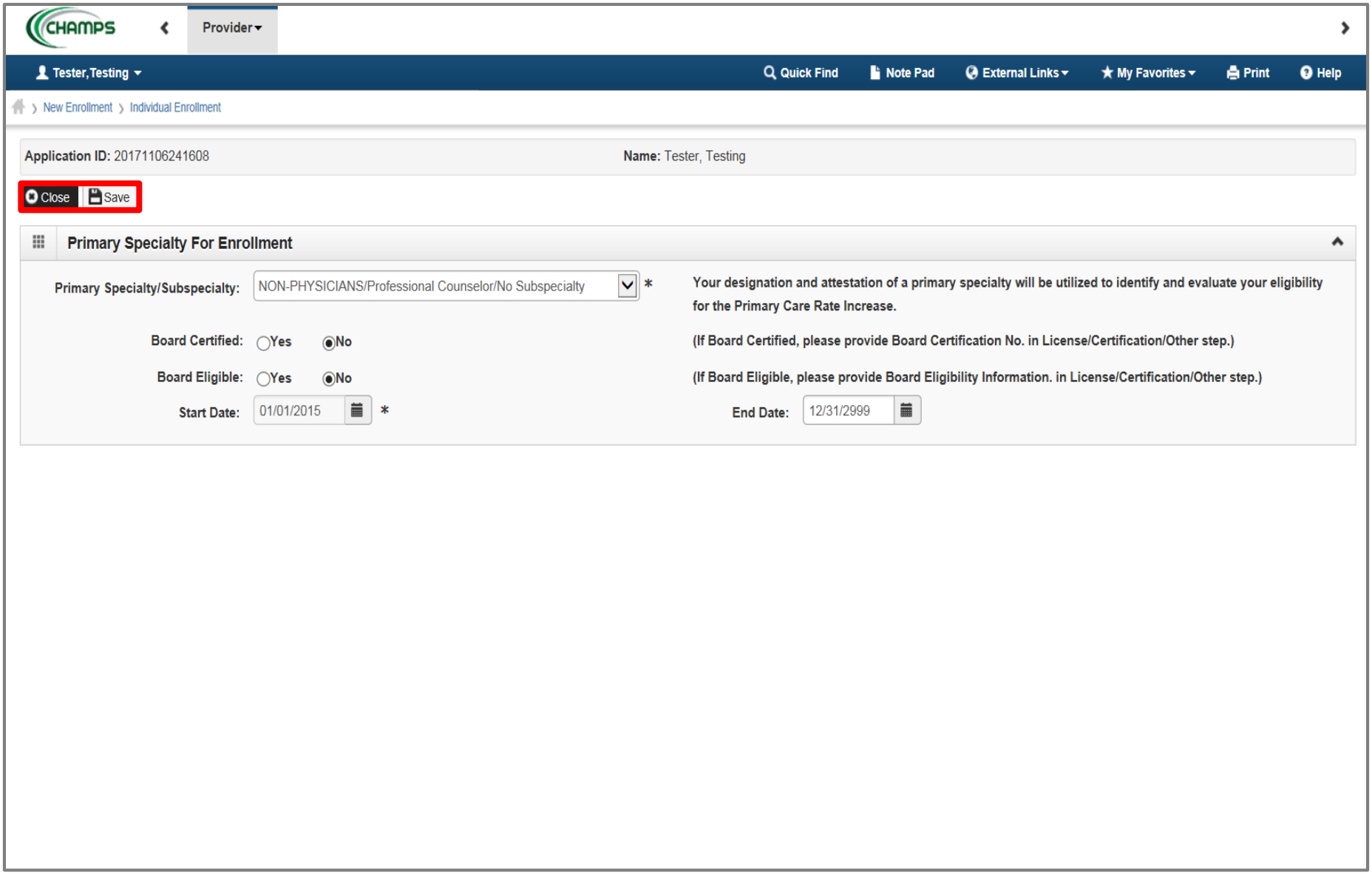
- Click Add



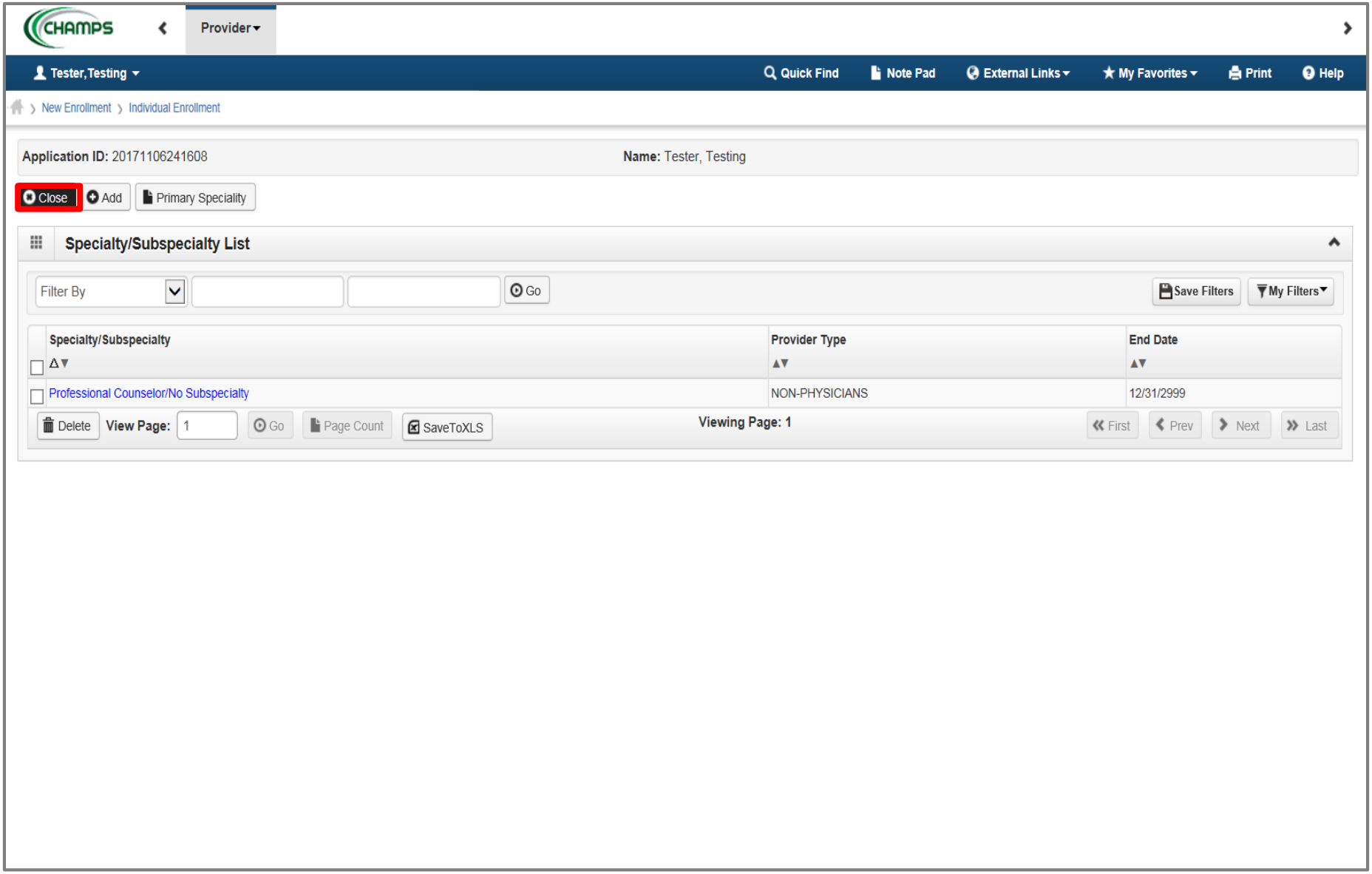
- Choose appropriate Provider Type and Specialty *(Please Note: There is no need to fill in an End Date)*
- Dependent on the Specialty chosen, Available Subspecialties will populate
- Select Available Subspecialties click >> to add to Associated Subspecialties list
- Click Ok



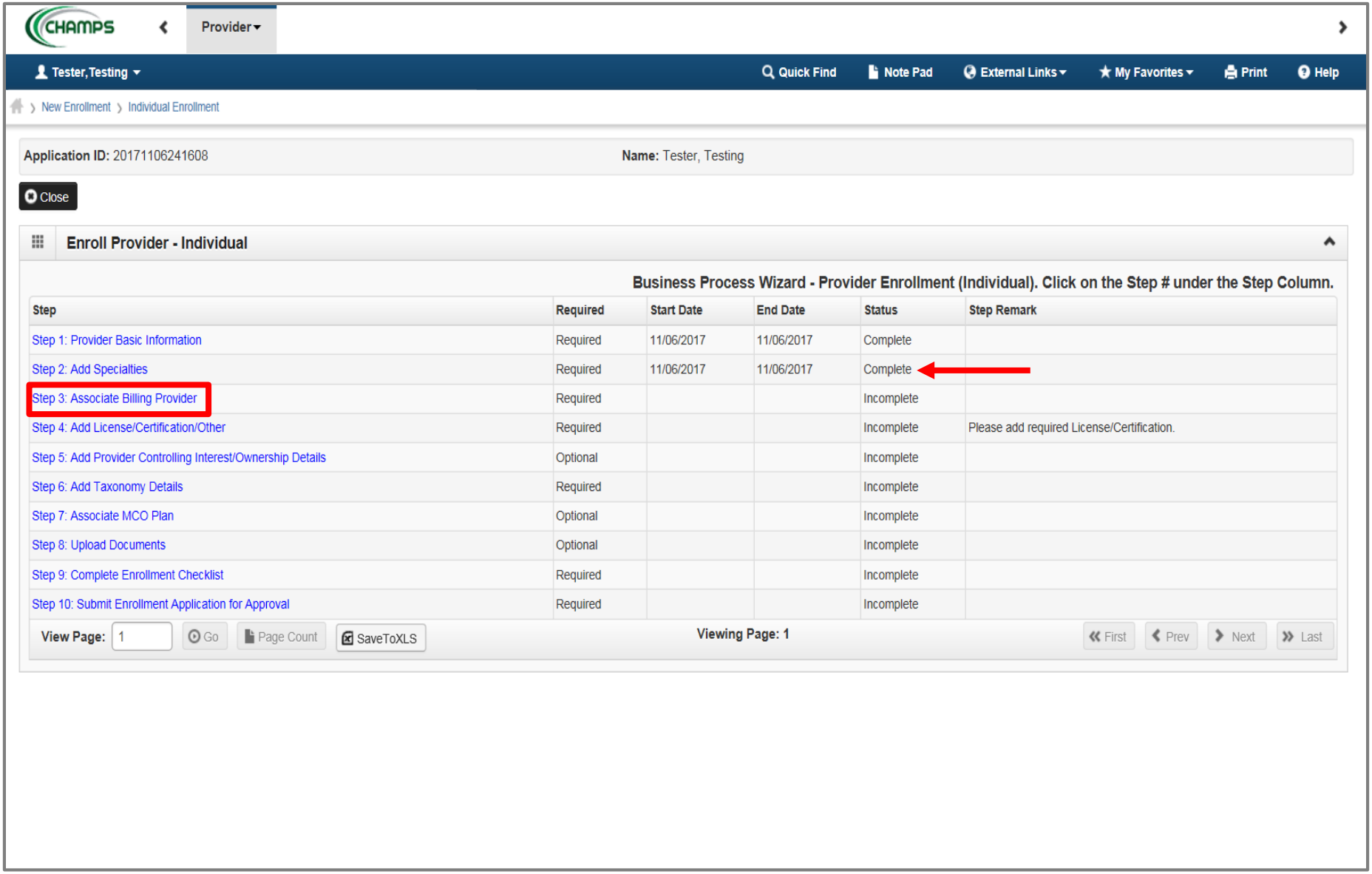
- Once all Specialties/Subspecialties have been added, click Primary Specialty



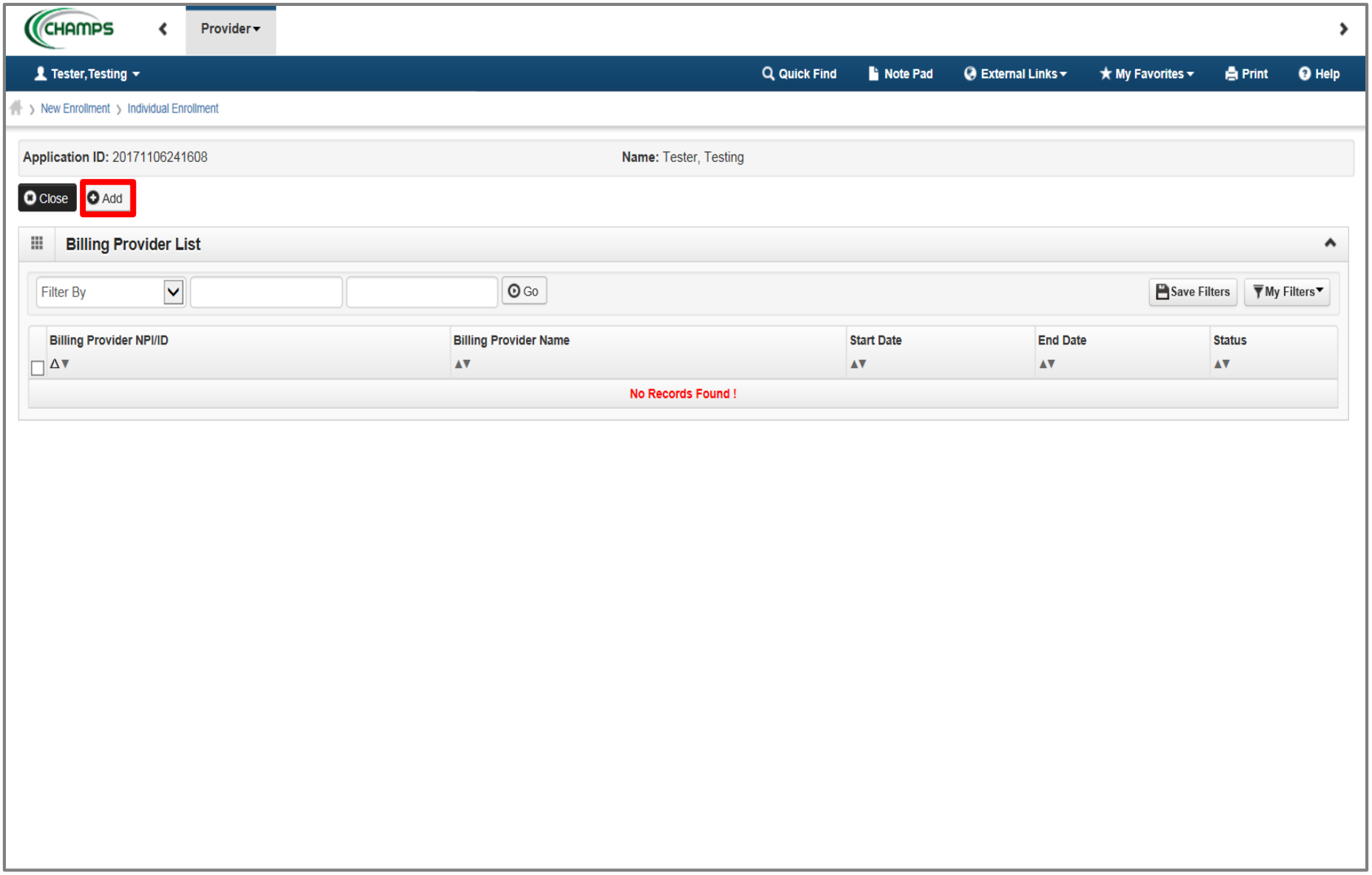
- Choose Primary Specialty/Subspecialty from the drop-down list of already added specialties
- Select Yes if Board Certified or Board Eligible
- Enter Start Date
- Click Save
- Click Close



- Click Close to return to the enrollment steps

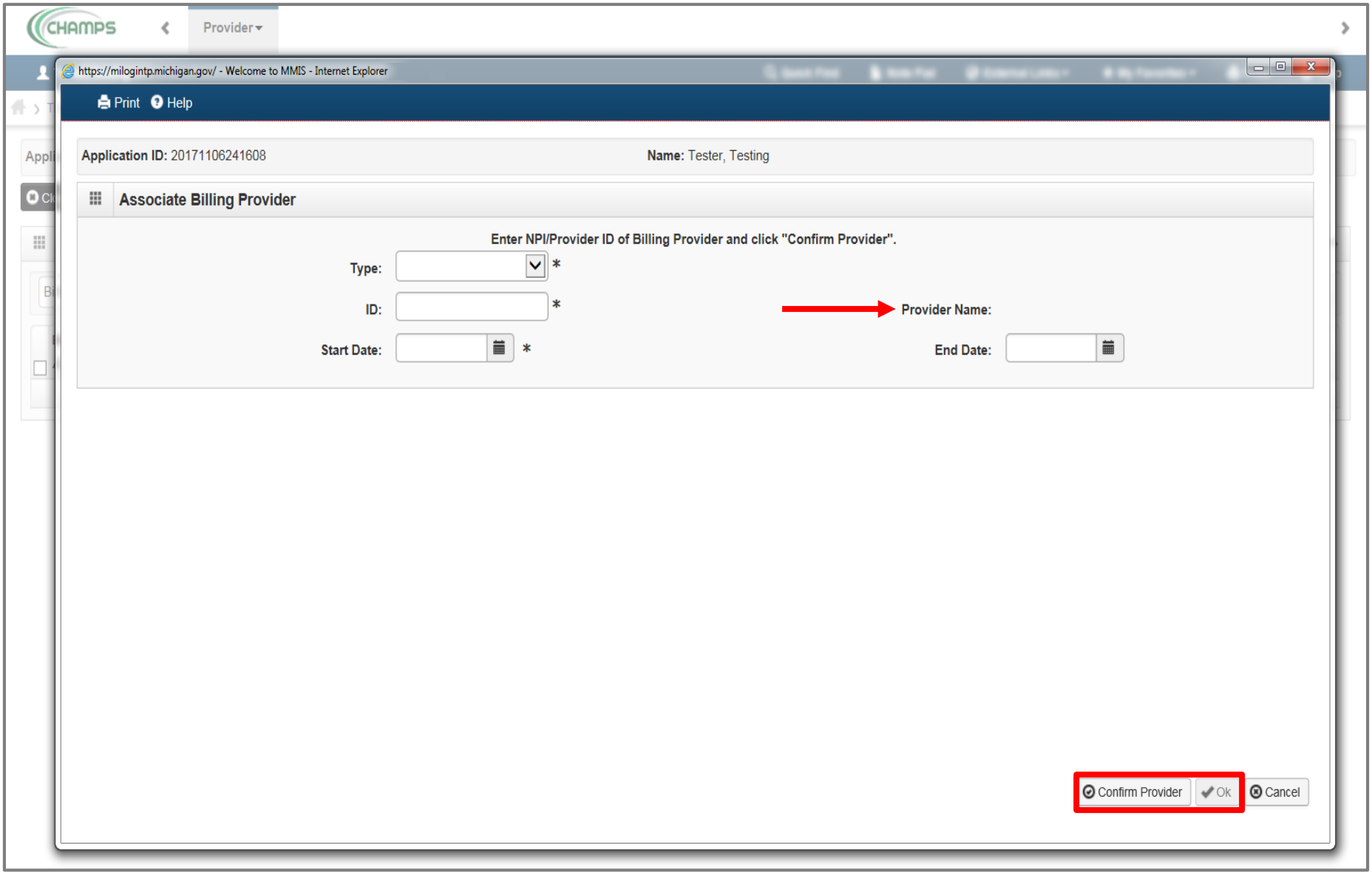


- Step 2 is complete
- Click on Step 3: Associate Billing Provider

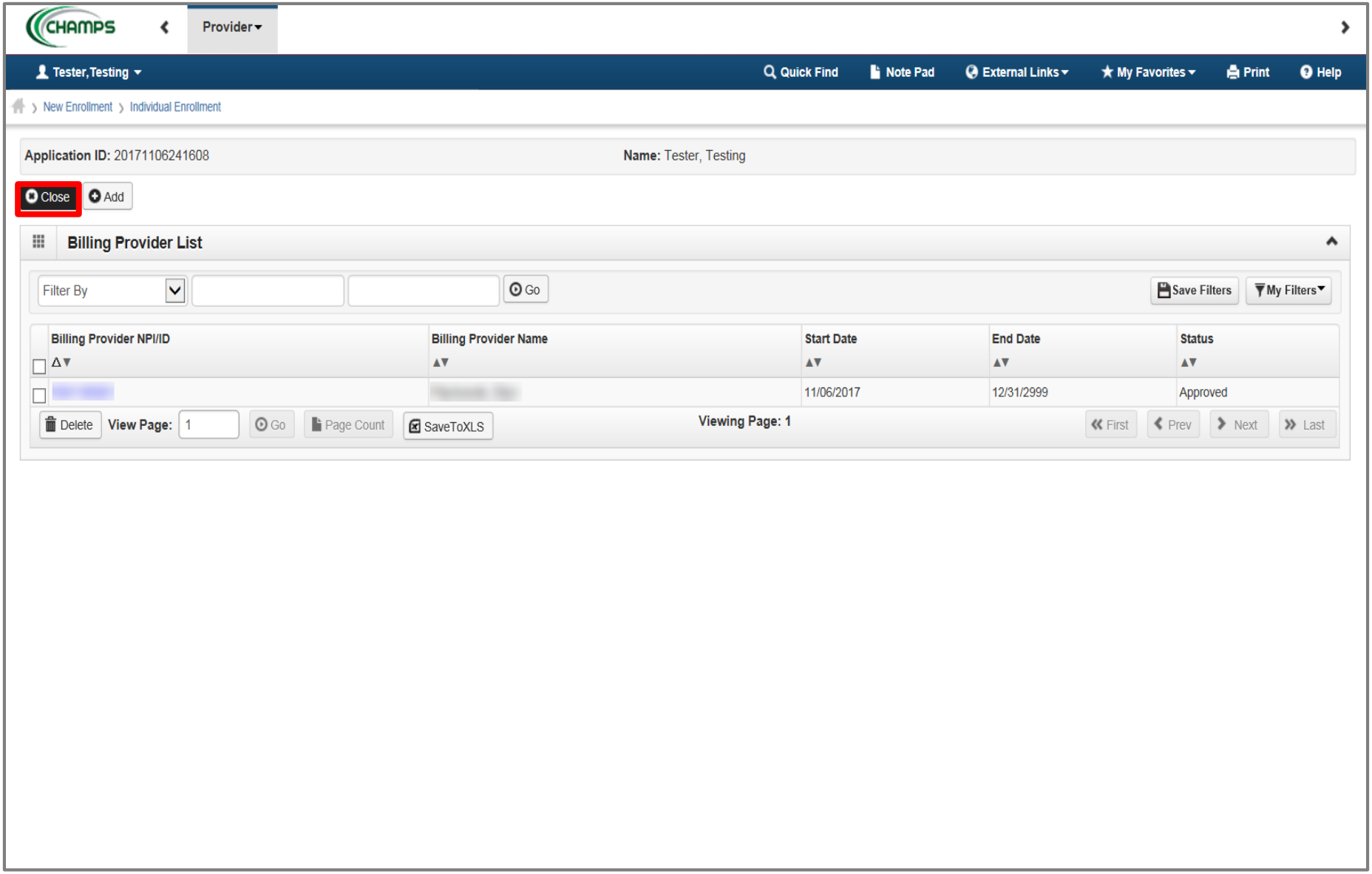


Please Note: This step requires the NPI of the Provider/Facility you are rendering services for. Example, Provider A is working for Facility B; therefore, Facility B will be the Billing Provider and Provider A will be the Rendering Provider. Do not put your own NPI.

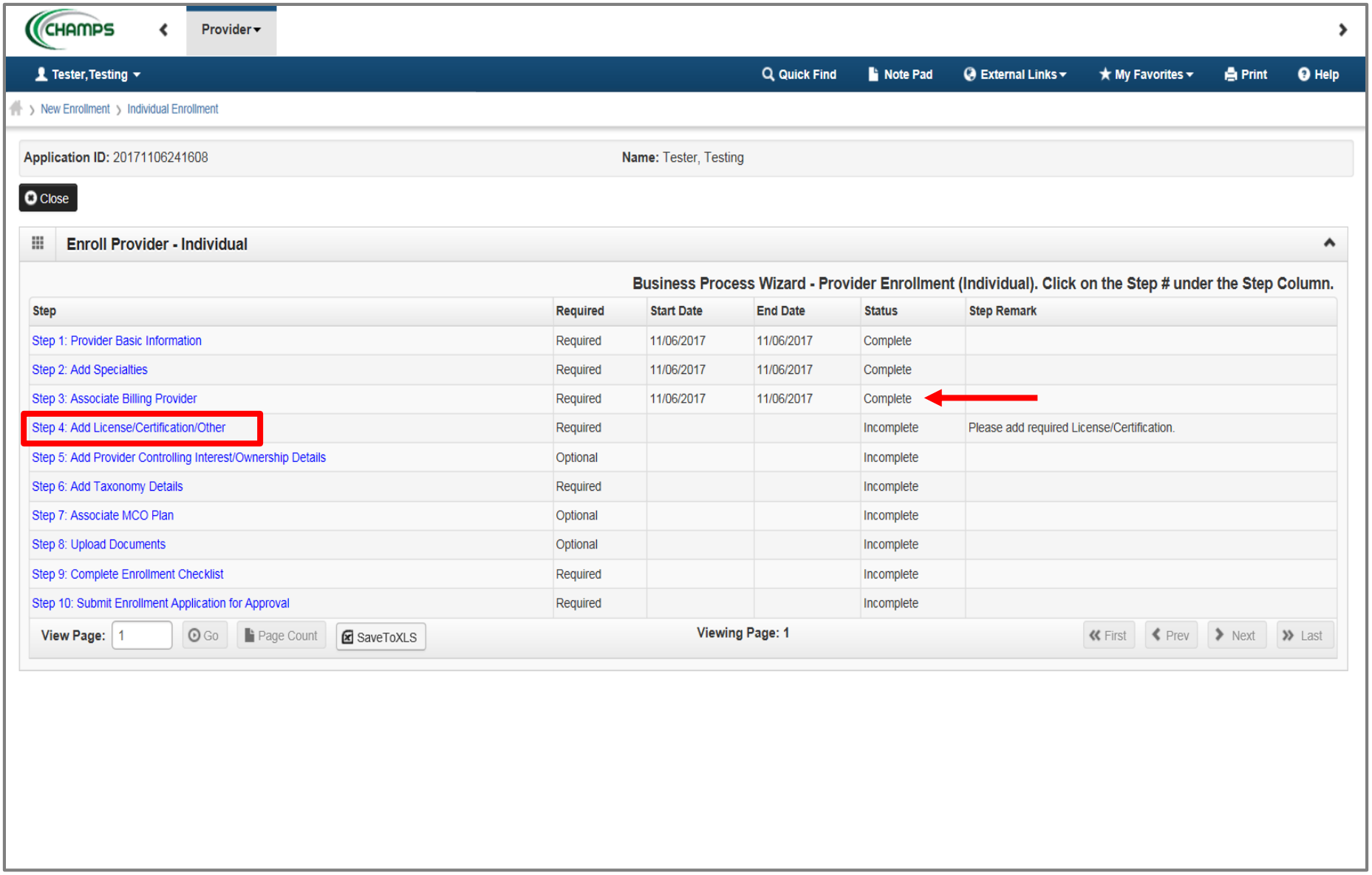
- Click Add



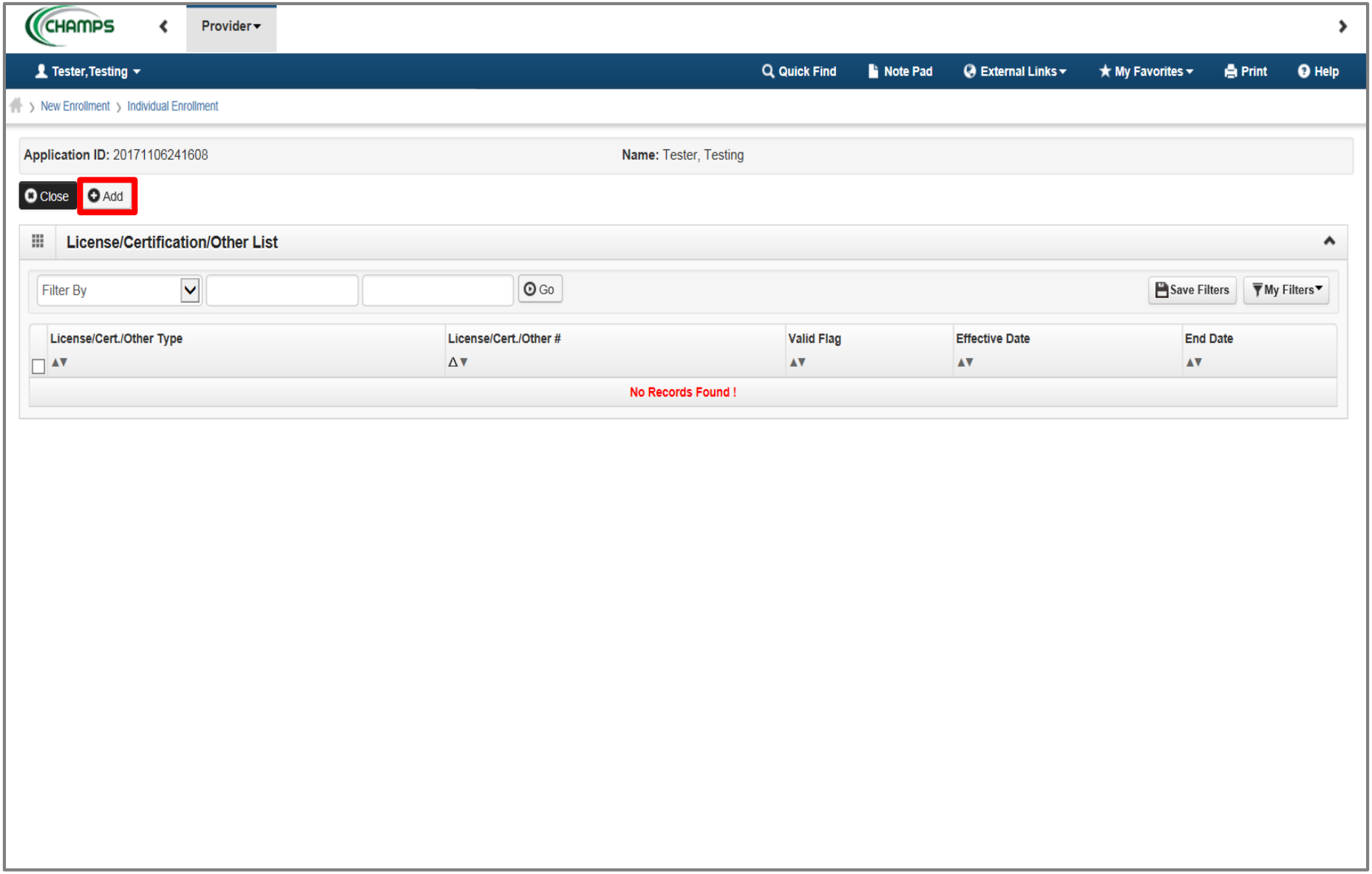
- Complete all fields marked with an asterisk (*)
- Click Confirm Provider; Provider Name will populate
- Click Ok



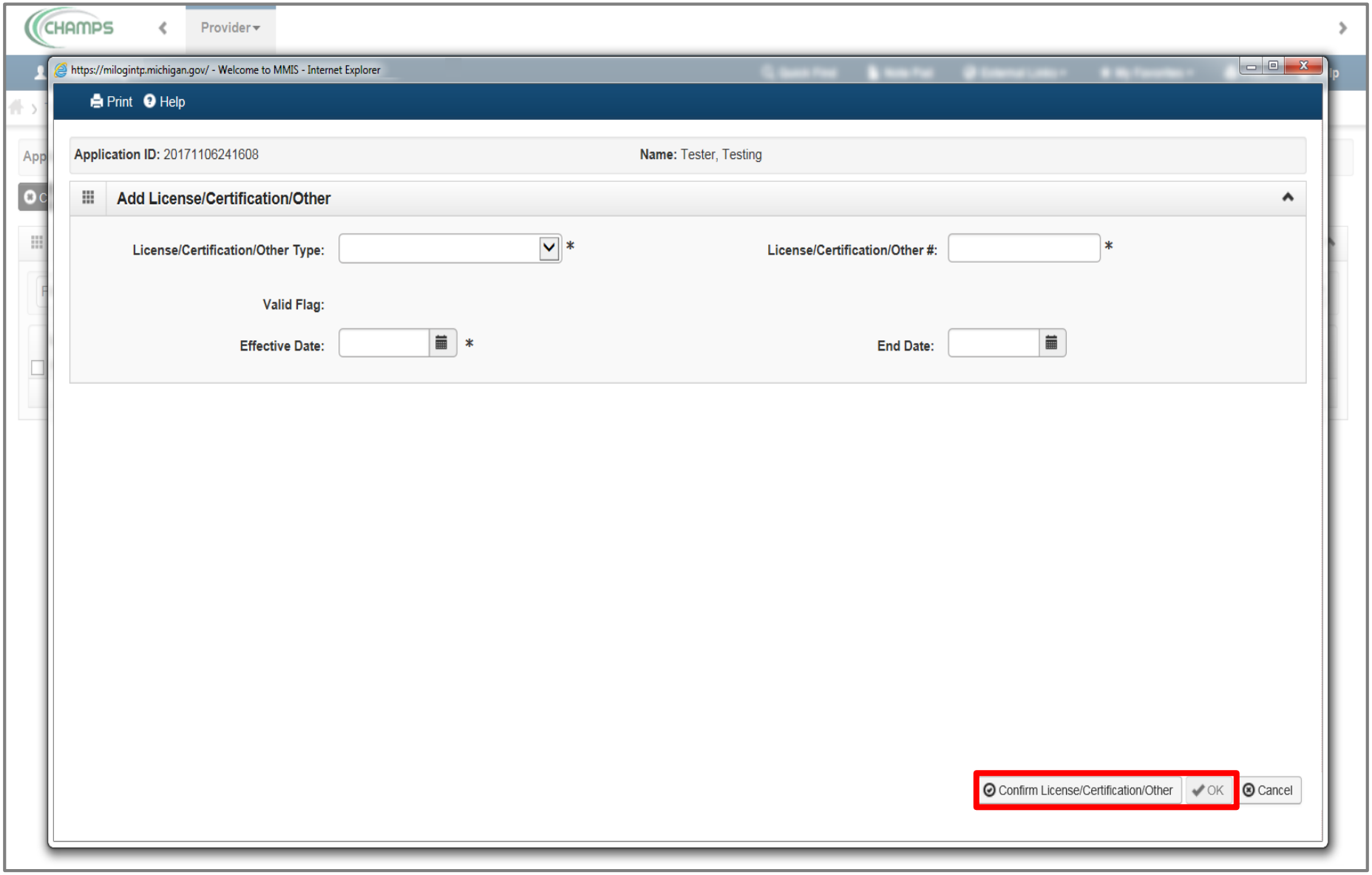
- The associated providers information is now listed under the Billing Provider List
- Click Close



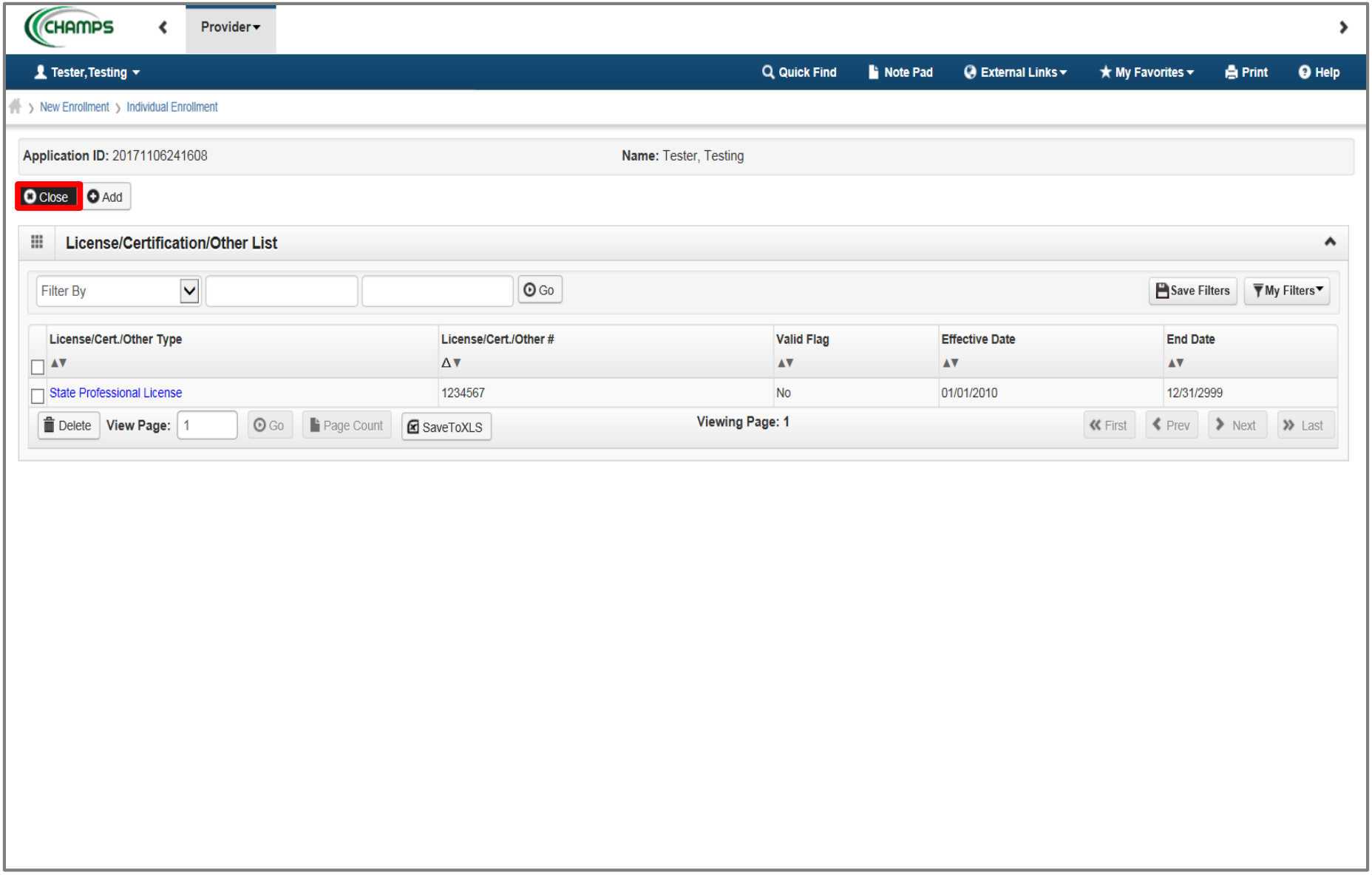
- Step 3 is complete
- Click on Step 4: Add License/Certification/Other


CHAMPS
Provider
Tester,Testing
Quick Find
Note Pad
External Links
My Favorites
Print
Help
New Enrollment
Individual Enrollment
Application ID: 20171106241608
Name: Tester, Testing
Close
Add
License/Certification/Other List
Filter By
Go
Save Filters
My Filters
License/Cert./Other Type
License/Cert./Other #
Valid Flag
Effective Date
End Date
No Records Found !

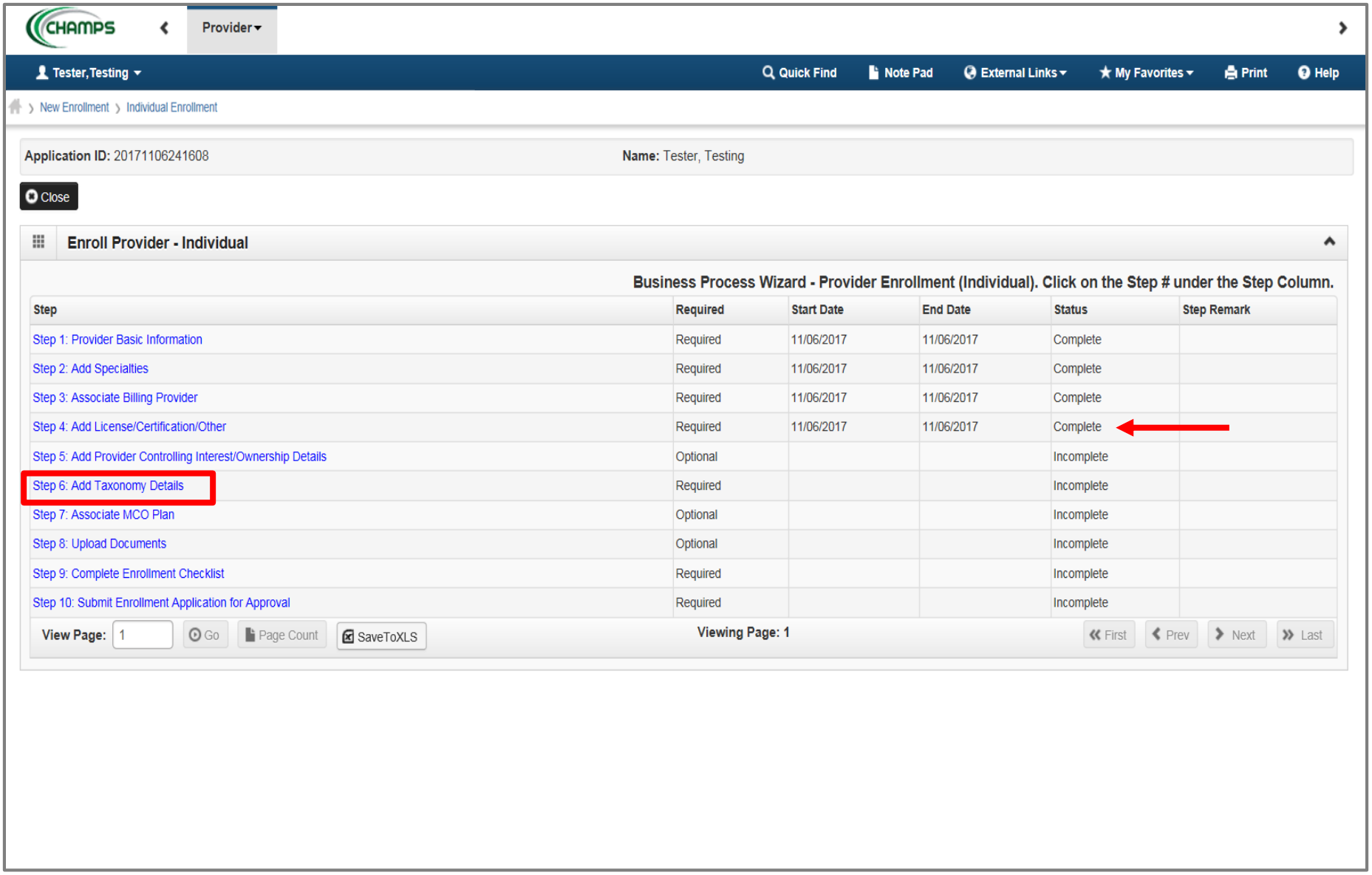
- Click Add



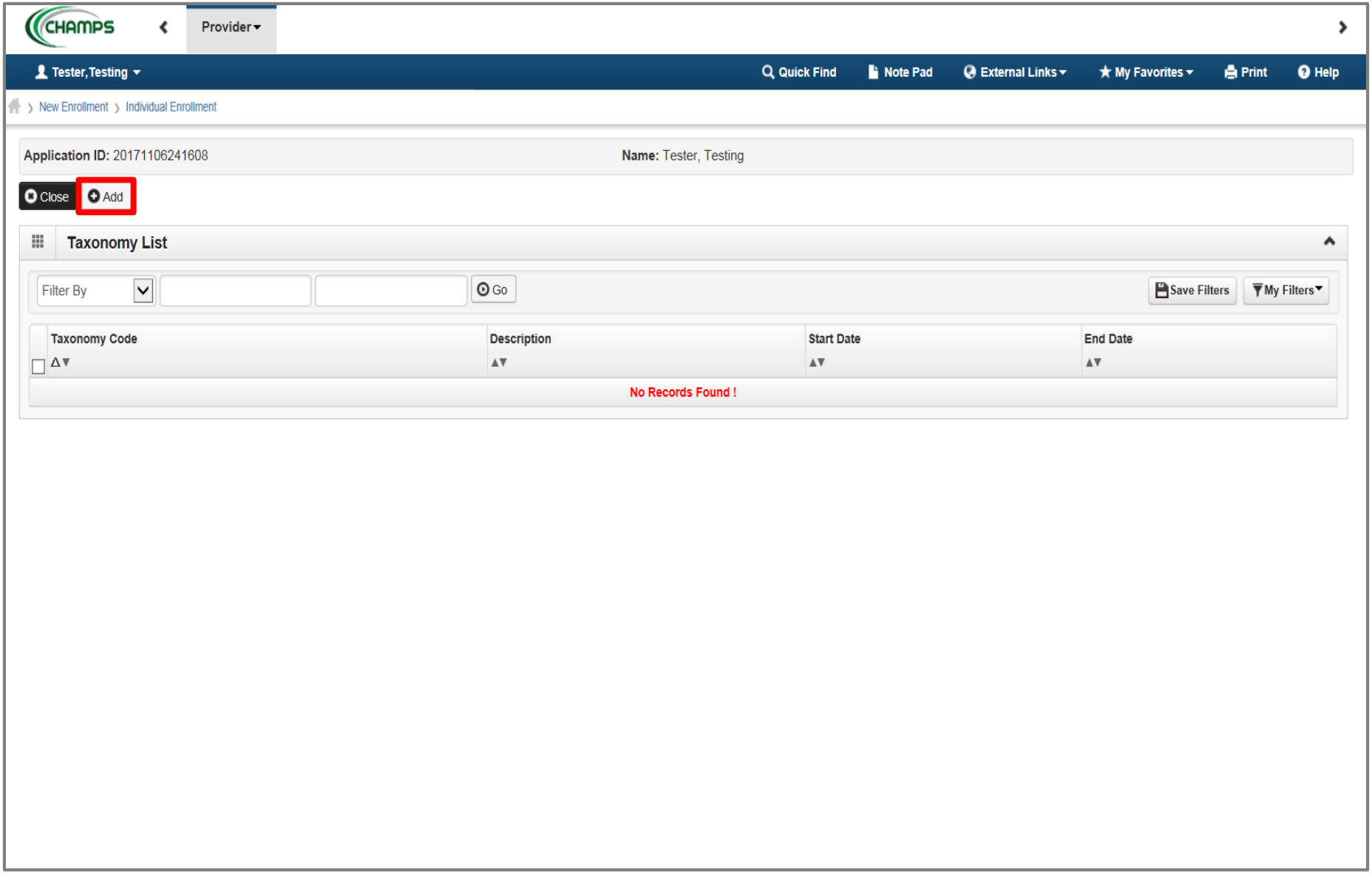
- Complete all fields marked with an asterisk (*)
- Click Confirm License/Certification/Other
- Click Ok



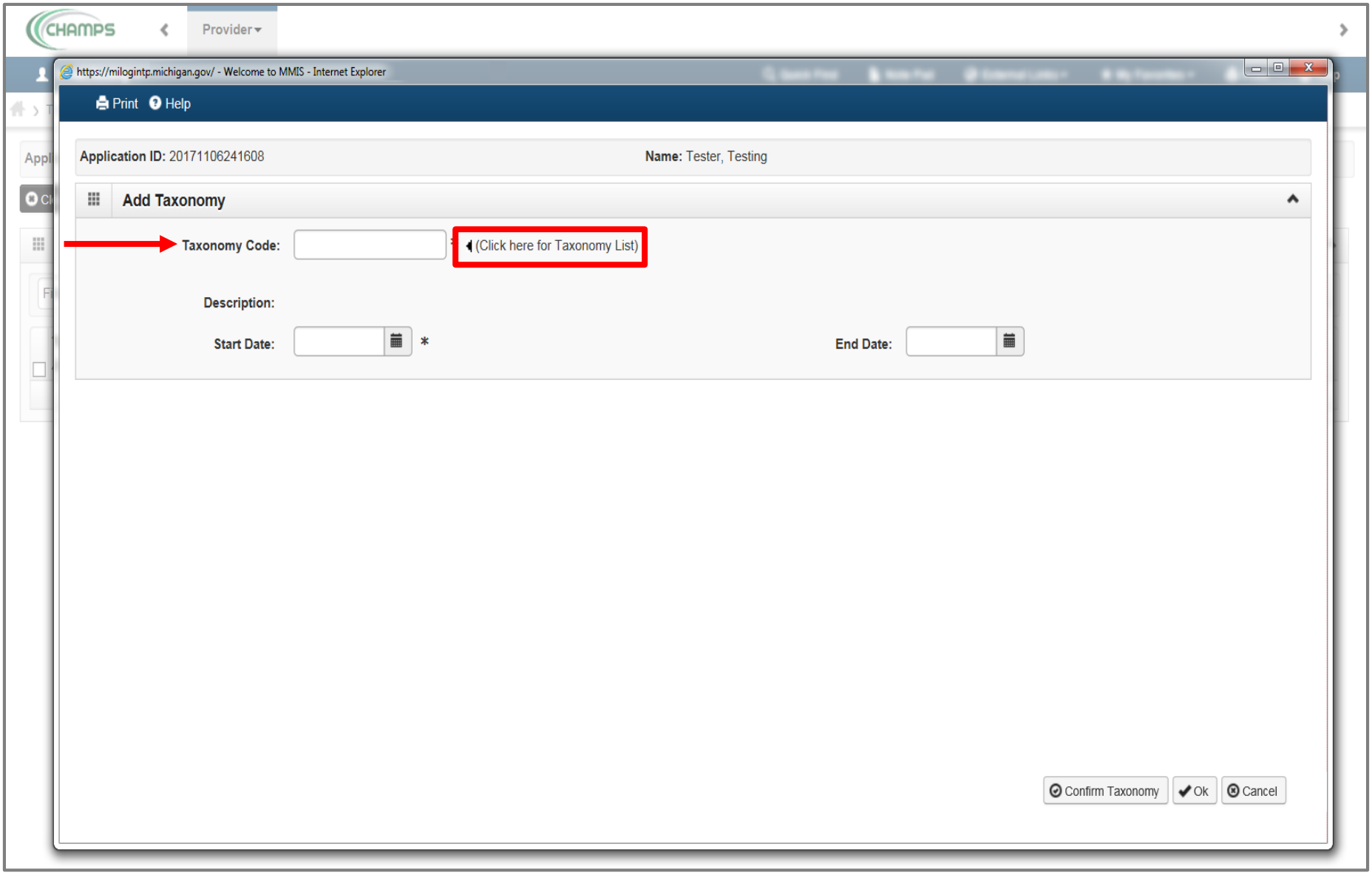
- The License/Certification/Other information will now be displayed
- To add additional License/Certification repeat the same process
- Click Close



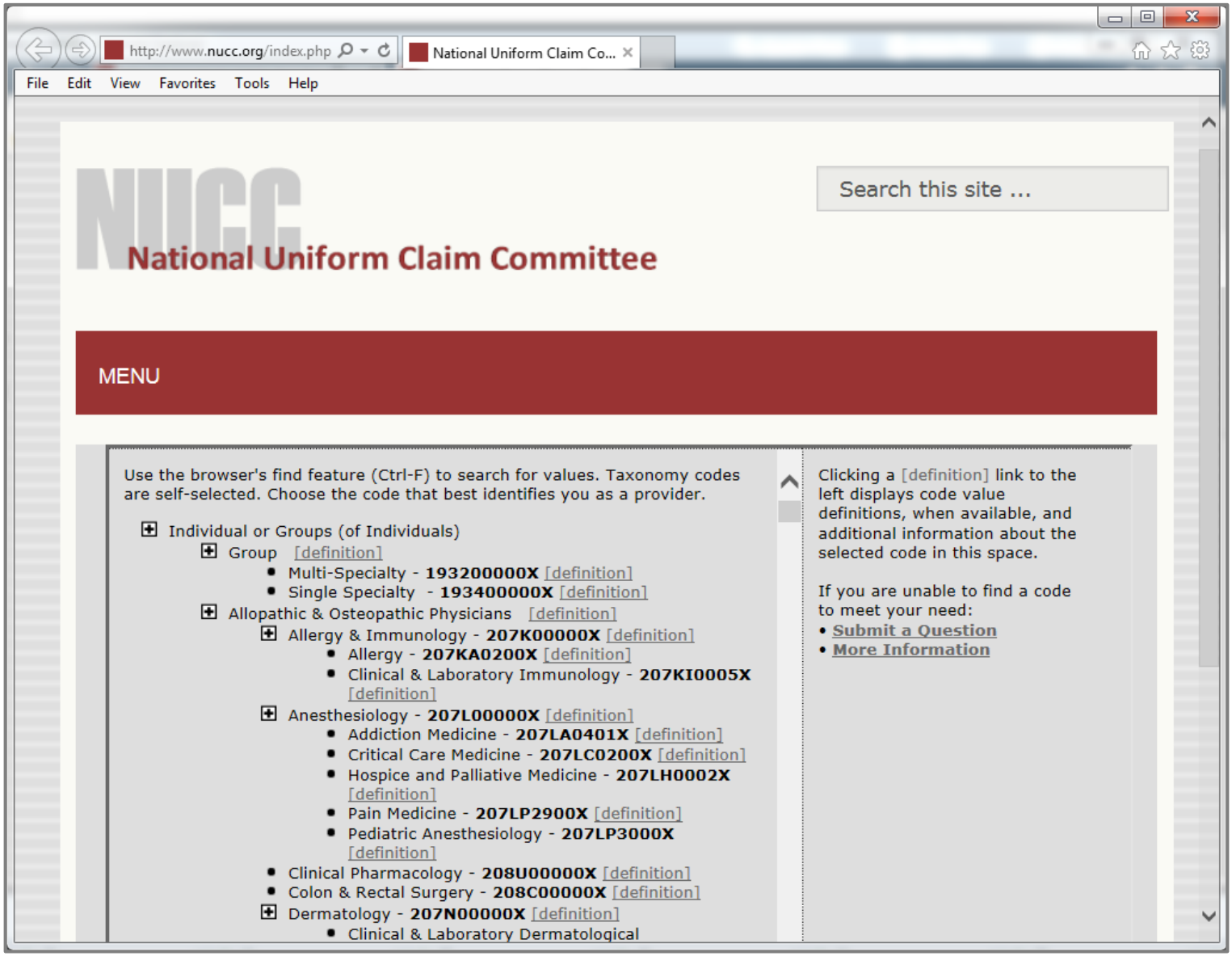
- Step 4 is complete
- Click on Step 6: Add Taxonomy Details *(Please Note: Step 5 is not required)*


CHAMPS
Provider
Tester,Testing
Quick Find
Note Pad
External Links
My Favorites
Print
Help
New Enrollment
Individual Enrollment
Application ID: 20171106241608
Name: Tester, Testing
Close
Add
Taxonomy List
Filter By
Go
Save Filters
My Filters
Taxonomy Code
Description
Start Date
End Date
No Records Found !

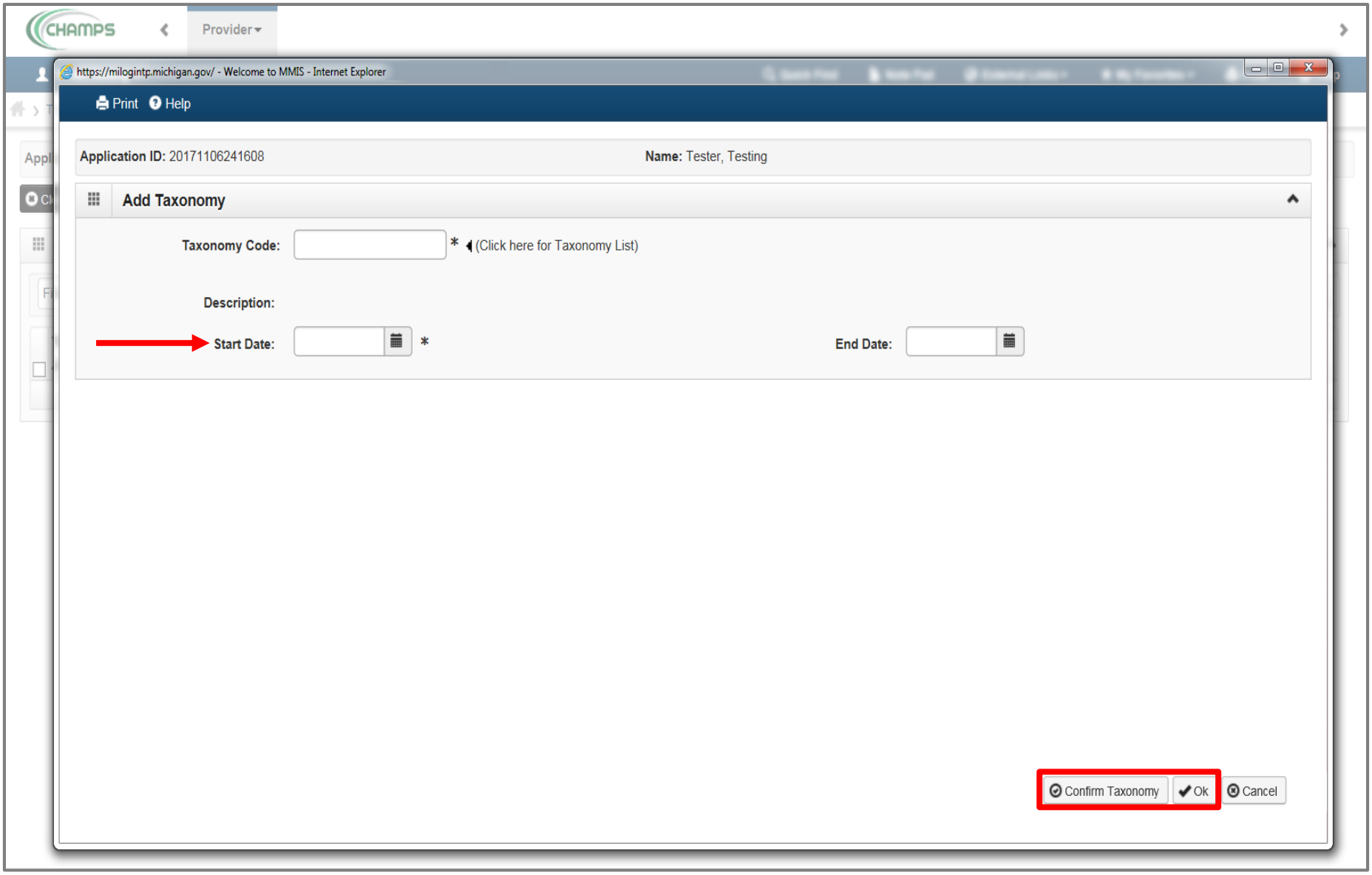
- Click Add



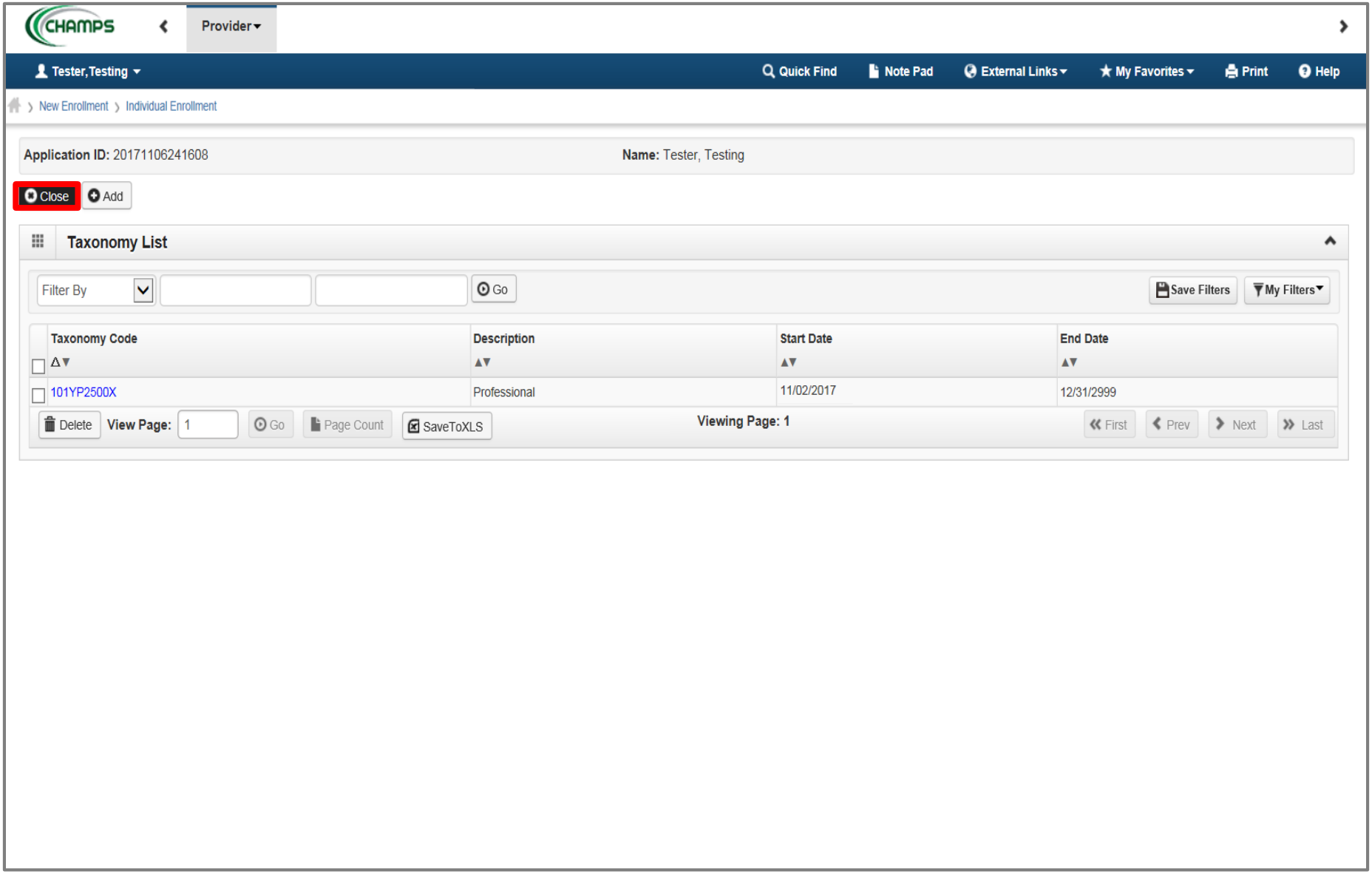
- Enter in Taxonomy Code or click on ( ) next to the words, Click here for Taxonomy List, to look up appropriate taxonomy code



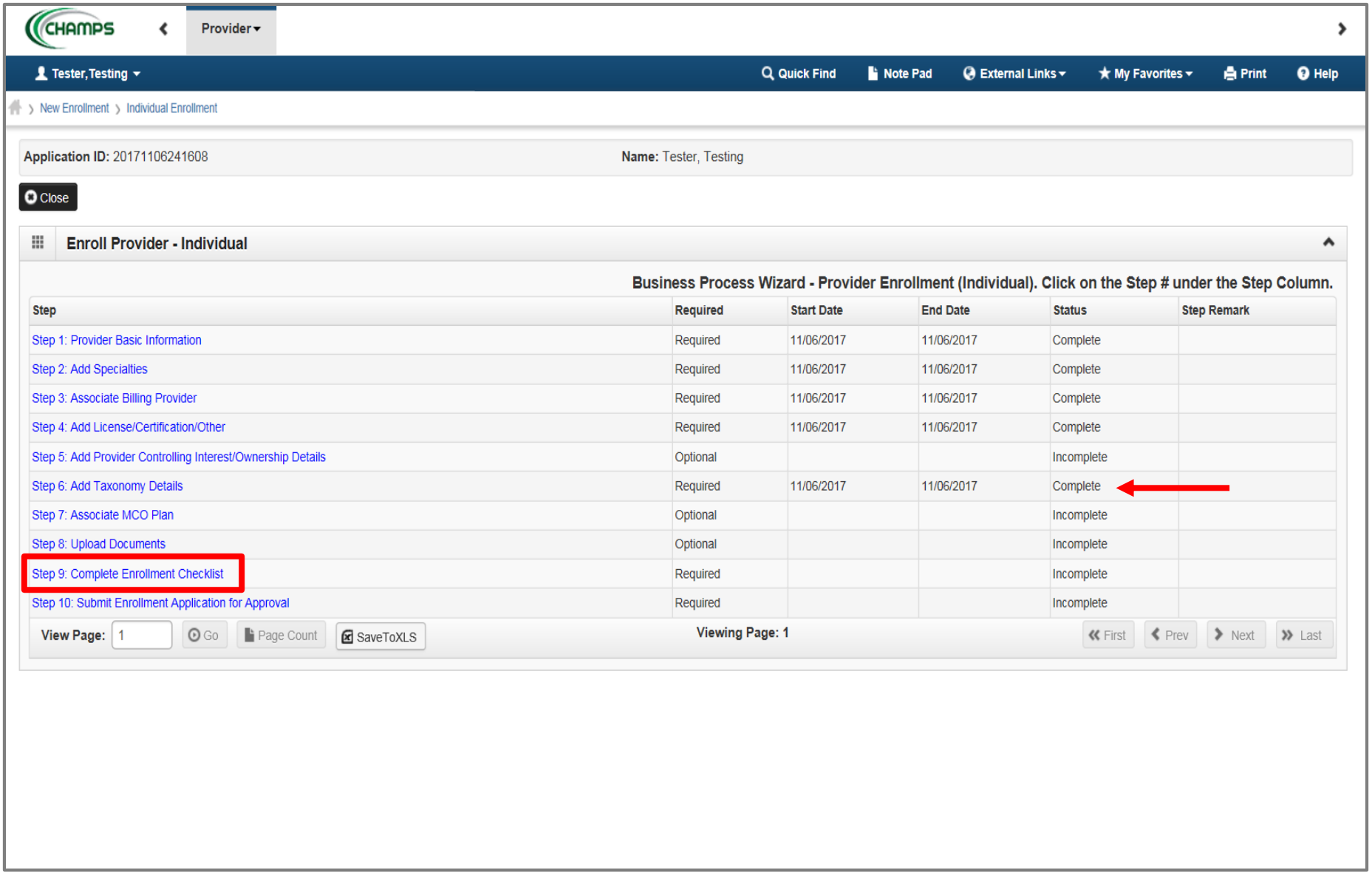
- After clicking (🔈) the National Uniform Claim Committee webpage will pop-up
- Press (CTRL+F) to search for appropriate taxonomy code



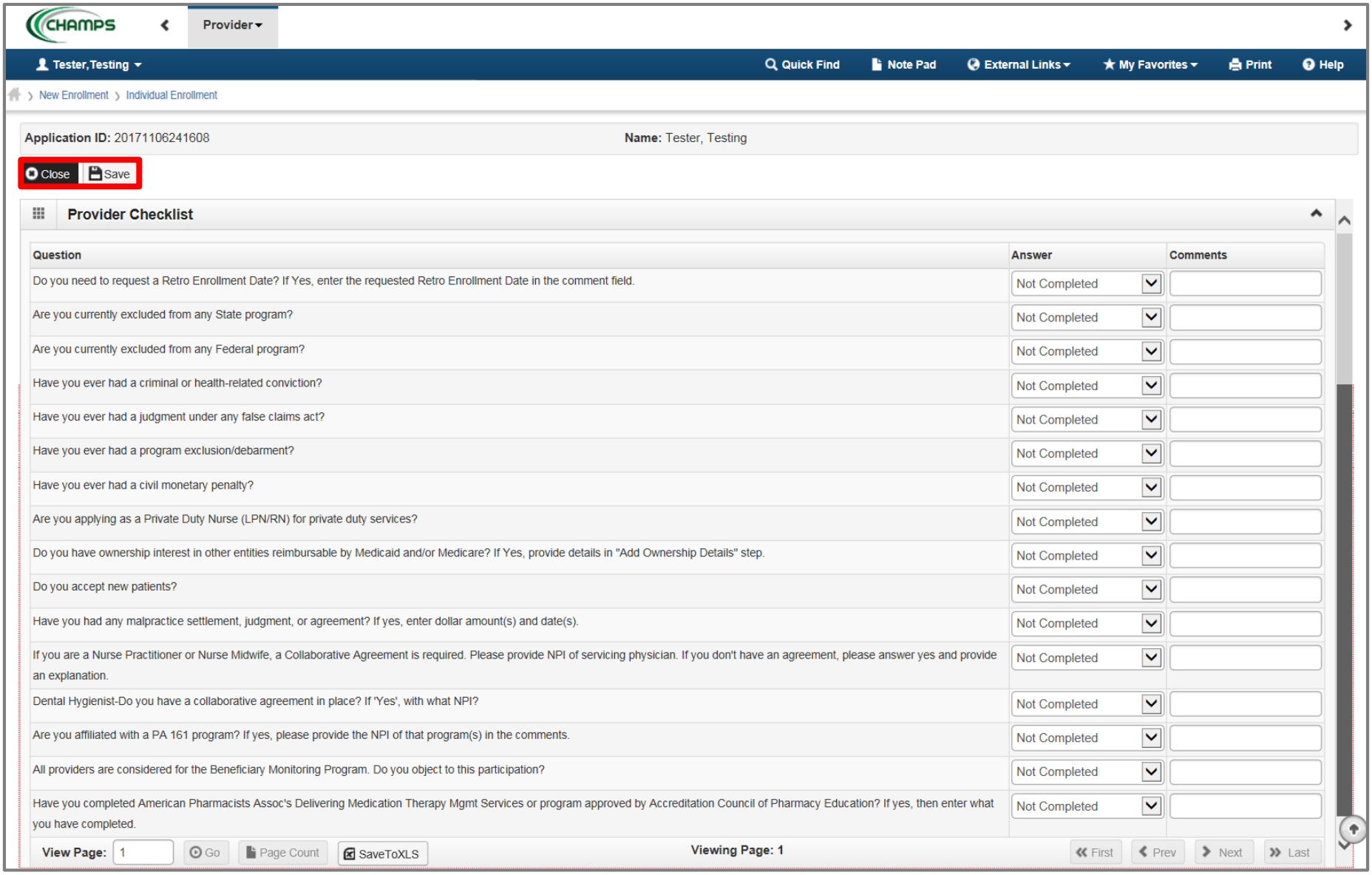
- Enter Start Date
- Click Confirm Taxonomy
- Click Ok



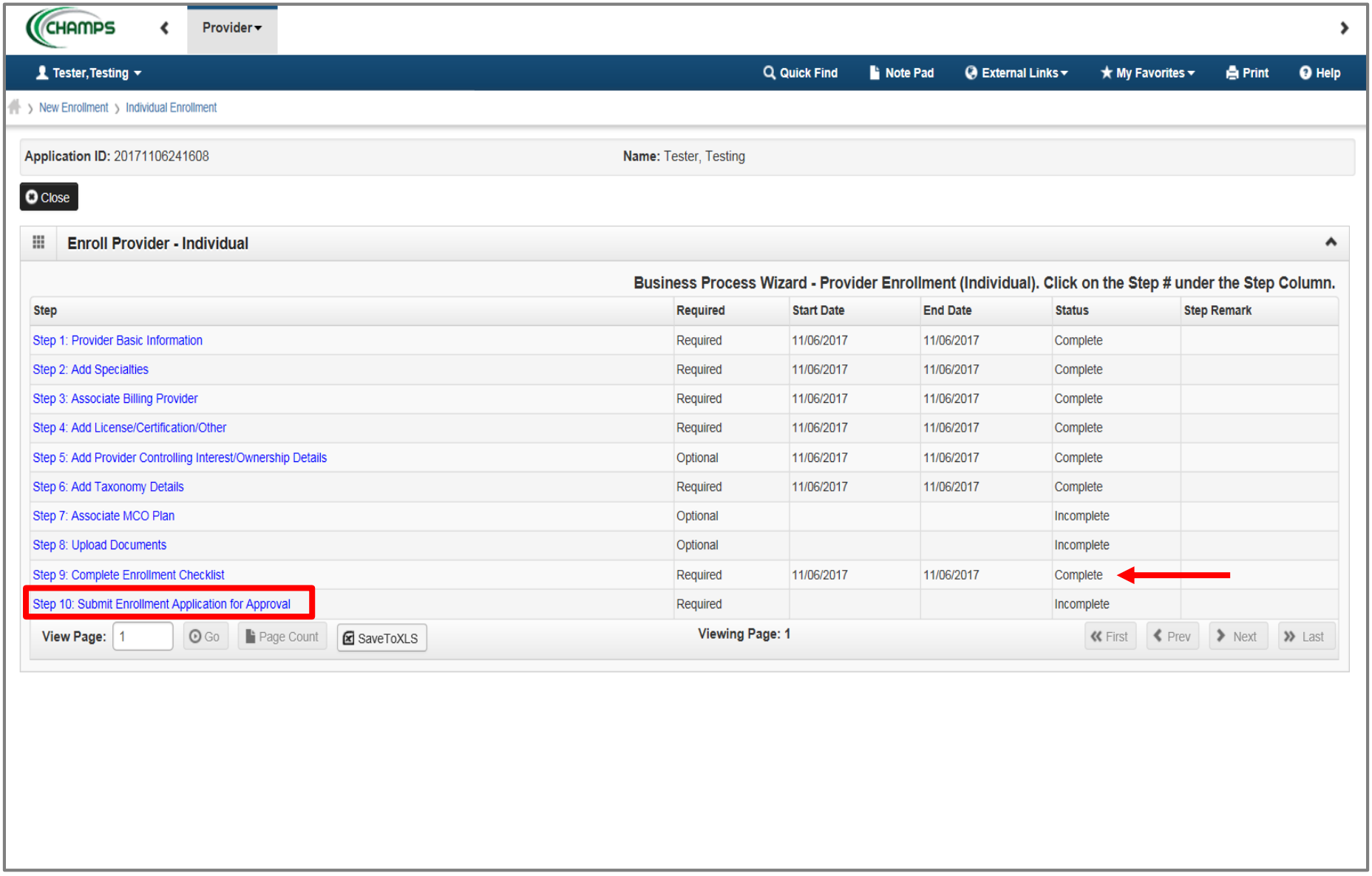
- The Taxonomy Code information will be displayed
- Click Close



- Step 6 is complete
- Click on Step 9: Complete Enrollment Checklist *(Please Note: Steps 7 & 8 are not required)*



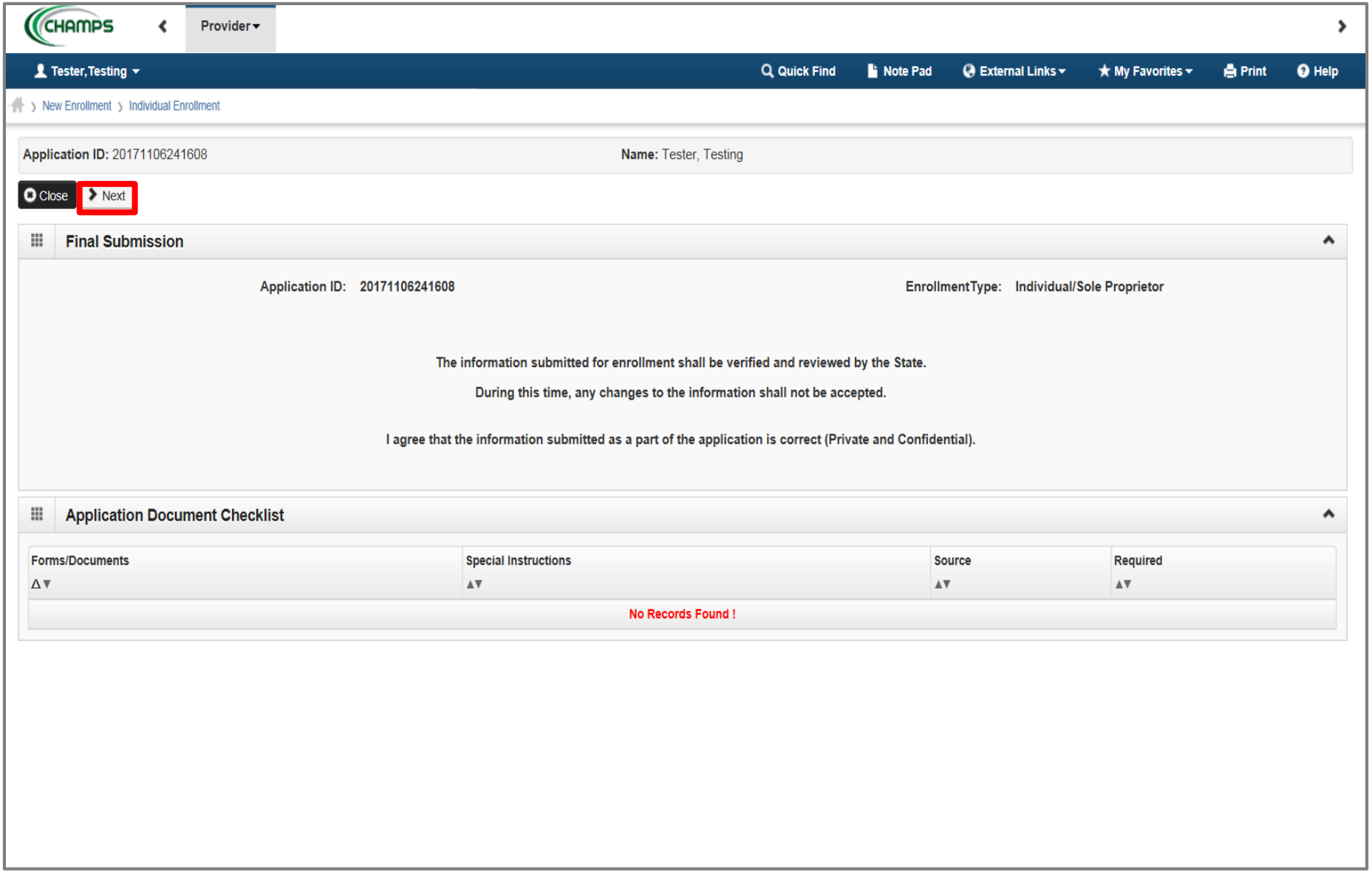
- Answer the questions in the Provider Checklist as appropriate
- Add Comments if necessary
- Click Save
- Click Close



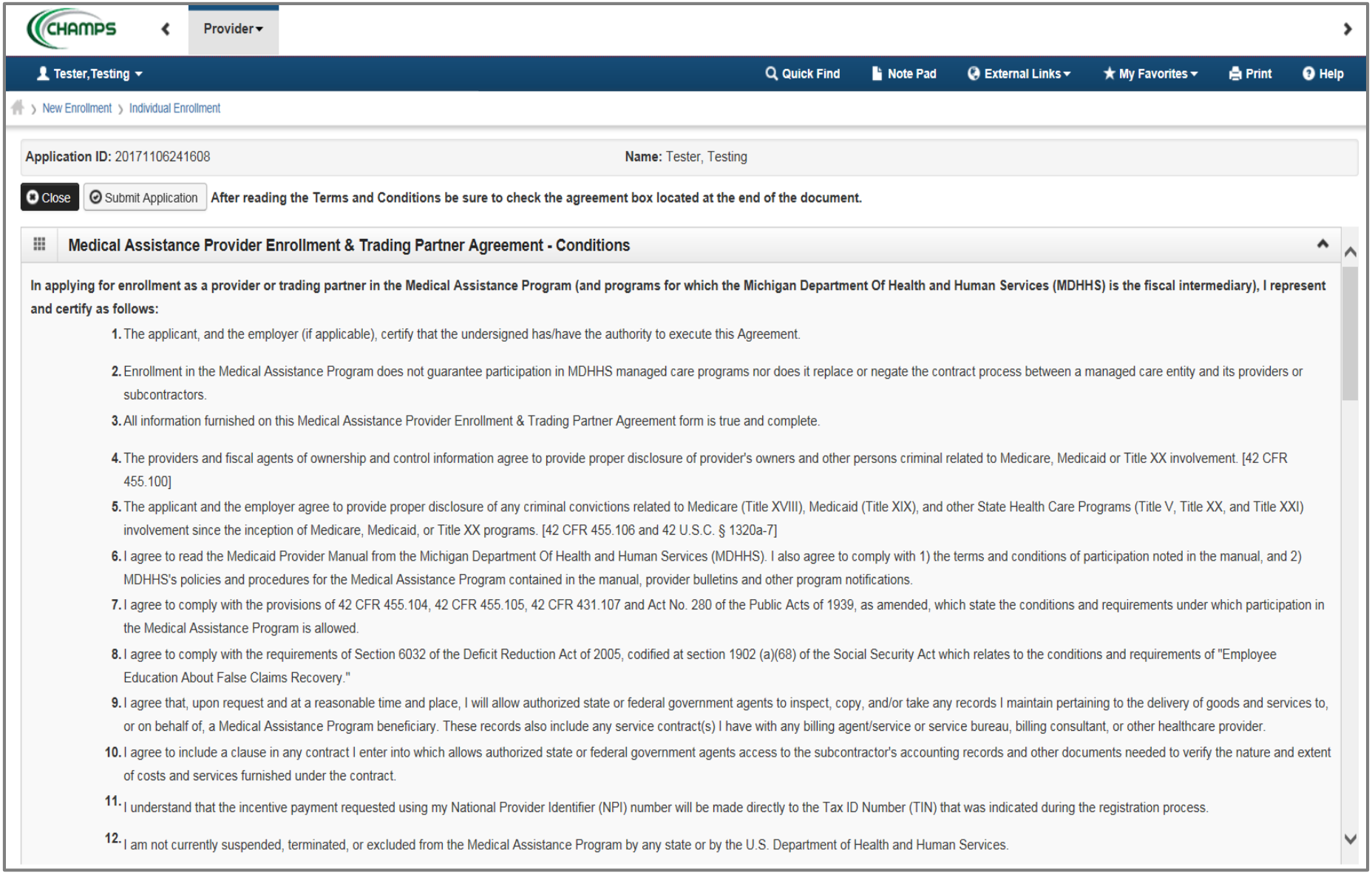
- Step 9 is complete
- Click on Step 10: Submit Enrollment Application for Approval

(Please Note: If you chose not to complete optional steps you can still submit your application)

You must complete this step to finalize your application submission



- Final Submission: Click Next



- Read through the Terms and Conditions

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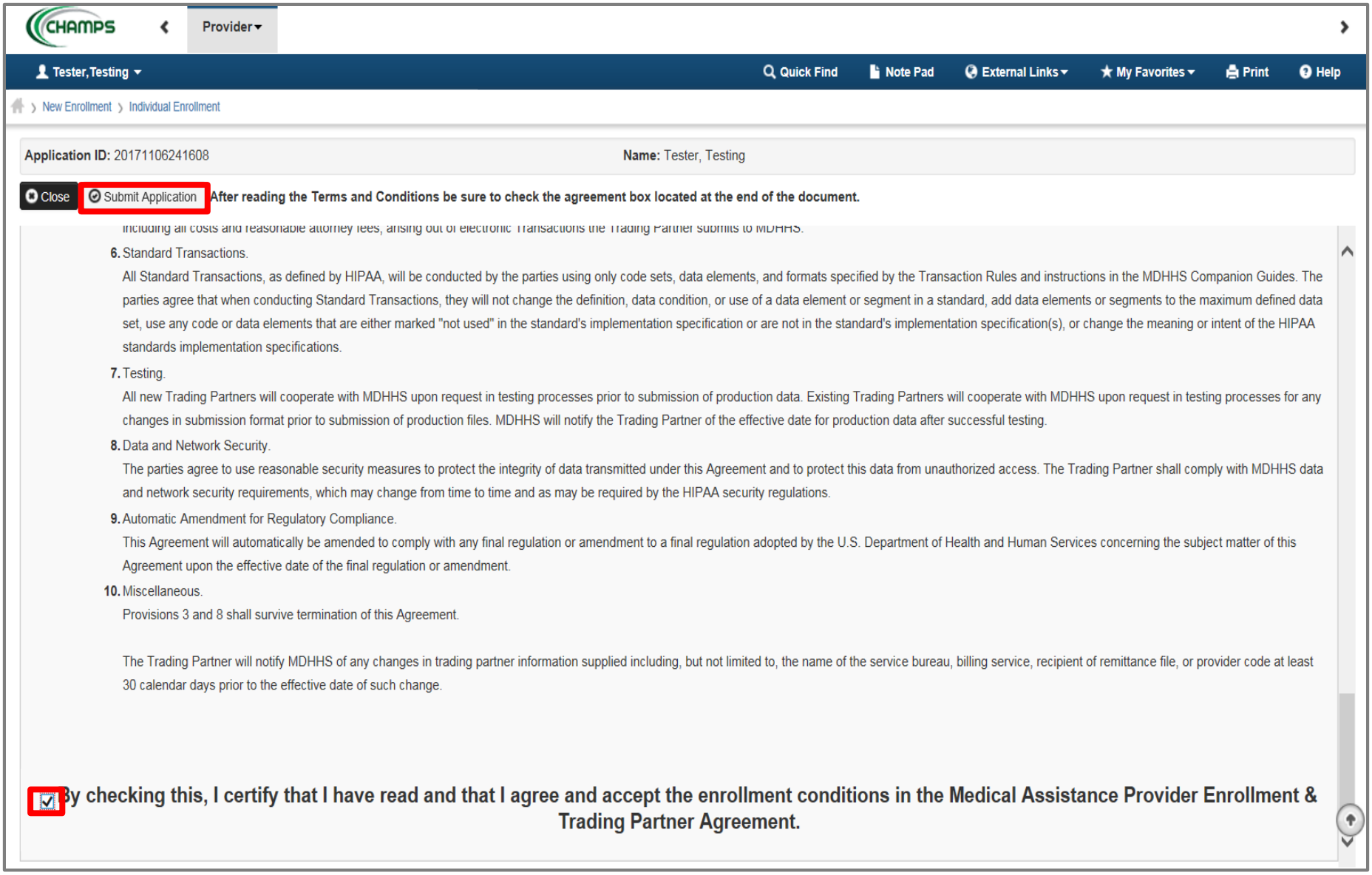
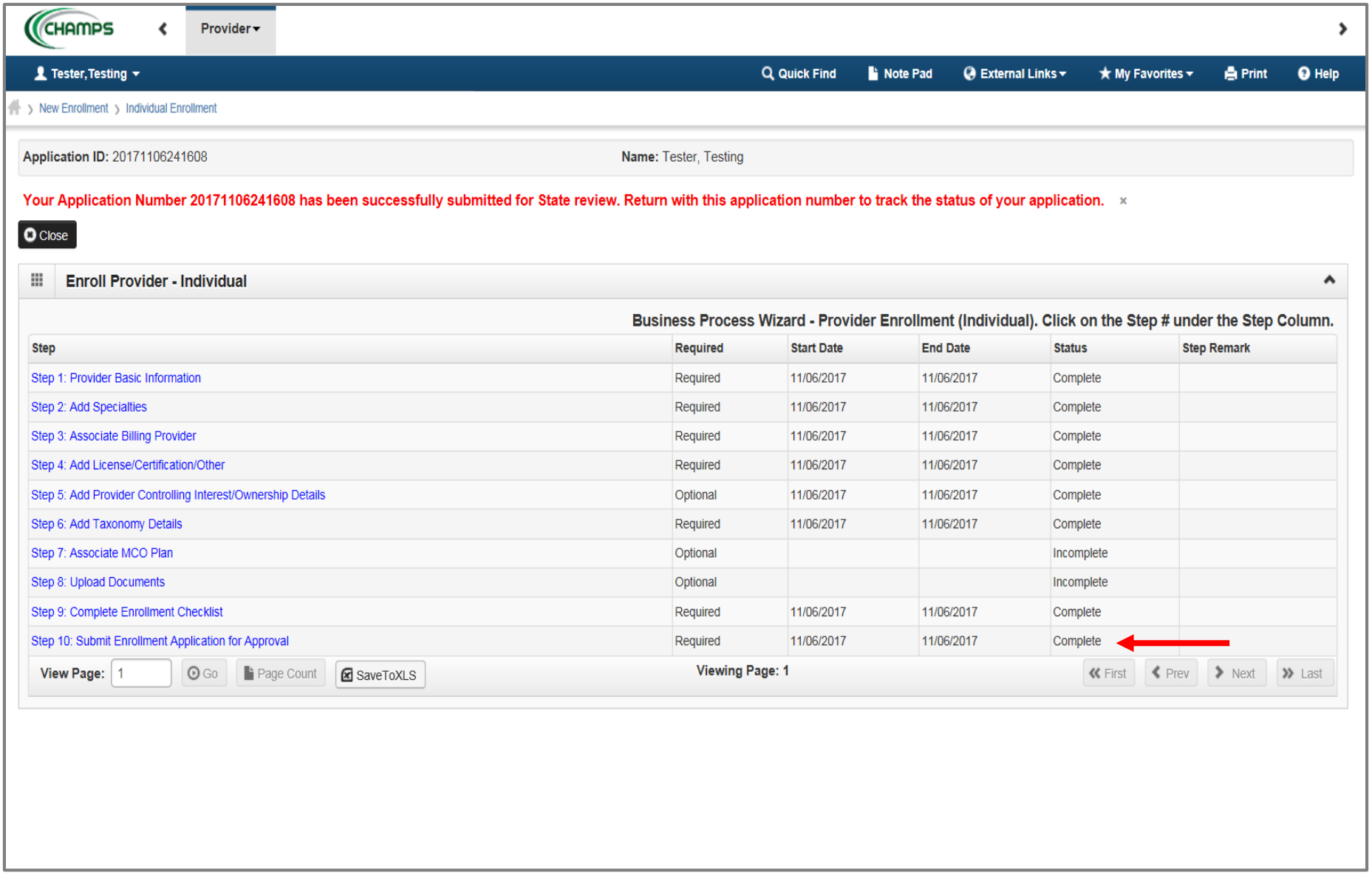


- Check the box at the end to agree to the Terms and Conditions
- Click Submit Application

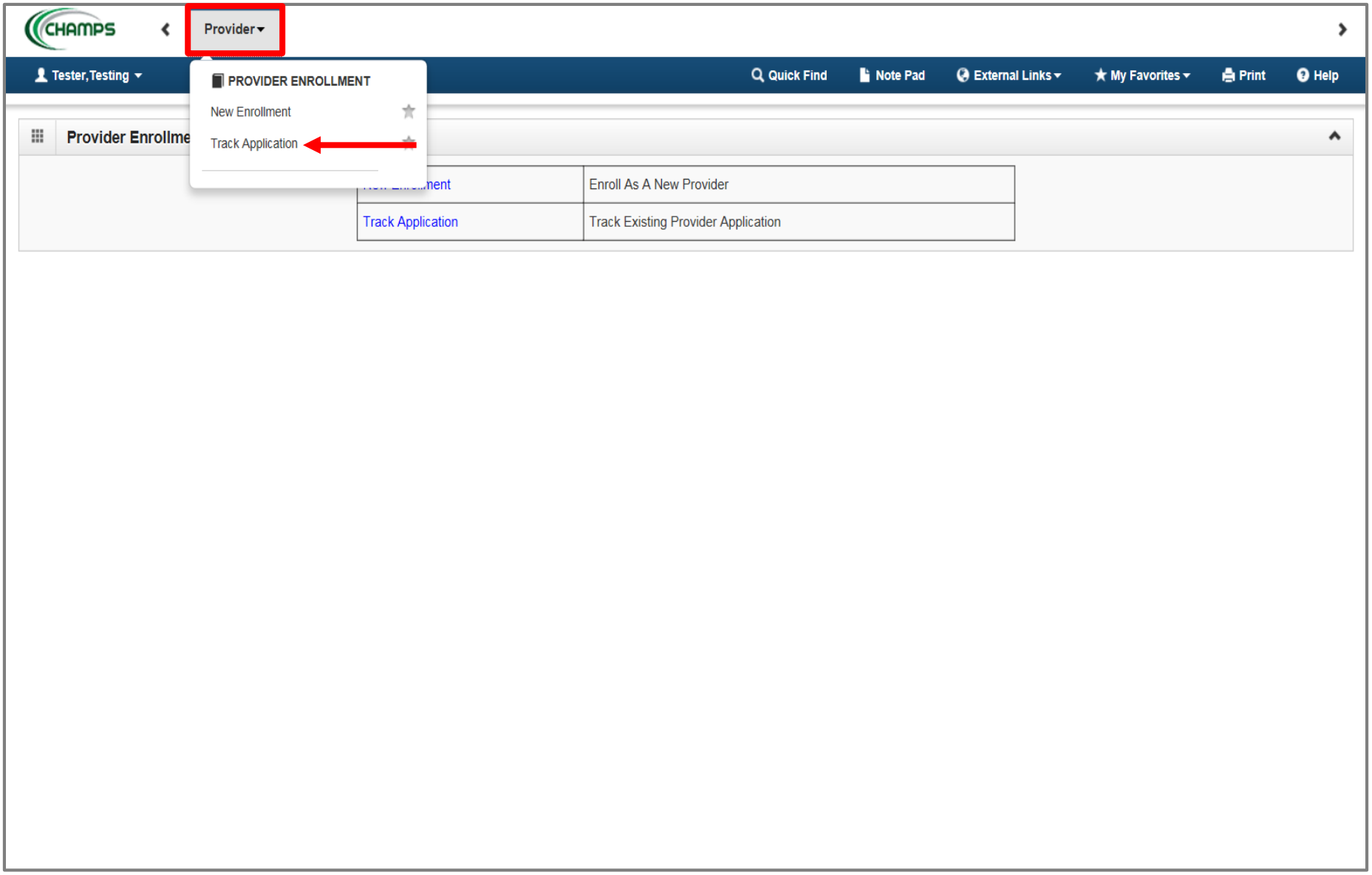


- Step 10 is now complete and application has been submitted to the State for review
- Take note of your Application ID for further tracking
- Click Close

(Please Note: Optional steps may show as incomplete if you chose not to complete. This is ok.)

Track Existing Application

Rendering/Servicing Provider



- Select Provider tab
- Click Track Application

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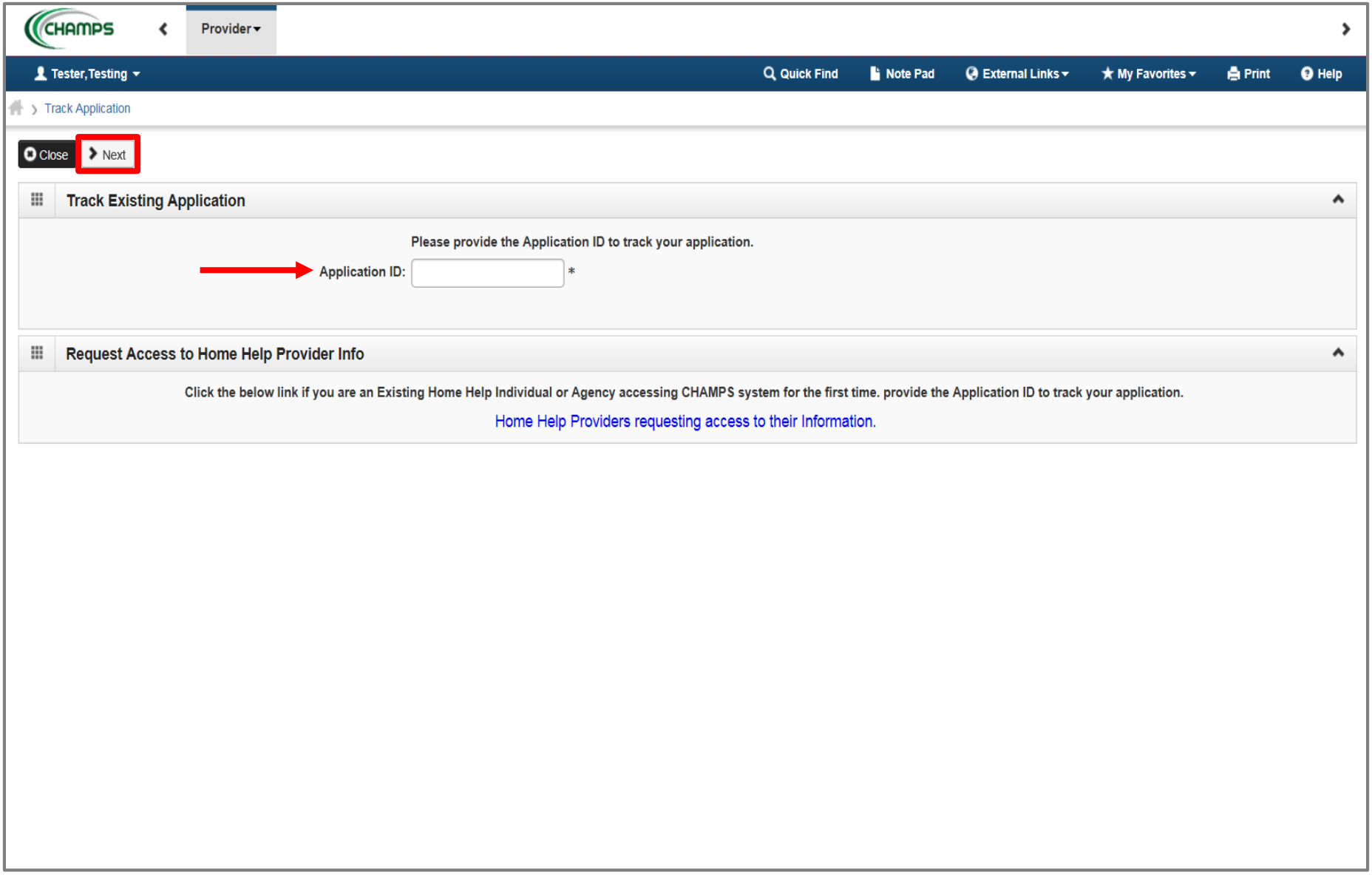

- Fill in Application ID
- Click Next

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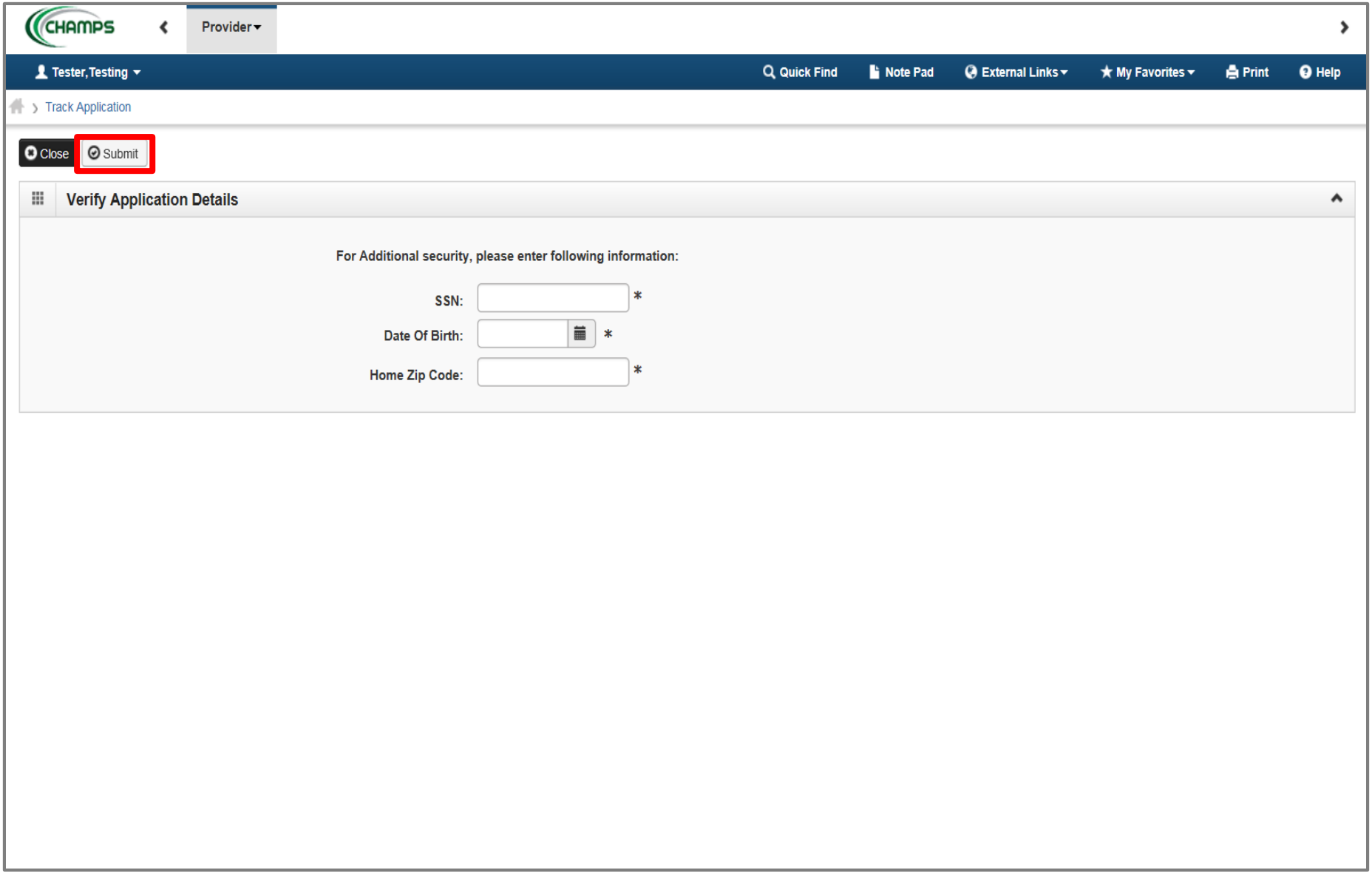
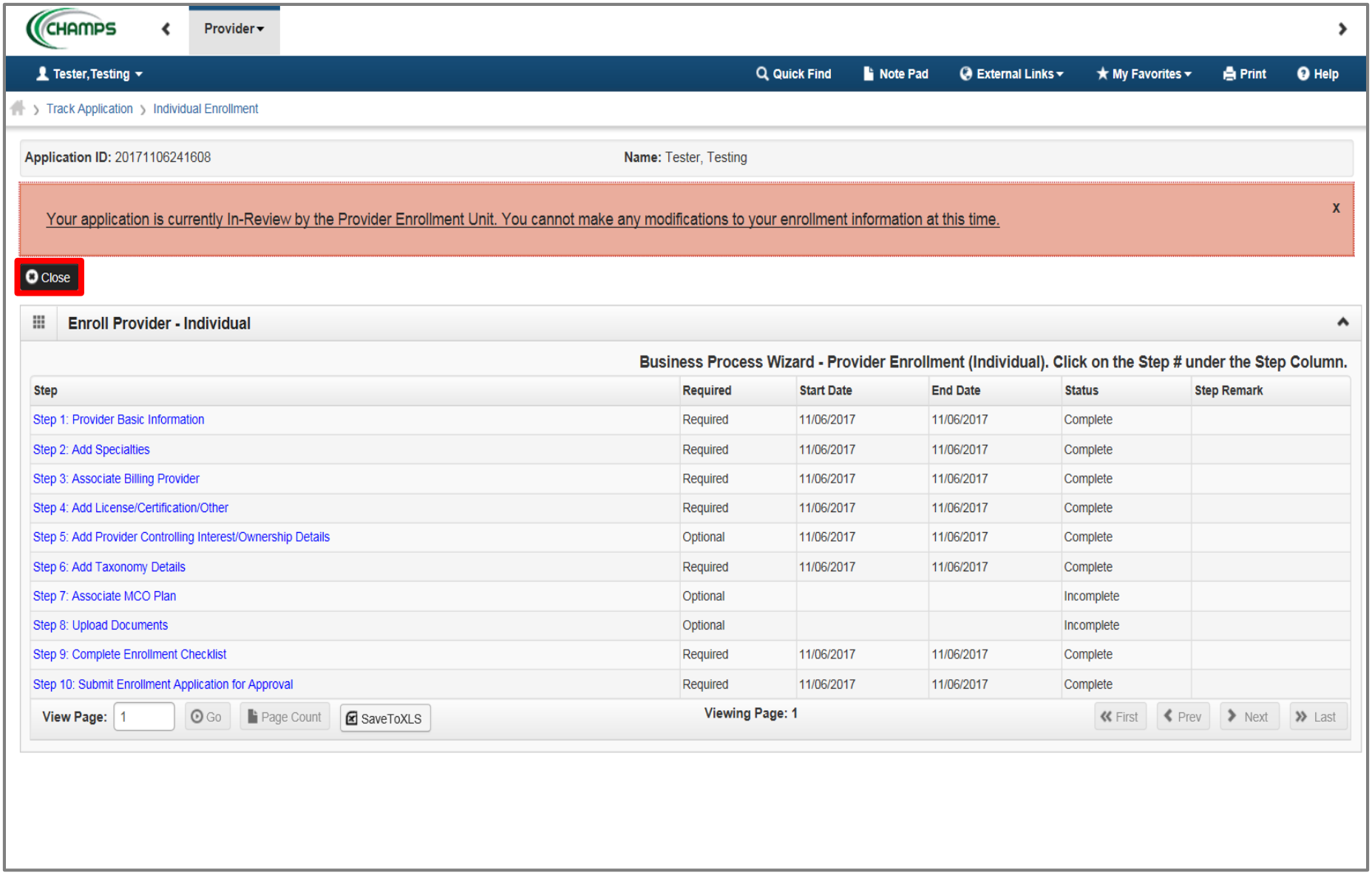


- Complete all fields marked with an asterisk (*)
- Click Submit



- Confirmation your Provider Enrollment Application has been submitted and is being reviewed by the state
- Click Close

Provider Enrollment Final Steps

- Please allow the State time to review the Provider Enrollment Application.
- After the State has looked over the Provider Enrollment Application Providers will receive a letter letting them know whether they have been approved or denied.
  - Letter for a Rendering/Servicing provider is sent to the Billing Provider's Correspondence address provided in the Provider Enrollment Application.

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
  - Update Other Insurance NOW!
  - Medicaid Provider Training Sessions
- **Provider Enrollment:**
  - ProviderEnrollment@Michigan.gov or 1-800-292-2550

Thank you for participating in the Michigan Medicaid Program

MDHHS
Michigan Department of Health & Human Services