

# CHAMPS Prior Authorization Request List

2026



“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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Provider Resources

# Access MiLogin and CHAMPS

For new users needing to create a MiLogin account refer to [Register for MiLogin Account](#) instructions.

**Don't have an email address?** There are several email providers who offer an email address and services at no cost. A few popular email providers are listed below.

- Gmail: <https://www.google.com/gmail/about/#>
- Yahoo Mail: <https://login.yahoo.com/account/create>
- Microsoft Live Hotmail: <https://outlook.live.com/owa/>

These commercial provider organizations are **not affiliated with the State of Michigan**. Your email messages will not be stored on the State of Michigan systems.

# Access MiLogin and CHAMPS

- Open your web browser (e.g., Internet Explorer, Google Chrome, Mozilla Firefox, etc.).
- Enter <https://milogintp.Michigan.gov> into the search bar.
- Enter the User ID and password.
- Review the Terms & Conditions, Privacy Policy and click to agree.
- Click Log In.

**MiLogin for Business**

Welcome to  
**MiLogin  
for Business**

User ID  
[Input Field] [Lockup your user ID](#)

Password  
[Input Field] [Forgot your password?](#)

I agree to the Terms & Conditions, Privacy Policy and the collection, use, storage and sharing of your personal data, and to the collection of sensitive information, such as biometric information and government-issued identification numbers according to that policy.

**Log In**

Create an Account

Copyright 2025 State of Michigan Policies

# Access MiLogin and CHAMPS

- You will be directed to your MiLogin Welcome Page.
- Click the CHAMPS hyperlink.

The screenshot shows the 'MiLogin for Business' website. The header includes the Michigan state logo, the title 'MiLogin for Business', and navigation links for 'Home', 'Discover Online Services', 'Help', and 'Contact Us'. The main content area features a dark blue header with the text 'Welcome [blurred name]' and the instruction 'Access your requested online services and search for more.' Below this, there are two white boxes. The left box contains the MDHHS logo and the text 'Michigan Department of Health & Human Services (MDHHS)' and 'CHAMPS'. A red rectangular box highlights a right-pointing arrow next to the 'CHAMPS' text. The right box is titled 'Discover Online Services' and contains the text: 'MiLogin is used to secure many online services at the State of Michigan. We are here to ensure your identity is safe and protected.' Below this text is a link that says 'Find Services >'. At the bottom of the page, there is a footer with 'Copyright 2023 State of Michigan' on the left and 'Policies' on the right.

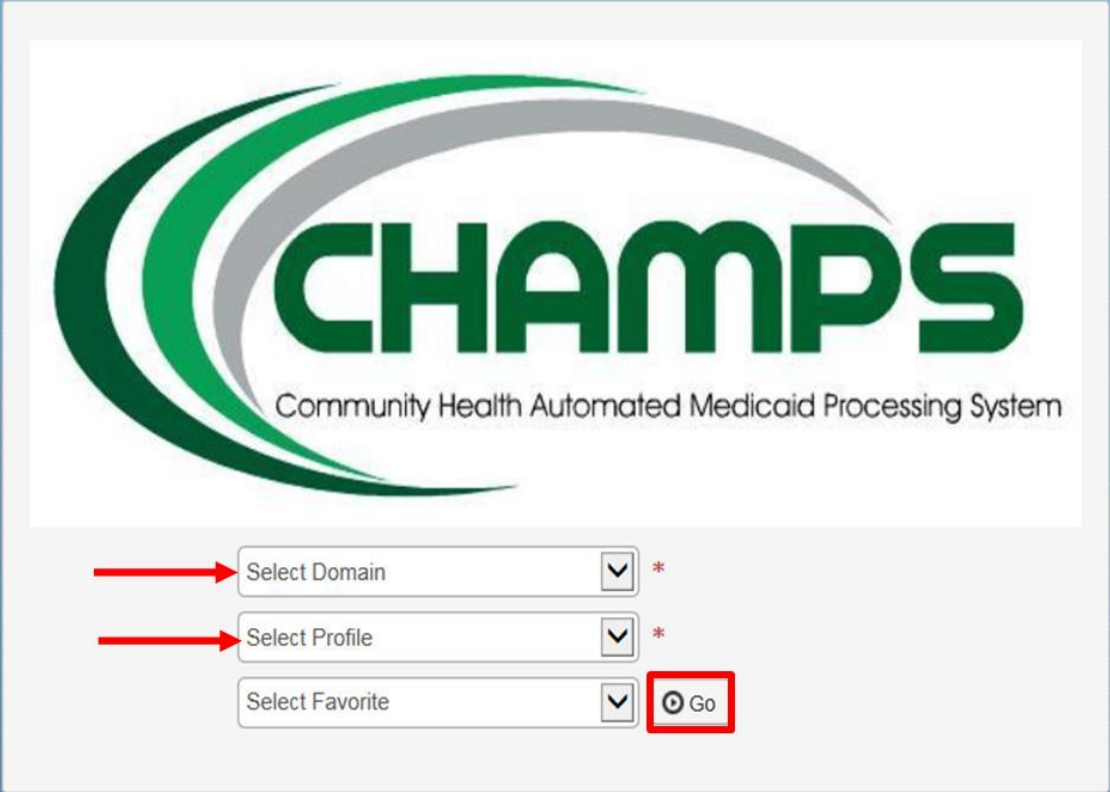
# Access MiLogin and CHAMPS

- Review the terms and conditions and check the 'I agree to the Terms & Conditions'.
- Click Launch service.

The screenshot shows the 'MiLogin for Business' web portal. At the top left is the Michigan state logo. The page title is 'MiLogin for Business'. Navigation links include 'Home', 'Discover Online Services', 'Help', and 'Contact Us'. A 'Back to Home' button is visible on the left. The main content area features the MDHHS logo and the heading 'CHAMPS'. Below this, a paragraph describes CHAMPS as the Michigan Medicaid Management Information System (MMIS). A section titled 'Please accept the Terms and Conditions to continue:' contains a scrollable 'Terms & Conditions' box. Below the terms, there is a checked checkbox labeled 'I agree to the Terms & Conditions' and a 'Launch service' button. The footer contains 'Copyright 2023 State of Michigan' and a 'Policies' link.

## Access MiLogin and CHAMPS

- Select the Billing NPI from the Domain dropdown.
- Select the appropriate profile (for example full access, limited access, prior authorization, etc.).
- Click Go.
  - Note: If there are no Domain or Profile options to select from reference [Domain Administrator Functions](#) >> Adding Users/Assigning Profiles.



CHAMPS  
Community Health Automated Medicaid Processing System

Select Domain \*  
Select Profile \*  
Select Favorite \* Go

# Submit a PA Request

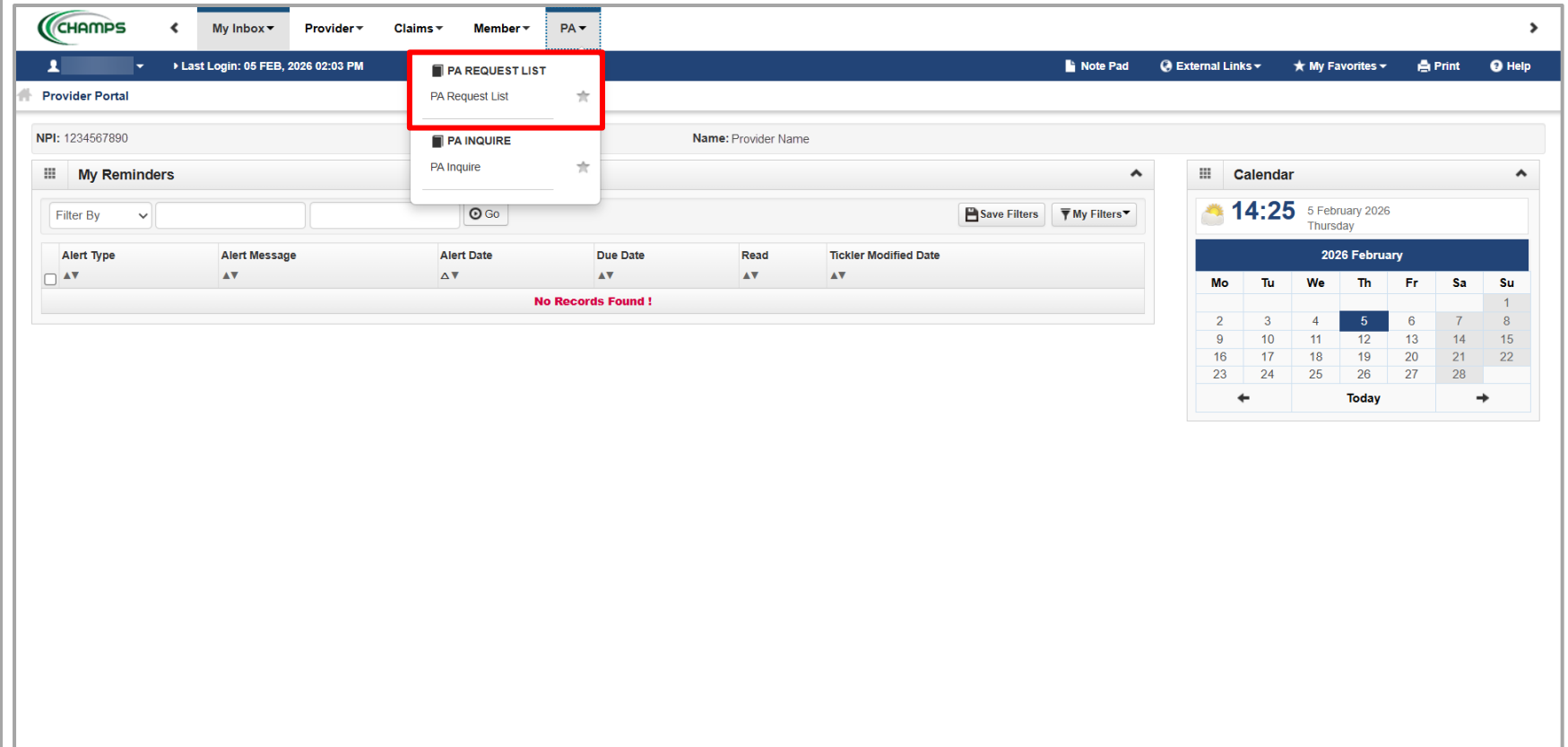
There may be occasions when a beneficiary requires services beyond those ordinarily covered by Medicaid or needs a service that requires prior authorization (PA). Refer to [MMP 26-02](#) as well as provider-specific chapters in the Medicaid Provider Manual for PA requirements.

The [Medicaid Code and Rate Reference Tool](#) can be used to verify which HCPCS and CPT codes require a PA.

The following slides navigate through general steps within the CHAMPS PA Request List screen. Note that additional pieces of information may become required based on the type of service and information submitted on the PA request.

# Submit a PA Request

- From the My Inbox Landing Page:
  - Click the PA tab
- From the PA tab dropdown select PA Request List.



*This presentation, including the screen captures, are based on the CHAMPS Full Access Profile. Additional features and tabs will vary based on the profile selected.*

# Submit a PA Request

- The PA Request List page will display.
- Click Add New Request.

CHAMPS < My Inbox > Provider > Claims > Member > PA >

Last Login: 02 MAR, 2026 10:11 AM

Provider Portal Prior Authorization

Close Add New Request PAs with New Notifications

### PA Request List

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

Pg Vw	Org	Request Category	Beneficiary ID	Beneficiary Name	Age	Tracking No.	Request Date	Status	NPI/ID	Upload
		Standard					08/24/2023	Entering		
	MDHHS	Standard					02/11/2026	Requested		
		Standard					06/02/2023	Entering		

View Page: 2 Go Page Count Save to Excel Viewing Page: 1 First Prev Next Last

# Submit a PA Request

- Complete all fields marked with an asterisk (\*).
- For Specialty Code, select the option that most closely describes the service that is being requested.
  - (Note: The navigation pane on the left side of the screen. Once a PA is entered, the user can move quickly between sections by clicking on the section in the navigation pane.)
- For an Expedited PA Request Category, [click this link to go to slides 8 -9.](#)
- To continue with a Standard PA Request, [click this link to go to slide 10.](#)
- Click Next.

The screenshot shows a web browser window with the URL `tp-chp-uat1.state.mi.us/ecams/CNSIControlServlet`. The page title is "PA Basic Info - Google Chrome". The browser's address bar shows the URL. The page has a dark blue header with "Print" and "Help" icons. Below the header is a navigation pane with a "Close" button and a list of sections: "PA Basic Info", "Beneficiary Info", "Provider Info", "Diagnosis Info", "Supplemental Info", "Procedure Info", "Additional Documents", "Acknowledge Submission", and "Provider Communication". The "PA Basic Info" section is selected and highlighted in blue. The main content area is titled "PA Basic Info" and contains several form fields:

- Request Received Date/Time:** A text input field.
- \*Certification/PA Type:** A dropdown menu.
- \*Source of Request:** A dropdown menu with "DE-DDE" selected.
- \*Specialty Code:** A dropdown menu.
- \*Request Category:** A dropdown menu.
- \*Service From Date:** A text input field with a calendar icon, labeled "MM/DD/YYYY".
- \*Service To Date:** A text input field with a calendar icon, labeled "MM/DD/YYYY".
- Prev. Auth. Number:** A text input field.
- Original Due Date/Time:** A text input field.
- Current Due Date/Time:** A text input field.

A "Next" button is located at the bottom right of the form, highlighted with a red box. At the bottom of the browser window, the page ID is displayed as "Page ID: pgPABasicInfo(Prior Authorization)".

# Expedited PA Request

Effective for PA requests submitted on and after March 22, 2026, determinations will be made for expedited PA requests as quickly as a beneficiary's health condition requires, but in no case later than 72 hours after MDHHS receives the request.

Refer to policy bulletin [MMP 26-02](#) for complete details around when an expedited PA request should be submitted.

# Expedited PA Request

- From the Request Category select EX-Expedited.
- Requests for expedited PA review will be considered if:
  - The service(s) will be rendered within 10 calendar days following the date of submission of the PA request.
  - Failure to render the service(s) within 10 calendar days may pose a serious risk to the beneficiary's life, health, or ability to attain, maintain, or regain maximum functional capacity.
  - Provision of the service(s) within 10 calendar days is medically necessary to correct a medical condition or prevent further deterioration or irreversible loss of function.
  - The service(s) are required for the beneficiary to be discharged from an inpatient hospital or nursing facility setting on the PA submission date.

CHAMPS PA Basic Info - Google Chrome  
tp-chp-uat.state.mi.us/ecams/CNSIControlServlet

Provider Portal > PA Basic Info

PA Basic Info

Request Received Date/Time: [ ] \*Certification/PA Type: [ ]

\*Source of Request: DE-DDE \*Specialty Code: [ ]

\*Request Category: EX - Expedited

\*Service From Date: MM/DD/YYYY \*Service To Date: MM/DD/YYYY

Prev. Auth. Number: [ ]

Original Due Date/Time: [ ] Current Due Date/Time: [ ]

If approved, will the service requested be rendered within <= 10 calendar days of the request submission date?  
 No  Yes

If the service requested is not rendered within <= 10 calendar days will the patient's life, health, or ability to regain maximum function be seriously jeopardized? Explain rationale in supporting documentation submitted with this request.  
 No  Yes

Is intervention within <= 10 calendar days necessary to correct a medical condition or avoid further damage/loss of function? Explain rationale in supporting documentation submitted with this request.  
 No  Yes

Will the patient be discharged from the hospital/nursing facility as of today's date?  
 No  Yes

Next

Page ID: pgPABasicInfo(Prior Authorization)

# Submit a PA Request

- Complete all fields marked with an asterisk (\*).
- Click Next.

The screenshot displays the CHAMPS web application interface for submitting a Prior Authorization (PA) request. The main window is titled "PA Basic Info" and shows a "Beneficiary Info" section with the following fields:

- \*Beneficiary ID:** A text input field containing "Beneficiary ID".
- Beneficiary Name:** A text input field.
- \*Gender:** A dropdown menu.
- \*DOB:** A date input field with a calendar icon, containing "MM/DD/YYYY".

At the bottom right of the form, there are two buttons: "Cancel Request" and "Next". The "Next" button is highlighted with a red border, indicating the next step in the process. The page ID is "pgPABasicInfo(Prior Authorization)".

# Submit a PA Request

- The requestor NPI and name will be pre-populated based on the NPI that is logged into CHAMPS.
- Complete all fields marked with an asterisk (\*).
- Enter the Rendering/Service Provider information.
- Click Save.

The screenshot shows the CHAMPS web application interface for submitting a Prior Authorization (PA) request. The browser address bar shows the URL: tp-chp-uat1.state.mi.us/ecams/CNSIControlServlet. The page title is "PA Basic Info - Google Chrome". The navigation menu includes "PA Basic Info", "Beneficiary Info", "Provider Info", "Diagnosis Info", "Supplemental Info", "Procedure Info", "Additional Documents", "Acknowledge Submission", and "Provider Communication". The "Provider Info" section is active and contains the following fields:

- Requestor Information:**
  - Requestor NPI:** (Group / Facility / Practice NPI, or Individual NPI) - Pre-populated with a greyed-out value.
  - Requestor ID:** (Requestor ID) - Input field.
  - Requestor Name:** - Input field.
  - Requestor Location Address:** (Servicing Location for PA Correspondence) - Dropdown menu with "---SELECT---".
  - PA Correspondence Address:** (Add PA Correspondence Address) - Input field with a "Add PA Correspondence Address" button.
- Contact Information:** (If there are questions during the PA review process, who can we contact?) - A red box highlights these fields:
  - \*Contact Name:** (contactName) - Input field.
  - \*Contact Direct Phone Number:** (XXX-XXX-XXXX Ext. XXXXX) - Input field.
  - \*Contact Email:** (requestorContactEmail) - Input field.
- Determination letter:** (Determination letter will be automatically posted in CHAMPS. Do you also want a paper letter mailed to you?) - Radio buttons for "No" and "Yes".
- Rendering/Service Providers:** A table with columns: Name, ID, NPI, Contact Name, Address, Communication Number, From Date, To Date, Actions.
- Provider Information:**
  - Provider Type Code:** - Dropdown menu.
  - Provider NPI:** (Provider NPI) - Input field.
  - Provider ID:** (Provider ID) - Input field.
  - Location Address:** - Dropdown menu with "---SELECT---".
  - Provider Taxonomy Code:** (Provider Taxonomy Code) - Input field.
  - Requestor Remarks:** - Text area.

At the bottom right, there are "Save" and "Cancel" buttons. The "Save" button is highlighted with a red box. At the bottom of the page, there are "Cancel Request" and "Next" buttons.

# Submit a PA Request

- After clicking Save the Servicing provider information will be displayed.
- If additional Rendering/Servicing provider information needs to be added, click Add; repeat previous steps.
- If no additional provider information is needed, click Next.

The screenshot shows the CHAMPS web application interface for submitting a Prior Authorization (PA) request. The main content area is titled 'PA Basic Info' and includes fields for 'Requestor Location Address' and 'PA Correspondence Address'. A red warning message states: 'Servicing Location for PA Correspondence (If the Servicing Location for PA Correspondence is not listed here, please complete the address fields to the right.)'. Below this, there are input fields for '\*Contact Name:', '\*Contact Direct Phone Number:', and '\*Contact Email:'. A question asks 'Determination letter will be automatically posted in CHAMPS. Do you also want a paper letter mailed to you?' with radio buttons for 'No' (selected) and 'Yes'.

A red box highlights the 'Rendering/Servicing Providers' section, which contains a table with the following columns: Name, ID, NPI, Contact Name, Address, Communication Number, From Date, To Date, and Actions. The table has one row with the following data: Name (blank), ID (blank), NPI (blank), Contact Name (blank), Address (blank), Communication Number (blank), From Date (09-01-2023), To Date (12-31-2999), and Actions (trash icon). Below the table is an 'Add' button.

At the bottom right of the form, there are two buttons: 'Cancel Request' and 'Next'. The 'Next' button is highlighted with a red box.

## Submit a PA Request

- Enter the diagnosis code.
- Click Save.

The screenshot shows a web browser window with the CHAMPS logo in the top left. The browser address bar shows the URL: tp-chp-uat1.state.mi.us/ecams/CNSIControlServlet. The page title is "PA Basic Info - Google Chrome". The page header includes "Provider Portal", "Tracking Number:", "Service From Date: 02/26/2026", "Service To Date: 02/27/2026", and "Beneficiary ID:". A left sidebar menu contains the following items: PA Basic Info, Beneficiary Info, Provider Info, Diagnosis Info (highlighted), Supplemental Info, Procedure Info, Additional Documents, Acknowledge Submission, and Provider Communication. The main content area is titled "Diagnosis Info" and contains a section "Diagnosis Information For This Request". Below this is a table with columns "Diagnosis Code", "Description", and "Actions". Under the "Code:" label, there is a text input field containing "Diagnosis Code". To the right of the input field are two buttons: "Save" (highlighted with a red box) and "Cancel". At the bottom right of the form area are two buttons: "Cancel Request" and "Next". The footer of the page displays "Page ID: pgPABasicInfo(Prior Authorization)".

## Submit a PA Request

- To enter additional diagnosis code information, click Add.
- If no additional information is needed, click Next.

Note: The tracking number is now displayed at the top of the PA request list page.

The screenshot shows the CHAMPS PA Basic Info page in a Google Chrome browser. The page title is "PA Basic Info - Google Chrome" and the URL is "tp-chp-uat1.state.mi.us/ecams/CNS/ControlServlet#". The page has a dark blue header with "CHAMPS" logo, "Print", and "Help" buttons. Below the header, there is a navigation menu with "PA Basic Info", "Beneficiary Info", "Provider Info", "Diagnosis Info", "Supplemental Info", "Procedure Info", "Additional Documents", "Acknowledge Submission", and "Provider Communication". The "Diagnosis Info" section is active and displays "Diagnosis Information For This Request". A table with columns "Diagnosis Code", "Description", and "Actions" contains one row: "J302" and "OTHER SEASONAL ALLERGIC RHINITIS". Below the table is an "Add" button. At the bottom right of the page, there are "Cancel Request" and "Next" buttons. The tracking number is displayed at the top of the page, and the service dates are "Service From Date: 02/26/2026" and "Service To Date: 02/27/2026". The page ID is "pgPADiagnosisInfo(Prior Authorization)".

# Submit a PA Request

- Move on to the Procedure Info section of the PA.
- Complete all required fields as marked with an asterisk (\*).
- Click Save.

The screenshot shows the CHAMPS Provider Portal interface. The browser address bar indicates the URL is `tp-chp-uat1.state.mi.us/ecams/CNSIControlServlet#`. The page title is "PA Basic Info - Google Chrome". The main navigation menu on the left includes: PA Basic Info, Beneficiary Info, Provider Info, Diagnosis Info, Supplemental Info, Procedure Info (highlighted), Additional Documents, Acknowledge Submission, and Provider Communication. The "Procedure Info" section is active, displaying a "Service Lines" table with columns: Line, Servicing Provider, Code, Mod, Req Units, Req \$ Amt, From Date, To Date, Status, Duplicate Line, Tracking No., and Actions. Below the table, the form contains several required fields marked with an asterisk (\*):

- \*Proc From Date: MM/DD/YYYY
- \*Proc To Date: MM/DD/YYYY
- \*Servicing Provider NPI/ID: (dropdown menu)
- \*Code Qualifier: (dropdown menu)
- \*Code: (text input)
- Modifiers: (four text input fields)
- Brand, Model, Catalog or Part Number and Description: (text input)
- \*Requested Quantity/Units: (text input)
- \*Requested \$ Amount: (text input)
- MSA-1656 Previously Submitted On (new 1656 required if there have been medical or functional changes): MM/DD/YYYY

A "Provider Comments" section is located at the bottom, with a note: "Comments entered in the Provider Comments box below will be visible to the State Staff". At the bottom right, there are "Save" and "Cancel" buttons. The "Save" button is highlighted with a red box. At the very bottom of the page, there is a footer with "Page ID : pgPADiagnosisInfo(Prior Authorization)" and "Cancel Request" and "Next" buttons.

## Submit a PA Request

- After clicking save the procedure information will be added to the PA.
- To enter additional codes, click Add.
- If no additional information is needed, click Next.

The screenshot shows the CHAMPS PA Basic Info form in a web browser. The browser address bar shows the URL: tp-chp-uat1.state.mi.us/ecams/CNSIControlServlet#. The form has a navigation menu on the left with options: PA Basic Info, Beneficiary Info, Provider Info, Diagnosis Info, Supplemental Info, Procedure Info (selected), Additional Documents, Acknowledge Submission, and Provider Communication. The main content area is titled "Procedure Info" and contains a "Service Lines" table. The table has columns: Line, Servicing Provider, Code, Mod, Req Units, Req \$ Amt, From Date, To Date, Status, Duplicate Line, Tracking No., and Actions. There is one row with Line 01, Code A5500, Req Units 1, Req \$ Amt 500.00, From Date 02/26/2026, To Date 02/27/2026, Status Requested, and Duplicate Line No. Below the table is an "Add" button. At the bottom right of the form are "Cancel Request" and "Next" buttons. The footer of the page shows "Page ID : pgPADiagnosisInfo(Prior Authorization)".

Line	Servicing Provider	Code	Mod	Req Units	Req \$ Amt	From Date	To Date	Status	Duplicate Line	Tracking No.	Actions
01		A5500		1	500.00	02/26/2026	02/27/2026	Requested	No		

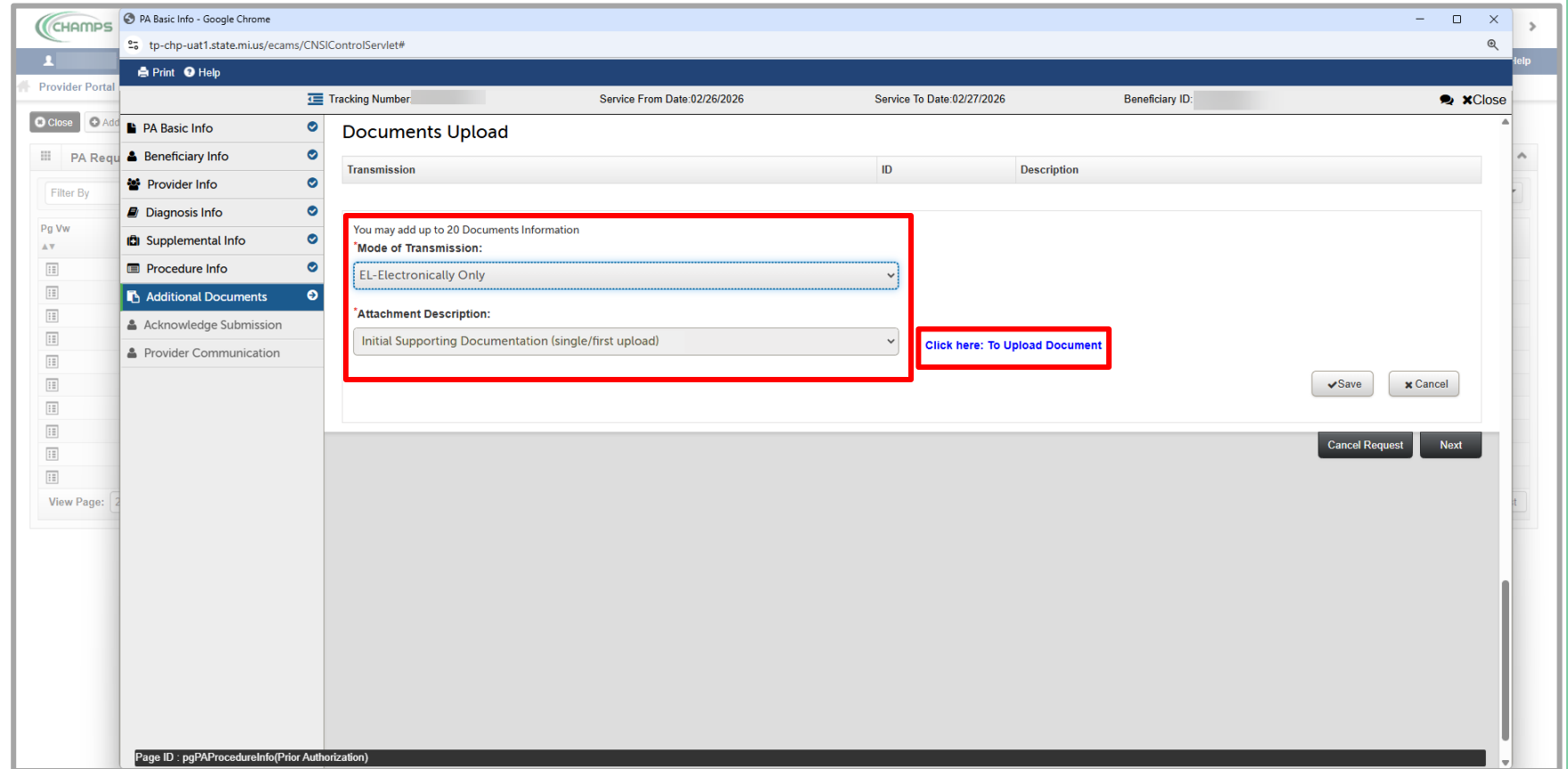
## Submit a PA Request

- To attach documents, continue to the Additional Documents section.
- Documents can be submitted either electronically or by fax.
- To upload documents using the Fax mode of transmission [click this link to go to slide 23](#).

The screenshot displays the CHAMPS web application interface for submitting a Prior Authorization (PA) request. The browser window title is "PA Basic Info - Google Chrome" and the URL is "tp-chp-uat1.state.mi.us/ecams/CNSIControlServlet#". The page header includes "Provider Portal", "Print", and "Help" options. The main content area is titled "Documents Upload" and features a table with columns for "Transmission", "ID", and "Description". Below the table, there is a section for adding documents, with a note: "You may add up to 20 Documents Information". This section includes two dropdown menus: "Mode of Transmission" and "Attachment Description". At the bottom right of this section are "Save" and "Cancel" buttons. Below the document upload area, there are "Cancel Request" and "Next" buttons. The left sidebar contains a navigation menu with options like "PA Basic Info", "Beneficiary Info", "Provider Info", "Diagnosis Info", "Supplemental Info", "Procedure Info", "Additional Documents" (which is currently selected), "Acknowledge Submission", and "Provider Communication". The footer of the page shows "Page ID : pgPAProcedureInfo(Prior Authorization)".

# Submit a PA Request

- From the Mode of Transmission dropdown select EL-Electronically Only
- From the Attachment Description select the document type:
  - PA Form (when required)
  - Initial Supporting Doc. (single/first upload)
  - Subsequent Supporting Doc.(2+ uploads)
  - Images (x-rays, photos, videos)
  - Requested Addt'l Docs.
  - PACER Reconsideration
  - Change Request/Doc.
  - Invoice
  - Vision
  - Clinical Trial Attestation Form
- Click the 'Click Here: To Upload Documents' hyperlink.



## Submit a PA Request

- Find the saved file on your computer, click choose file.
- Select the file.
- Click Upload Document.

The screenshot shows the CHAMPS web application interface for submitting a Prior Authorization (PA) request. The main window displays the 'PA Basic Info' section, which includes fields for 'Mode of Transmission' (set to 'EL-Electronically Only') and 'Attachment Description' (set to 'Initial Supporting Document'). A sidebar on the left contains a navigation menu with options like 'PA Basic Info', 'Beneficiary Info', 'Provider Info', 'Diagnosis Info', 'Supplemental Info', 'Procedure Info', 'Additional Documents', 'Acknowledge Submission', and 'Provider Communication'. The 'Additional Documents' option is currently selected. An 'Attachment Upload' dialog box is open in the foreground, prompting the user to 'Click Browse to Upload File'. The dialog box shows a 'Filename:' field with a 'Choose File' button highlighted in red. At the bottom of the dialog, there is an 'Upload Document' button, also highlighted in red, and a 'Close' button. The background interface includes a top navigation bar with 'Print' and 'Help' options, and a bottom status bar displaying 'Page ID: dgPAUploadDoc(Prior Authorization)'.

## Submit a PA Request

- The message, 'Info: Document is successfully archived!' will display.
- Click Close.

The screenshot displays the CHAMPS Provider Portal interface. The main window shows a form for submitting a PA Request, with fields for Tracking Number, Service From Date (02/26/2026), Service To Date (02/27/2026), and Beneficiary ID. The 'Additional Documents' section is active, showing a 'Mode of Transmission' dropdown set to 'EL-Electronically Only' and an 'Attachment Description' field. A modal dialog titled 'Attachment Upload - Google Chrome' is overlaid on the main window. The dialog contains the text 'Click Browse to Upload File' and a red-bordered message box that reads 'Info: Document is successfully archived!'. Below the message box, there is a 'Filename:' field with a 'Choose File' button and the text 'No file chosen \*'. At the bottom right of the dialog, there are 'Upload Document' and 'Close' buttons, with the 'Close' button highlighted by a red box. The background window shows a sidebar with navigation options like 'PA Basic Info', 'Beneficiary Info', 'Provider Info', 'Diagnosis Info', 'Supplemental Info', 'Procedure Info', 'Additional Documents', 'Acknowledge Submission', and 'Provider Communication'. The 'Additional Documents' option is selected. The page ID at the bottom of the main window is 'pgPAPProcedureInfo(Prior Authorization)'. The page ID at the bottom of the dialog is 'dlgPAUploadDoc(Prior Authorization)'.

## Submit a PA Request

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

CHAMPS PA Basic Info - Google Chrome  
tp-chp-uat1.state.mi.us/ecams/CNSIControlServlet#

Provider Portal

Tracking Number: [redacted] Service From Date: 02/26/2026 Service To Date: 02/27/2026 Beneficiary ID: [redacted]

PA Basic Info [checked]  
Beneficiary Info [checked]  
Provider Info [checked]  
Diagnosis Info [checked]  
Supplemental Info [checked]  
Procedure Info [checked]  
Additional Documents [selected]  
Acknowledge Submission  
Provider Communication

### Documents Upload

Transmission	ID	Description
EL-Electronically Only	[redacted]	Initial Supporting Documentation (single/first upload)

You may add up to 20 Documents Information

\*Mode of Transmission:  
[dropdown menu]

\*Attachment Description:  
[dropdown menu]

Save Cancel

Cancel Request **Next**

Page ID : pgPAProcedureInfo(Prior Authorization)

## Submit a PA Request

- The Acknowledge Submission screen will appear once the PA has been submitted.
- Take note of the Tracking Number as this is used to status the PA once submitted.
- Click Close to return to the PA request list page.

The screenshot shows the CHAMPS Provider Portal interface. The browser address bar displays 'tp-chp-uat1.state.mi.us/ecams/CNSIControlServlet#'. The page title is 'PA Basic Info - Google Chrome'. The main content area is titled 'Acknowledge Submission' and contains the following text: 'Prior Authorization has been submitted to State for review.', 'Tracking No: [redacted]', and 'Submitter Transaction Identifier: [redacted]'. Below this, it says 'Please refer to the Provider Communication section for any communication needs.' A blue clipboard icon with a checklist is visible on the right side of the page. A 'Close' button is highlighted with a red box in the bottom right corner. The left sidebar contains a navigation menu with options: PA Basic Info, Beneficiary Info, Provider Info, Diagnosis Info, Supplemental Info, Procedure Info, Additional Documents, Acknowledge Submission (selected), and Provider Communication. The footer of the page shows 'Page ID : pgPAProcedureInfo(Prior Authorization)'.

# Upload Documents by Fax

The following slides will show how to upload documents when the user has selected the fax method.

Note the slides begin at the additional documentation section of the PA request steps.

# Upload Documents by Fax

- From the Mode of Transmission dropdown, select FX-By Fax.
- Click the 'Click here: To Print Fax Cover Page'.

The screenshot shows the CHAMPS web application interface. The browser address bar displays 'tp-chp-uat1.state.mi.us/ecams/CNSIControlServlet#'. The page title is 'PA Basic Info - Google Chrome'. The navigation menu on the left includes 'PA Basic Info', 'Beneficiary Info', 'Provider Info', 'Diagnosis Info', 'Supplemental Info', 'Procedure Info', 'Additional Documents', 'Acknowledge Submission', and 'Provider Communication'. The 'Additional Documents' section is active, showing a 'Documents Upload' form. The form includes a table with columns 'Transmission', 'ID', and 'Description'. Below the table, there is a text box with the instruction 'You may add up to 20 Documents Information'. The 'Mode of Transmission' dropdown menu is set to 'FX-By Fax'. A red box highlights the 'Click here: To Print Fax Cover Page' link, which is accompanied by the text 'Please fax documents now.'. A 'Cancel' button is visible at the bottom right of the form area. The page ID is 'pgPAProcedureInfo(Prior Authorization)'.

# Upload Documents by Fax

- Print the fax cover sheet.
- The appropriate fax number will be displayed on the cover sheet.
- Fax the documentation with the cover sheet to the appropriate contact number.

The screenshot displays the CHAMPS Provider Portal interface. On the left, a sidebar menu includes options like 'PA Basic Info', 'Beneficiary Info', 'Provider Info', 'Diagnosis Info', 'Supplemental Info', 'Procedure Info', 'Additional Documents', 'Acknowledge Submission', and 'Provider Communication'. The 'Additional Documents' option is selected. The main content area shows a 'PA Fax Transmittal Coversheet' form. At the top left of the form, it reads: 'Michigan Department of Health and Human Services, PO Box 30170, Lansing MI 48909-7670'. To the right is the MDHHS logo. The form title is 'PA Fax Transmittal Coversheet'. Below this, there are two rows: 'Tracking Number:' followed by a text input field and a barcode, and 'Beneficiary ID:' followed by a text input field and a barcode. At the bottom of the form, a note states: 'Please note: A different fax coversheet is generated for each request you enter'. The browser window shows the URL 'tp-chp-uat1.state.mi.us/ecams/CNSIControlServlet#'. The page ID at the bottom is 'pgPAProcedureInfo(Prior Authorization)'.

# Upload Documents by Fax

- Ensure all data is correct within the PA request.
- Click Next to submit the PA to MDHHS for review.

The screenshot displays the CHAMPS Provider Portal interface. The browser address bar shows the URL `tp-chp-uat1.state.mi.us/ecams/CNSIControlServlet#`. The page header includes the CHAMPS logo and navigation links for Print and Help. The main content area is titled "Documents Upload" and features a table with columns for "Transmission", "ID", and "Description". Below the table, a message states "You may add up to 20 Documents Information". A dropdown menu for "Mode of Transmission" is set to "FX-By Fax". A link for "Click here: To Print Fax Cover Page" is provided, along with a red warning: "Please fax documents now." and a "Cancel" button. At the bottom right, there are two buttons: "Cancel Request" and "Next", with the "Next" button highlighted by a red rectangular box. The footer of the page indicates "Page ID : pgPAPProcedureInfo(Prior Authorization)".

## Upload Documents by Fax

- The Acknowledge Submission screen will appear once the PA has been submitted.
- Take note of the Tracking Number as this is used to status the PA once submitted.
- Once submitted the Provider Communication can be added.
- Click Close to return to the PA request list page.

The screenshot shows the CHAMPS Provider Portal interface. The browser address bar displays 'tp-chp-uat1.state.mi.us/ecams/CNSIControlServlet#'. The page title is 'PA Basic Info - Google Chrome'. The navigation menu on the left includes: PA Basic Info, Beneficiary Info, Provider Info, Diagnosis Info, Supplemental Info, Procedure Info, Additional Documents, Acknowledge Submission (highlighted), and Provider Communication. The main content area is titled 'Acknowledge Submission' and contains the following text: 'Prior Authorization has been submitted to State for review.', 'Tracking No: [redacted]', and 'Submitter Transaction Identifier: [redacted]'. Below this, it says 'Please refer to the Provider Communication section for any communication needs.' A blue clipboard icon with a checklist is positioned on the right side of the page. A red box highlights the 'Close' button in the bottom right corner. The footer of the page reads 'Page ID : pgPAPProcedureInfo(Prior Authorization)'.

# Add Communications or Documents

Comments can be added to a PA with a status of requested or submitted. After a PA has been denied communication can be added, however the status of the PA will not be changed. Denied PA's should be reviewed, and if necessary, submitted as a new request.

Note that communications attached to a PA can only be seen using the PA Request List or the PA's with New Notifications button.

Steps on how to:

- [Add Communications or Documents](#)
- [View Communications or Documents](#)

## Add Communications or Documents

- Once a PA request has been submitted providers can add additional documentation and communication to the PA.
- Select the PA Tab.
- Select PA Request list.

The screenshot displays the CHAMPS Provider Portal interface. At the top, there is a navigation bar with tabs for 'My Inbox', 'Provider', 'Claims', 'Member', and 'PA'. The 'PA' tab is selected. Below the navigation bar, the main content area is titled 'Provider Portal' and includes a search bar with 'NPI: 1234567890' and a 'Name: Provider Name' field. A dropdown menu is open over the 'PA' tab, showing 'PA REQUEST LIST' (highlighted with a red box) and 'PA INQUIRE'. Below the menu, there is a 'My Reminders' section with a filter dropdown and a 'Go' button. A table with columns for 'Alert Type', 'Alert Message', 'Alert Date', 'Due Date', 'Read', and 'Tickler Modified Date' is visible, with a red message 'No Records Found!' below it. On the right side, there is a 'Calendar' widget showing the date '5 February 2026 Thursday' and a calendar grid for '2026 February'.

# Add Communications or Documents

- 1. Filter by the Tracking No.
- 2. Click the tracking number hyperlink.

1

The screenshot shows the CHAMPS Provider Portal interface. The top navigation bar includes 'My Inbox', 'Provider', 'Claims', 'Member', and 'PA'. The main content area is titled 'PA Request List'. A filter dropdown menu is open, showing options: 'Filter By', 'Beneficiary ID', 'Beneficiary Name', 'Clinical Trial', 'NPI/ID', 'Org', 'Request Date', 'Status', and 'Tracking No.'. The table below the filter is empty, displaying 'No Records Found!'. The table headers are: Request Category, Beneficiary ID, Beneficiary Name, Age, Tracking No., Request Date, Status, NPI/ID, and Upload.

2

The screenshot shows the CHAMPS Provider Portal interface after filtering. The top navigation bar is the same. The main content area is titled 'PA Request List'. The filter dropdown is now set to 'Tracking No.'. The table below shows one record with the following data: Request Category: Standard, Beneficiary ID: [redacted], Beneficiary Name: [redacted], Age: [redacted], Tracking No.: [redacted], Request Date: 03/03/2026, Status: Requested, NPI/ID: [redacted], and Upload: [redacted]. The 'Tracking No.' column header and the corresponding cell value are highlighted with a red box. The table headers are: Pg Vw, Org, Request Category, Beneficiary ID, Beneficiary Name, Age, Tracking No., Request Date, Status, NPI/ID, and Upload. The bottom of the page shows 'View Page: 1' and 'Viewing Page: 1'.

## Add Communications or Documents

- Select the Provider Communication option from the left-hand navigation pane.
- Select the appropriate type of communication.

The screenshot displays the CHAMP PA Basic Info web application. The browser address bar shows the URL: tp-chp-uat1.state.mi.us/ecams/CNSIControlServlet#. The application header includes the CHAMP logo, a user profile icon, and a Help button. The main navigation pane on the left lists several options: PA Basic Info, Beneficiary Info, Provider Info, Diagnosis Info, Supplemental Info, Procedure Info, Additional Documents, Acknowledge Submission, and Provider Communication. The Provider Communication option is highlighted with a red box. The main content area is titled "Provider Communication" and contains a list of communication types, each with a checkbox and an "Explain:" label. The options are: Request 14 Day Due Date Extension for Documentation, Upload New Documentation, Request to Change the Existing Authorization, Request for Pricing, Request to Change from Standard to Expedited, Request to Change from Expedited to Standard, Add a New Comment, and Other. At the bottom right of the form, there are "Save" and "Cancel" buttons. The footer of the page displays "Page ID : pgProviderCommunication(Prior Authorization)".

PA Basic Info - Google Chrome  
tp-chp-uat1.state.mi.us/ecams/CNSIControlServlet#

Print Help

Tracking Number: Service From Date: 02/25/2026 Service To Date: 02/28/2026 Beneficiary ID: Close

Close PA Basic Info

Beneficiary Info

Provider Info

Diagnosis Info

Supplemental Info

Procedure Info

Additional Documents

Acknowledge Submission

Provider Communication

### Provider Communication

- Request 14 Day Due Date Extension for Documentation. Explain:
- Upload New Documentation. Explain:
- Request to Change the Existing Authorization. Explain:
- Request for Pricing. Explain:
- Request to Change from Standard to Expedited. Explain:
- Request to Change from Expedited to Standard. Explain:
- Add a New Comment:
- Other:

Save Cancel

Page ID : pgProviderCommunication(Prior Authorization)

# Add Communications or Documents

- Select the communication option needed for the PA. Each option opens a 4,000-character text box.
  - Request a 14-day extension
  - Upload new documentation
  - Request a change
  - Request for pricing
  - Request to change to expedited
  - Request to change to standard
  - Add a new comment
  - Other
- Enter the comments, with as much detail as possible as to what is being attached to the PA request.
- If documents need to be attached, indicate that within the comment and [click here to go back to slide 18 for steps](#).
- Click Save.

PA Basic Info - Google Chrome  
tp-chp-uat1.state.mi.us/ecams/CNSIControlServlet#

Provider Po Tracking Number Service From Date:02/25/2026 Service To Date:02/28/2026 Beneficiary ID: [REDACTED] Close

Close PA Basic Info PA R Beneficiary Info Provider Info Diagnosis Info Supplemental Info Procedure Info Additional Documents Acknowledge Submission Provider Communication

### Provider Communication

Request 14 Day Due Date Extension for Documentation. Explain:

Upload New Documentation. Explain:

\*Provider Comments:

4000 Characters Left:

Request to Change the Existing Authorization. Explain:

Request for Pricing. Explain:

Request to Change from Standard to Expedited. Explain:

Request to Change from Expedited to Standard. Explain:

Add a New Comment:

Other:

Save Cancel

Page ID : pgProviderCommunication(Prior Authorization)

## Add Communications or Documents

- Click Close to return to the PA request.

The screenshot displays the CHAMPS web application interface. The main window shows a 'PA Request' page with a sidebar menu containing options like 'PA Basic Info', 'Beneficiary Info', 'Provider Info', 'Diagnosis Info', 'Supplemental Info', 'Procedure Info', 'Additional Documents', 'Acknowledge Submission', and 'Provider Communication'. The 'Additional Documents' option is selected. The main content area is titled 'Documents Upload' and includes a table with columns for 'Transmission ID' and 'Description'. Below the table, there is a section for 'You may add' with fields for '\*Mode of Tr' and '\*Attachment'. A modal dialog box titled 'Attachment:' is open in the foreground, displaying the message 'Click Browse to Upload File' and 'Info: Document is successfully archived!'. The dialog box has a 'Filename:' field with a 'Choose File' button and a 'No file chosen' status. At the bottom of the dialog, there are 'Upload Document' and 'Close' buttons, with the 'Close' button highlighted by a red square. The page ID at the bottom of the dialog is 'Page ID: dlgPAUploadDoc(Prior Authorization)'. The background page ID is 'Page ID: pgPAAdditionalDocuments(Prior Authorization)'.

# View Communications or Documents

The following slides will navigate how to view communications or documents added to a PA request, including communications from the provider, communications from MDHHS Program Review Division (PRD), or documents attached.

## View Communications or Documents

- Once a communication is added to a submitted PA, a notification is created for MDHHS to review.
- Click the PAs with New Notifications button to view MDHHS acknowledged communications.

The screenshot displays the CHAMPS Provider Portal interface. At the top, there is a navigation bar with the CHAMPS logo and menu items: My Inbox, Provider, Claims, Member, and PA. Below the navigation bar, the user's last login is shown as 03 MAR, 2026 10:28 AM. The main content area is titled "Provider Portal Prior Authorization" and contains a toolbar with buttons for "Close", "Add New Request", and "PAs with New Notifications" (which is highlighted with a red box). Below the toolbar is a "PA Request List" section with a search and filter area. The search area includes a "Beneficiary ID" dropdown, an "And" operator, a "Filter By" dropdown, and a "Go" button. The table below has columns for Pg Vw, Org, Request Category, Beneficiary ID, Beneficiary Name, Age, Tracking No., Request Date, Status, NPI/ID, and Upload. The table is currently empty, and a red message "No Records Found!" is displayed in the center.

Pg Vw	Org	Request Category	Beneficiary ID	Beneficiary Name	Age	Tracking No.	Request Date	Status	NPI/ID	Upload
No Records Found !										

## View Communications or Documents

- Communications can only be added to PA's with a status of Requested.
- Click the tracking number hyperlink.

The screenshot displays the CHAMPS Provider Portal interface. At the top, there is a navigation bar with the CHAMPS logo and menu items: My Inbox, Provider, Claims, Member, and PA. Below this is a user profile section showing the last login time as 06 MAR, 2026 07:17 AM. The main content area is titled "Provider Portal Prior Authorization" and includes a "Close" button, "Add New Request" button, and "PAs with New Notifications" button. The "PA Request List" section features a search and filter area with "Tracking No." and "Filter By" dropdowns, and "Save Filters" and "My Filters" buttons. Below this is a table with the following columns: Pg Vw, Org, Request Category, Beneficiary ID, Beneficiary Name, Age, Tracking No., Request Date, Status, NPI/ID, and Upload. The "Tracking No." column is highlighted with a red box. The table contains one row with the following data: Standard, [redacted], [redacted], [redacted], 03/03/2026, Requested, [redacted]. At the bottom of the table, there are "View Page: 1", "Go", "Page Count", "Save to Excel", and "Viewing Page: 1" options, along with navigation buttons for First, Prev, Next, and Last.

## View Communications or Documents

- Once MDHHS has acknowledged the communication the chat bubble icon will appear in the upper right hand side of the PA request.
- To view communications, click on the [chat bubble icon](#).
- To view documents attached to the PA, [click on the paper clip icon](#).

The screenshot displays the CHAMPS web application interface for a PA Basic Info form. The browser address bar shows the URL: tp-chp-uat.state.mi.us/ecams/CNSICControlServlet. The form title is "PA Basic Info". The navigation bar includes "My Inbox", "Provider", "Claims", "Member", and "PA". The form fields include:

- Request Received Date/Time: [Text Field]
- \*Certification/PA Type: [Dropdown Menu]
- \*Source of Request: DE-DDE [Dropdown Menu]
- \*Specialty Code: [Dropdown Menu]
- \*Request Category: ST - Standard [Dropdown Menu]
- \*Service From Date: 01/16/2026 [Calendar Icon]
- \*Service To Date: 05/16/2026 [Calendar Icon]
- Prev. Auth. Number: [Text Field]
- Original Due Date/Time: [Text Field]
- Current Due Date/Time: [Text Field]
- Beneficiary ID: [Text Field]
- Beneficiary Name: [Text Field]

On the right side of the form, there are two icons: a paper clip icon (for documents) and a chat bubble icon (for communications), both highlighted with a red box. The chat bubble icon is also highlighted with a red box. The form has "Save" and "Cancel" buttons at the bottom right. The page ID is pgPABasicInfo(Prior Authorization).

# View Communications

- The communications will be displayed.
- The Proc Type will indicate if the communication is sent by the Provider or a response from MDHHS to the provider communication.

Tracking No:

Please acknowledge comments from the State in response to your communications. Click the checkbox to the left of the Comment, then Click on the [Acknowledge] button on the bottom right when you have read the State's comment. This tracking number will remain in the PAs with New Notifications list page if you do not click the [Acknowledge] button for each new comment from the State.

Line	Proc/Type	Prv Comment Category	Comments	Created By	Created Date/Time	Modified By	Modified Date/Time	ACKNOWLEDGED
<input type="checkbox"/>	Provider	Upload			03/10/2026 03:59:05 PM			
<input type="checkbox"/>	Comments	Documentation	Information provided should be very specific to the PA request being submitted.		15:59:05		15:59:05	
<input type="checkbox"/>	Provider		Your Upload New Documentation communication has been received and is being reviewed.	Program Review Division	03/10/2026 15:59:05	Program Review Division	03/10/2026 15:59:05	

View Page: 1  Page Count  Viewing Page: 1

Page ID: dlgPAComments(Prior Authorization)

Page ID: pgPABasicInfo(Prior Authorization)

## View Documents

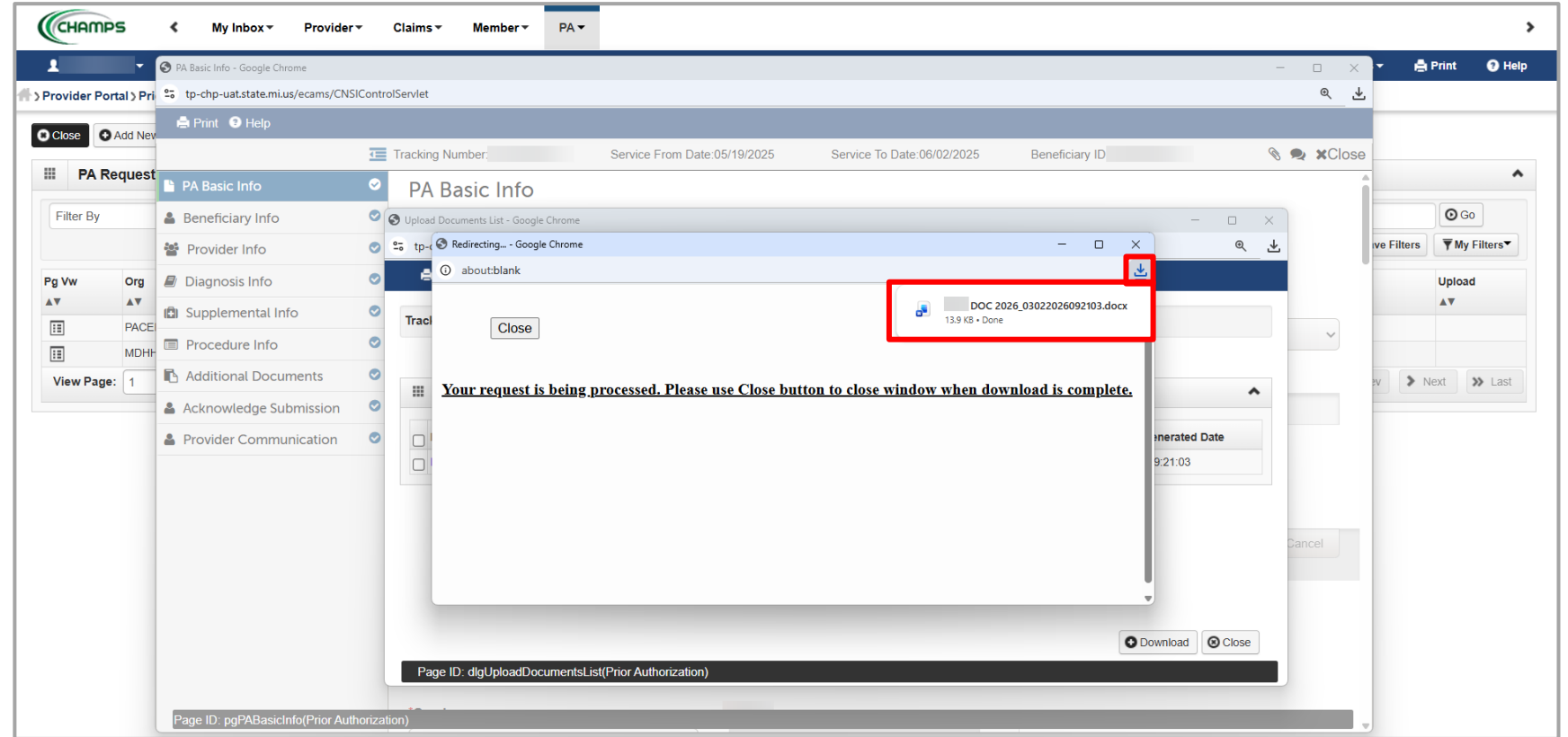
- After clicking the paper clip icon, the uploaded documents will display.
  - Including the username that uploaded the document(s).
- The PA determination letter can also be viewed in this screen.
- Click the Document Name hyperlink OR select the document(s) to be viewed by clicking the check box in front of the document name and click the Download button.

The screenshot displays the CHAMPS Provider Portal interface. The main content area is titled 'PA Basic Info' and includes a sidebar with various information sections: Beneficiary Info, Provider Info, Diagnosis Info, Supplemental Info, Procedure Info, Additional Documents, Acknowledge Submission, and Provider Communication. The 'Additional Documents' section is expanded, showing an 'Upload Documents' table. The table has the following columns: Document Name, Beneficiary ID, Provider ID, NPI, Tracking Number, Uploaded/Generated By, and Uploaded/Generated Date. A red box highlights the 'Document Name' column header and the 'Invoice' row. At the bottom right of the table, there is a 'Download' button and a 'Close' button, both highlighted with red boxes. The page ID is 'dlgUploadDocumentsList(Prior Authorization)'. The background shows the 'PA Request' sidebar and the top navigation bar with 'My Inbox', 'Provider', 'Claims', 'Member', and 'PA' tabs.

Document Name	Beneficiary ID	Provider ID	NPI	Tracking Number	Uploaded/Generated By	Uploaded/Generated Date
Invoice						03/02/2026 09:21:03

## View Documents

- Note the window will display in a pop-up window.
- Click the document to open in the applicable computer application (i.e., Word, Adobe, etc.).
- Click Close to return to the PA Basic Info screen.



# Search for a Submitted PA

Steps on how to find submitted PA's using the tracking number or other search criteria.

Up to seven years of PA history is accessible to providers in CHAMPS.

For detailed Prior Authorization information visit the [MI Medicaid Provider Manual](#), Chapter General Information for Providers, Section 10 – Prior Authorizations.

# Search for a Submitted PA

- Select the PA Tab.
- Select PA Request list.

The screenshot displays the CHAMPS Provider Portal interface. At the top, there is a navigation bar with tabs for 'My Inbox', 'Provider', 'Claims', 'Member', and 'PA'. The 'PA' tab is selected. Below the navigation bar, the main content area is titled 'Provider Portal' and includes fields for 'NPI: 1234567890' and 'Name: Provider Name'. A 'My Reminders' section is visible, featuring a table with columns for 'Alert Type', 'Alert Message', 'Alert Date', 'Due Date', 'Read', and 'Tickler Modified Date'. The table currently displays 'No Records Found!'. A dropdown menu is open over the 'PA' tab, showing 'PA REQUEST LIST' (highlighted with a red box) and 'PA INQUIRE'. On the right side of the interface, there is a 'Calendar' widget showing the date '5 February 2026 Thursday' and a calendar grid for February 2026.

# Search for a Submitted PA

- The PA request list page shows PA's that are Requested, In Process, or Entering.
- Select the necessary filter by criteria.
  - To search using a tracking number, select Tracking No. from the options.
  - Alternatively, users can filter by beneficiary ID, beneficiary Name, Clinical Trial, NPI/ID, Org, Request Date, Status.

The screenshot shows the CHAMPS Provider Portal interface for Prior Authorization. The top navigation bar includes 'My Inbox', 'Provider', 'Claims', 'Member', and 'PA'. The user is logged in as 'Last Login: 03 MAR, 2026 10:28 AM'. The main content area is titled 'PA Request List' and features a search filter section with three 'Filter By' dropdown menus and a 'Go' button. The 'Beneficiary ID' option is selected in the first dropdown. Below the search area is a table with columns: Request Category, Beneficiary ID, Beneficiary Name, Age, Tracking No., Request Date, Status, NPI/ID, and Upload. The table is currently empty, with a red message 'No Records Found!' displayed in the center.

# Search for a Submitted PA

- To view the details entered on the PA, documents attached, or communications click the tracking number hyperlink.

The screenshot displays the CHAMPS Provider Portal interface for PA (Prior Authorization) requests. The top navigation bar includes 'My Inbox', 'Provider', 'Claims', 'Member', and 'PA'. The user is logged in as 'Last Login: 03 MAR, 2026 10:28 AM'. The main content area is titled 'PA Request List' and features a search bar with filters for 'Beneficiary ID' and 'Filter By'. Below the search bar is a table with the following columns: Pg Vw, Org, Request Category, Beneficiary ID, Beneficiary Name, Age, Tracking No., Request Date, Status, NPI/ID, and Upload. The 'Tracking No.' column header is highlighted with a red box. The table shows one row of data with a status of 'Approved' and a request date of '02/24/2026'. At the bottom of the table, there are navigation controls including 'View Page: 1', 'Page Count', 'Save to Excel', and 'Viewing Page: 1'.

# Search for a Submitted PA

- The PA Basic Info page will display.
- Click close to return to the PA Request List page.

The screenshot displays the CHAMPS PA Basic Info page. The navigation menu on the left includes: PA Basic Info (selected), Beneficiary Info, Provider Info, Diagnosis Info, Supplemental Info, Procedure Info, Additional Documents, Acknowledge Submission, and Provider Communication. The main form area contains the following fields:

- Request Received Date/Time: [Text Field]
- \*Certification/PA Type: [Dropdown Menu]
- \*Source of Request: DE-DDE [Dropdown Menu]
- \*Specialty Code: [Dropdown Menu]
- \*Request Category: ST - Standard [Dropdown Menu]
- \*Service From Date: 01/16/2026 [Text Field]
- \*Service To Date: 05/16/2026 [Text Field]
- Prev. Auth. Number: [Text Field]
- Original Due Date/Time: [Text Field]
- Current Due Date/Time: [Text Field]

At the bottom of the form, there is a 'Beneficiary Info' section with fields for \*Beneficiary ID and Beneficiary Name. A 'Close' button is highlighted in a red box in the top right corner of the form. The page ID is pgPABasicInfo(Prior Authorization).

# Provider Resources



**MDHHS website:**

[www.michigan.gov/medicaidproviders](http://www.michigan.gov/medicaidproviders)



**We continue to update our  
Provider Resources:**

[CHAMPS Resources](#)

[Listserv Instructions](#)

[Provider Alerts](#)

[Medicaid Provider Training Sessions](#)



**Provider Support:**

[ProviderSupport@Michigan.gov](mailto:ProviderSupport@Michigan.gov)

1-800-292-2550



**Thank you for participating in the Michigan Medicaid  
Program**