CHAMPS Provider Enrollment New Group Practice

MDHHS

Michigan Department of Health & Human Services

"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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2024

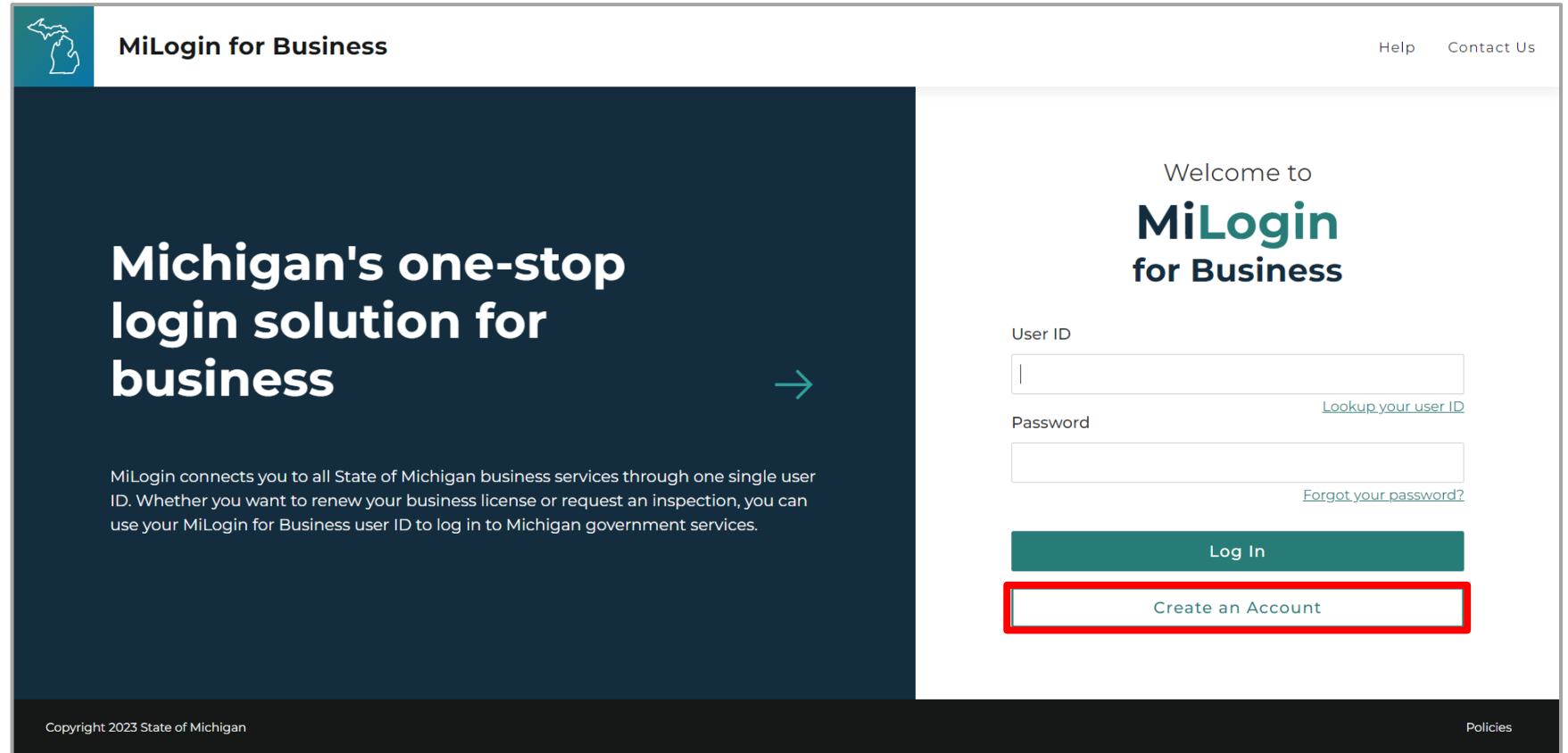# Register for MiLogin and CHAMPS for New Providers

MiLogin is the State of Michigan Identity, Credential, and Access Management (MICAM) solution. All users who need access to the information within CHAMPS must obtain a MiLogin User ID and Password.

The Community Health Automated Medicaid Processing System (CHAMPS) is the MDHHS web-based, rules-driven, real-time adjudication Medicaid Management System. CHAMPS is comprised of the following subsystems: Provider Enrollment, Eligibility and Enrollment, Prior Authorization, Claims and Encounters, and Contracts Management.

As of October 28, 2023, MiLogin Third Party has been rebranded to MiLogin for Business.

MDHHS
Michigan Department of Health & Human Services

Register for MiLogin and CHAMPS

- Enter an email address.

- Check the 'I'm not a robot' checkmark.

- Click Next Step.

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.

MiLogin for Business

Help   Contact Us

‹ Back

Step 1 of 10

Email verification

→

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Enter your email

MiLogin is used for a variety of government services. If you've ever used any online services you might already have an account.

Email

[   ]

☐ I'm not a robot   reCAPTCHA
                     Privacy - Terms

ⓘ We will never send you spam or share your information with anyone outside of the State of Michigan services you choose to access.

Next Step

Having Trouble?

I don't have an email ›

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Register for MiLogin and CHAMPS

- An email will be sent to the email address provided with a passcode.

- Enter the Passcode.

- Click Next Step.

- If the passcode was not sent select the Resend Passcode link.

MiLogin for Business

Help   Contact Us

< Previous Step

Step 2 of 10

Passcode verification

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Enter your passcode

We have sent you a passcode to your email

Passcode

Next Step

Resend Passcode

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Register for MiLogin and CHAMPS

- Enter the User's First, Last, and optional Middle Initial.

- Review the terms and conditions and click the 'I agree' checkbox.

- Click Next Step.

Register for MiLogin and CHAMPS

- Enter the work phone number.

- Click Next Step.

MiLogin for Business

Help   Contact Us

< Previous Step

Step 4 of 10

Work phone verification

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Enter your work phone number

Your **work phone** number is required for many State of Michigan services and can help us identify you and recover your account if you get locked out.

Work Phone

ⓘ You will receive a passcode via a voice call to your phone to confirm your identity.

Next Step

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Register for MiLogin and CHAMPS

- A phone call will be made to the work phone number on file.

- Enter the passcode provided.

- Click Confirm Password.

- If the call was missed, click the Resend Passcode to receive another phone call.

MiLogin for Business

Help   Contact Us

< Previous Step

Step 5 of 10

Passcode verification

Enter your passcode

We have sent you a passcode via a voice call to your **work phone** ending with

Passcode

1230 -

Confirm Passcode

Resend Passcode

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Register for MiLogin and CHAMPS

- Enter the mobile phone number.
  - This is an optional step and can be completed later by clicking the 'Skip this for now' link.

- Click Next Step.

MiLogin for Business

< Previous Step

Step 6 of 10

Mobile phone verification

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Enter your mobile phone number

Your **mobile phone** number is optional but can help us identify you and recover your account if you get locked out. We recommending adding it for account security.

Mobile Phone

[   ]

ⓘ If your work phone can receive text messages, enter the phone number again to enable text message verification option.

Next Step

Skip this for now

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Register for MiLogin and CHAMPS

- Select either the text message or voice call verification method.

Register for MiLogin and CHAMPS

- Enter the Passcode.

- Click Confirm Passcode.

Register for MiLogin and CHAMPS

- Create the User ID following the guidelines provided.

- Click Next Step.

Register for MiLogin and CHAMPS

- Create a password following the guidelines.

- Enter the same password in the Confirm Password field.

- Click Create Account.

Register for MiLogin and CHAMPS

- Your MiLogin account has now been created successfully.

- Your MiLogin Welcome Page will not display any online services.

- Click Find Services.

Additional MiLogin resources are available by clicking the Help link at the top of the page.
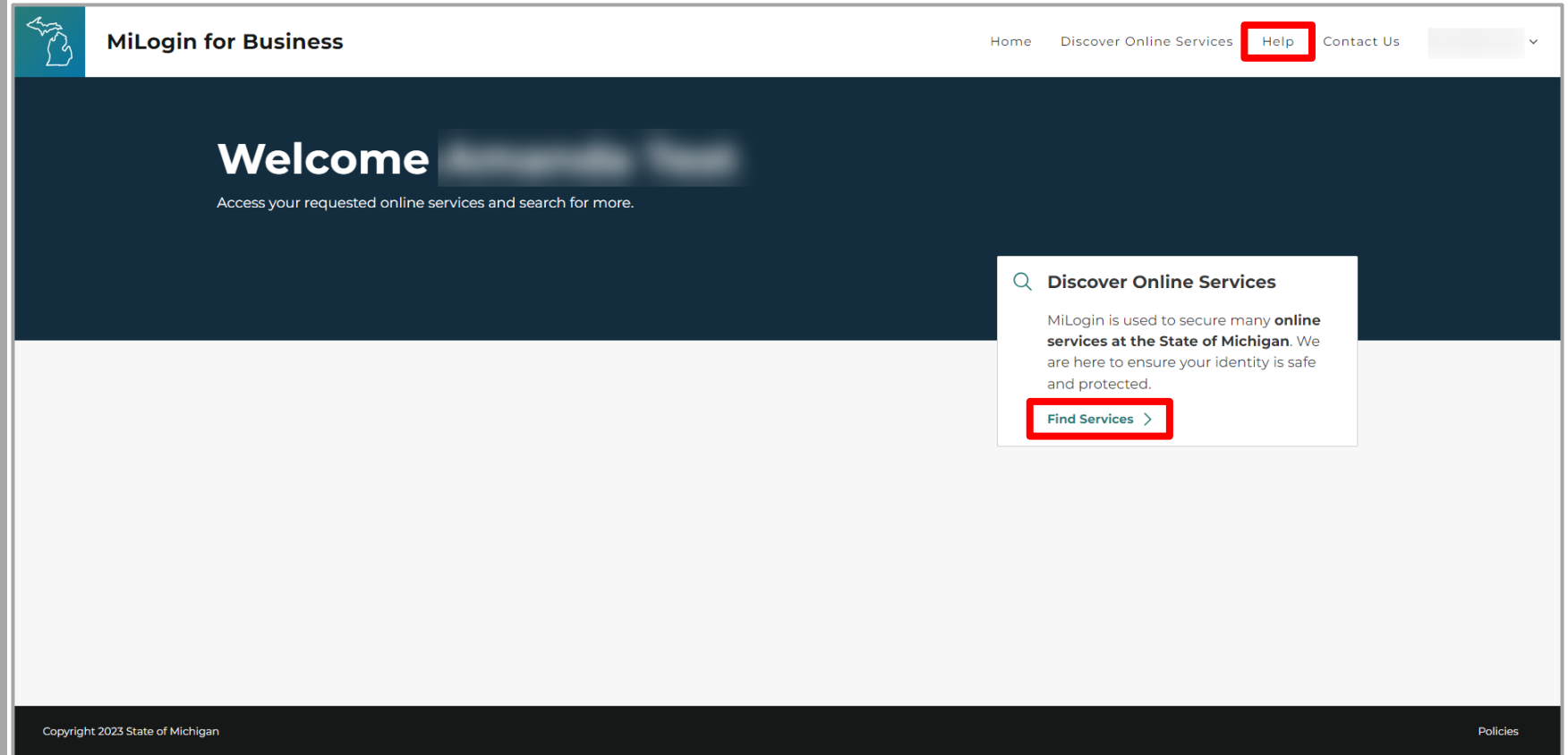
Register for MiLogin and CHAMPS

- Filter by Departments and select for Michigan Department of Health and Human Services

     OR

- Enter CHAMPS in the search for services box and click Search.

- Click on CHAMPS.

Register for MiLogin and CHAMPS

- Review the terms and conditions and select the 'I agree to the terms & conditions' checkbox.

- Click Additional Information.

Register for MiLogin and CHAMPS

- Select the CHAMPS user type as 'Provider/Other' option.

- Click Next Step.

Register for MiLogin and CHAMPS

- You will be given confirmation that your request has been submitted successfully and is being processed.

- Click continue to return to the MiLogin Welcome Page.
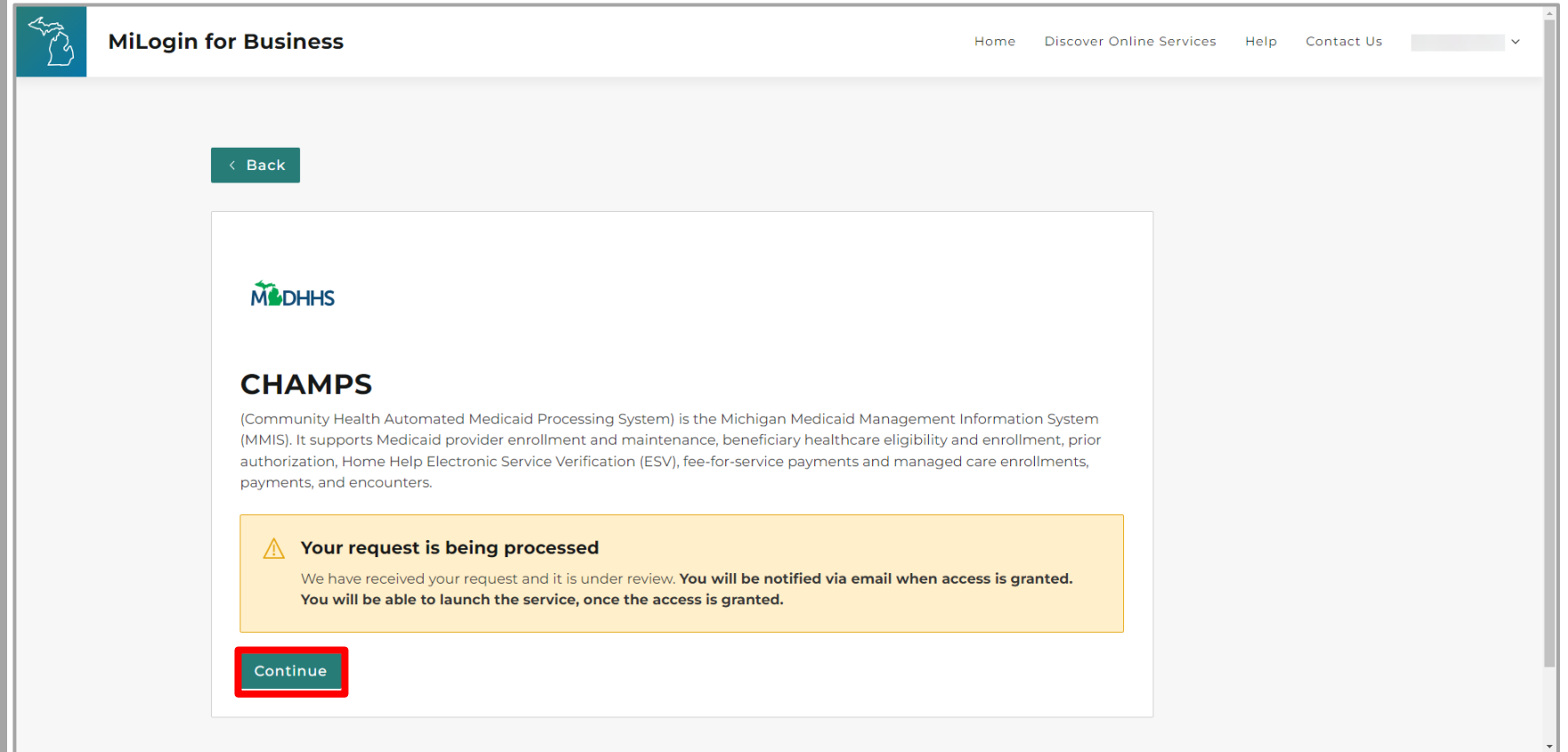
Register for MiLogin and CHAMPS

- You will be directed back to your MiLogin Welcome Page.
  - The user's list of online services approved will be displayed, in this example CHAMPS is listed.

- Click the CHAMPS hyperlink.

Register for MiLogin and CHAMPS

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

- Click Launch service.

New Group Enrollment

Steps on how to complete a new CHAMPS enrollment for a Group Provider type

MDHHS
Michigan Department of Health & Human Services

Prior to Enrolling in CHAMPS

- Group providers will want to ensure they are enrolled in SIGMA VSS prior to enrolling within CHAMPS.
  - SIGMA VSS website: www.Michigan.gov/SIGMAVSS
  - If you have questions regarding this current process, contact the Vendor Support Call Center at 1-888-734-9749 or email SIGMA-Vendor@Michigan.gov
  - After completing SIGMA registration allow 3-5 business days to begin and complete the CHAMPS application. If you attempt to enroll in CHAMPS during this time, you may get an error when validating your information.

- Group providers must also be licensed prior to enrolling in CHAMPS
  - LARA: www.michigan.gov/lara/bureau-list/bpl

Register for MiLogin and CHAMPS

- For a new provider, the CHAMPS New Enrollment screen will display.

- The MiLogin user that completes the provider enrollment application will become the domain administrator for the provider.

New Group Provider

- Select Group Practice.

- Click Submit.

New Group Provider

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

- Click Confirm.

- Click Finish.

New Group Provider

- Confirmation, Basic Information is complete.

- Take note of the Application ID, as this is used to track your application status.

- Click Ok.

New Group Provider

- Group Provider Enrollment steps are listed.
  - (Note: some steps are required versus optional)

- Step 1 has a status of Complete.

- Click on Step 2: Add Locations.

New Group Provider

- Click Add, to enter Primary Location information.

New Group Provider

- Complete Address Line 1 and Zip Code, click Validate Address.
  - (Note: you should receive confirmation "Address Validation Successful")

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

- Click Ok.

New Group Provider

- Click Primary Practice Location to add Pay-To address.
  - (Note: Correspondence address is required for all locations. Enter the Remittance Advise address only to receive a paper Remittance Advice)

New Group Provider

- Click Add Address.

New Group Provider

- From the drop-down list, select Type of Address.

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

- Click Validate Address.
  - (Note: you should receive confirmation "Address Validation Successful")

- Click Ok.

New Group Provider

- When all address locations are complete, click Save.
  - (Note: If the address is the same you can click on the radio button that says, Copy This Location Address; example on the previous slide.)

- Click Close.

New Group Provider

- Click Close.

New Group Provider

- Step 2 is complete.

- Click on Step 3: Add Specialties.

New Group Provider

- Click Add.

New Group Provider

- Choose the appropriate Location, Provider Type, and Specialty.
  - (Note: There is no need to fill in an End Date)

- Depending on the Specialty chosen, Available Subspecialties will populate.

New Group Provider

- When Provider Type and Specialty have been chosen, the available subspecialties will be listed.

- Select Available Subspecialties, click >> to add to Associated Subspecialties list.

- When complete, click Ok.

New Group Provider

- Once all Specialties/Subspecialties have been added, click Close.

New Group Provider

- Step 3 is complete.

- Click on Step 5: Add Mode of Claim Submission/EDI Exchange.

New Group Provider

- Under EDI exchange select the appropriate claim submission method(s).

- Under Other Claims Submission select the appropriate claim submission method(s).

- Click Ok .

New Group Provider

- Step 5 is complete.
  - Note: if a billing agent was selected as a mode of claim submission, then step 6 and Step 10 would become required.

- Click step 7: Add Provider Controlling/Interest/Ownership Details

New Group Provider

- To enter owner information, click Actions.

New Group Provider

- Select Add Owner

New Group Provider

- Select an Owner Type from the drop-down menu.

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

- Complete Address Line 1 and Zip Code, click Validate Address.
  - (Note: you should receive confirmation 'Address Validation Successful')

- Click Ok.

New Group Provider

- To add the relationship, click the Actions drop-down menu.

- Select Owners Relationships.

New Group Provider

- Answer the question at the top.
  - If no relationship exists, click No.

If the owners have a relationship to one another, refer to the [Step 8: Add Provider Controlling Interest/Ownership Details user guide](#).

New Group Provider

- The owner list boxes will collapse.

- Click Save.

- The pop-up will display to confirm that all relationships will be set to None.

- Click OK.

- Click Close.

New Group Provider

- The status for each owner will show Completed.

- Click close to return to the owner list screen.

New Group Provider

- The Relationship Status will show Completed for both owners.

New Group Provider

- Select Owners Adverse Action from the Actions drop-down menu to complete the Final Adverse Legal/Action/Convictions Disclosure.

New Group Provider

- Read through the Final Adverse Legal Actions/Convictions statement for each owner listed, and select Yes or No.

- Click Ok.

New Group Provider

- The Adverse Action column will show Yes or No indicating it's complete.

- Click Close

New Group Provider

- Step 7 will show complete.

- Click Step 8: Add Taxonomy Details.

New Group Provider

- Click Add.

New Group Provider

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

New Group Provider

- After clicking (▶) the [National Uniform Claim Committee](#) webpage will pop up.

- Press (CTRL+F) to search for the appropriate taxonomy code.
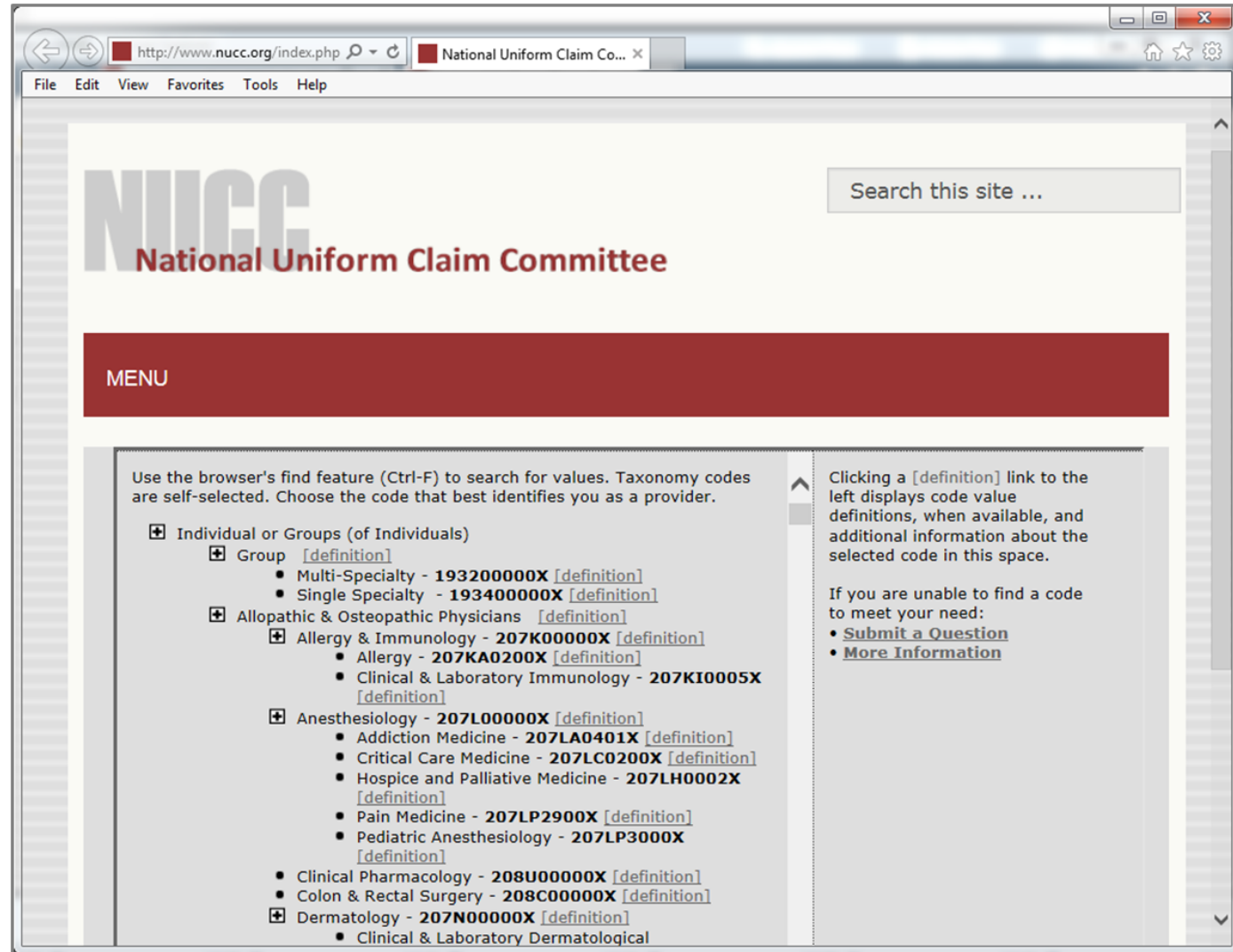
New Group Provider

- Enter Start Date.
  - Note: Start date must be current date or date of application.

- Click the Confirm Taxonomy button.

- Click Ok.

New Group Provider

- The Taxonomy Code information will now be displayed.

- Click Close.

New Group Provider

- Step 8 is complete.

- Click Step 9: Associate MCO Plan.
    - Note: This step is optional.

New Group Provider

Step is optional, if you do not work with a Managed Care Organization (MCO) or Medicaid Health Plan (MHP) click Close.

- If choosing to add an MCO Plan;

- Click Add to associate an MCO plan

New Group Provider

■ To locate the MCO Plan ID, click Confirm/Search Plan

New Group Provider

- Check the box next to the MCO Plan you want to select.
  - (Note: There is more than one page of plans.)

- Click Select.

New Group Provider

- MCO Plan information will populate.

- Click Ok.

New Group Provider

- MCO Plan information has been associated.

- If additional plans need to be added, click Add.

- Click Close.

New Group Provider

- Step 9 is complete.

- Click Step 12: Complete Enrollment Checklist.

New Group Provider

- Answer the questions in the Provider Checklist as appropriate.

- Add Comments when necessary.

- Click Save.

- Click Close.

New Group Provider

- Step 12 is complete.

- Click Step 13: Submit Enrollment Application for Approval.

Note: If you chose not to complete the optional steps the application can still be submitted.

New Group Provider

- Final Submission: Click Next

New Group Provider

- Read through the entire list of Terms and Conditions and scroll to the bottom of the page.

New Group Provider

- Check the box at the end to agree to the Terms and Conditions.

- Click Submit Application.

New Group Provider

- Step 13 is complete, and the application has been submitted to the State for review.
  - Take note of your Application ID Number for further tracking.

- Click Close.

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

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

Track Existing Application

How to track a submitted Rendering/Servicing provider application within CHAMPS

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Track Existing Application

- Select the Provider tab.

- Click Track Application.
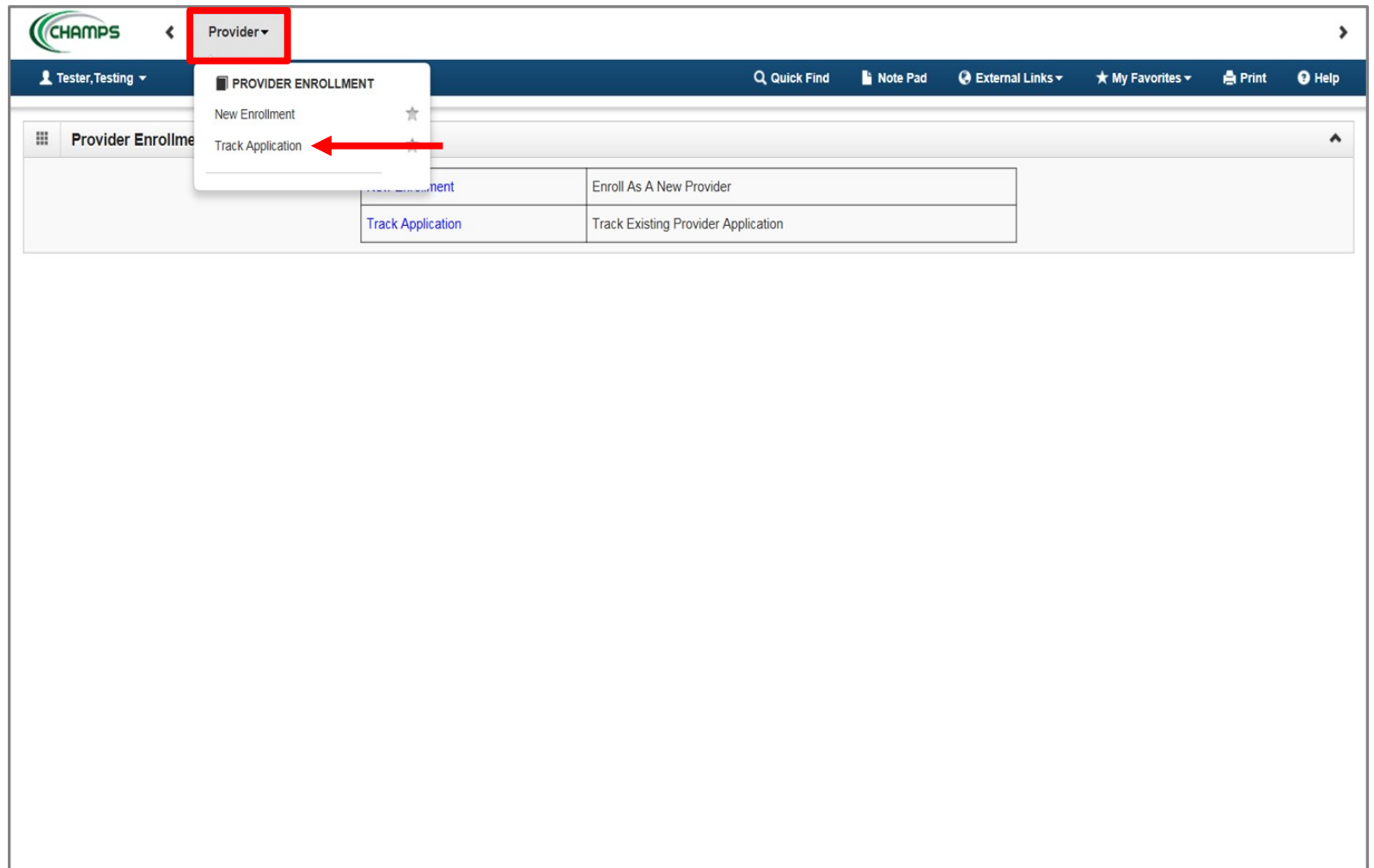
Track Existing Application

- Enter the Application ID.

- Click Next.

Track Existing Application

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

- Click Submit.

Track Existing Application

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

- Click Close.

Provider Enrollment Final Steps

- Allow the State time to review the Provider Enrollment Application.

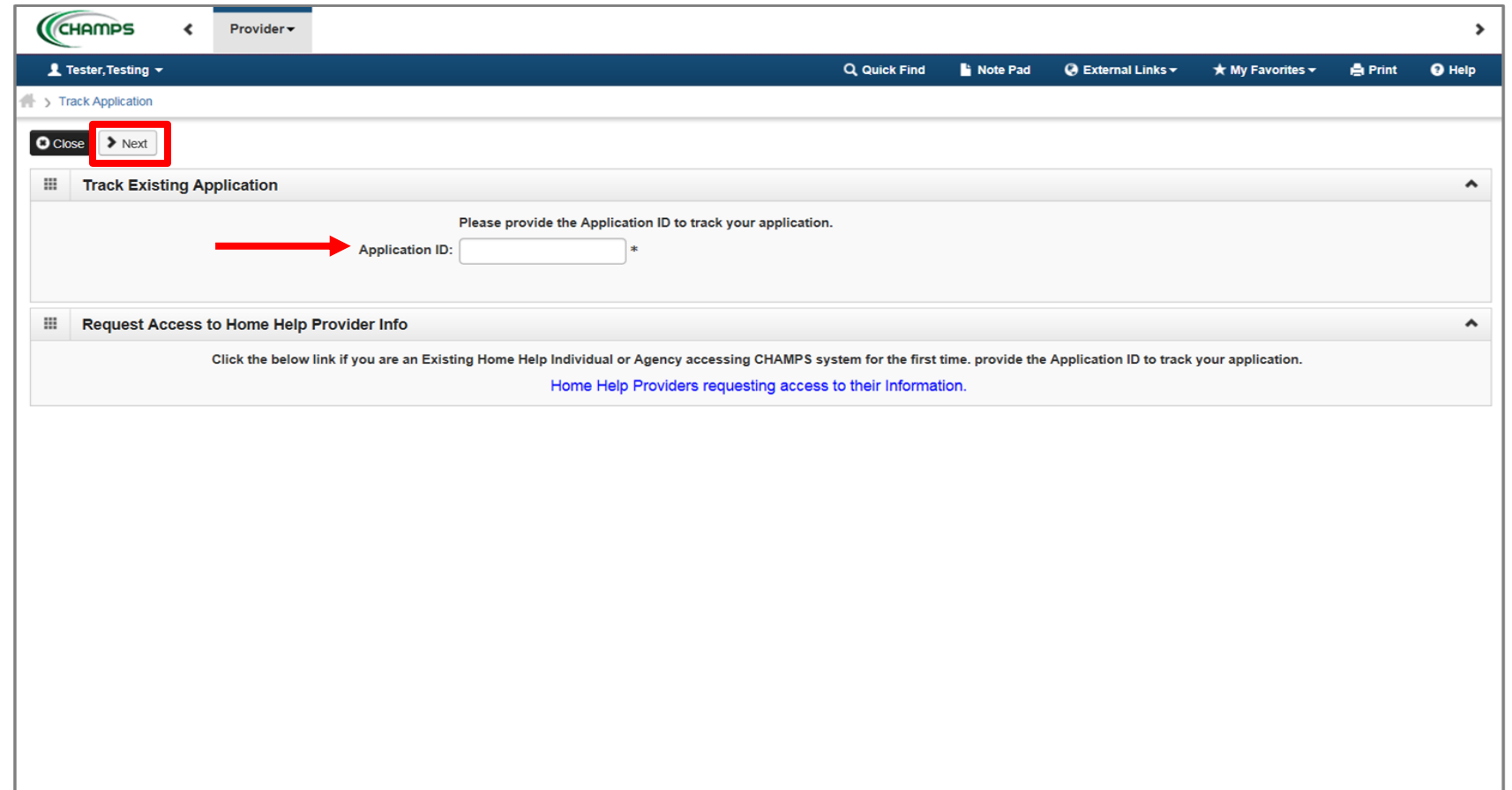- After the State has reviewed the Provider Enrollment Application Providers will receive a letter. The letter notifies the provider if the application was approved or denied.
  - The letter is mailed to the correspondence address on file for the provider.
  - For a Rendering/Servicing only provider the letter is mailed to the associated Billing Provider's Correspondence address provided in the Provider Enrollment Application.

Provider Enrollment Resources

Provider Enrollment website:
https://www.michigan.gov/mdhhs/doing-business/providers/providers/medicaid/provider-enrollment

Resources:

Domain Administrator Functions -PDF

Track Application – PDF

Electronic Signature Agreement Cover Sheet (MDHHS-5405)

Electronic Signature Agreement (DCH-1401)

Provider Enrollment:

1-800-292-2550

ProviderSupport@Michigan.gov

ProviderEnrollment@Michigan.gov

Thank you for participating in the Michigan Medicaid Program