My Inbox Tab

## Navigating the My Inbox tab within CHAMPS

Disclaimer: The following guideline was developed with the intent of the user having access to CHAMPS with a Full Access profile. Users may not be able to view all screens or functions of CHAMPS if they do not have a Full Access profile. Users would need to work with their Organization's Domain Administrator if they should have access to a CHAMPS Full Access profile or would like to change their Profile.

It is up to the Organization to determine the appropriate access a user should be granted. The Domain Administrator can assign the applicable profile to the User.

CHAMPS available profiles:

- o   CHAMPS Full Access
- o   CHAMPS Limited Access
- o   Claims Access
- o   Eligibility Inquiry
- o   FS LPHD
- o   FS Clinic
- o   FS LEA
- o   FS ISD
- o   FS THC Clinic
- o   Hospice Admission
- o   Hospital Admission
- o   MI Choice Enrollment
- o   NF Admission
- o   PACE Enrollment
- o   Prior Authorization Access
- o   Provider Enrollment Access
- o   SPF Admin

- Click the My Inbox Tab
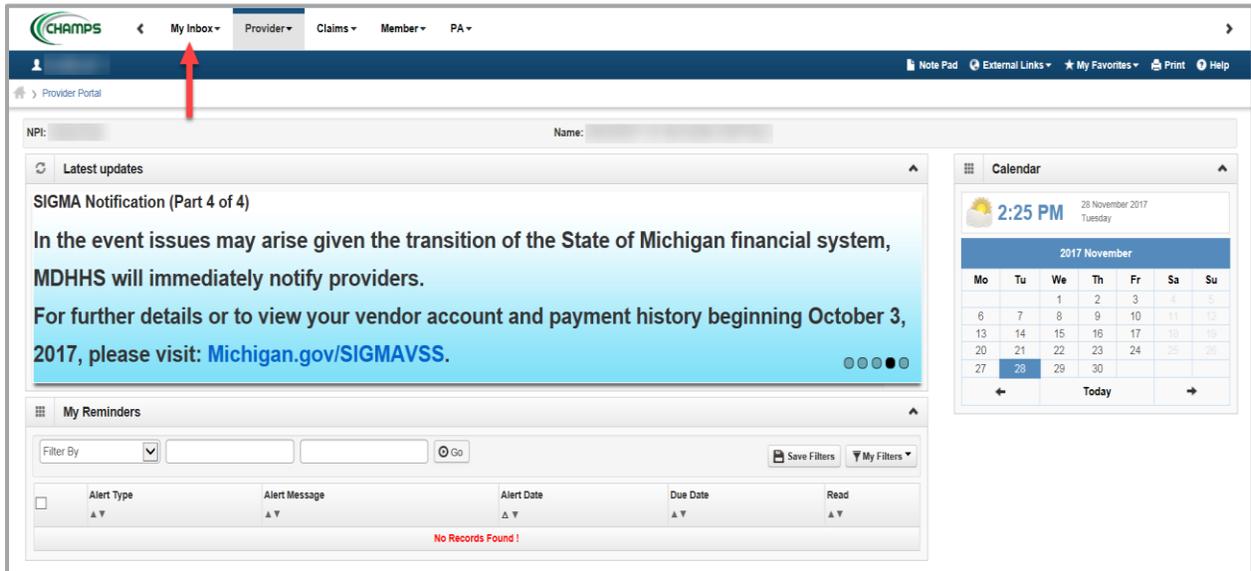
Change Profile:
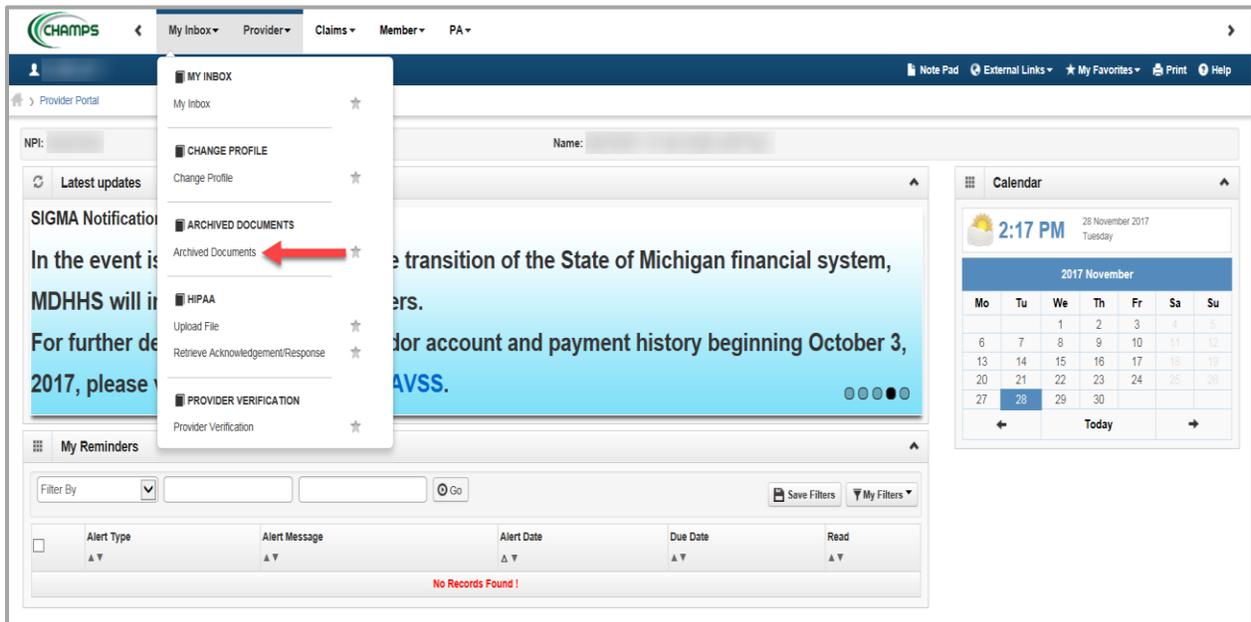
- Click "Change Profile"
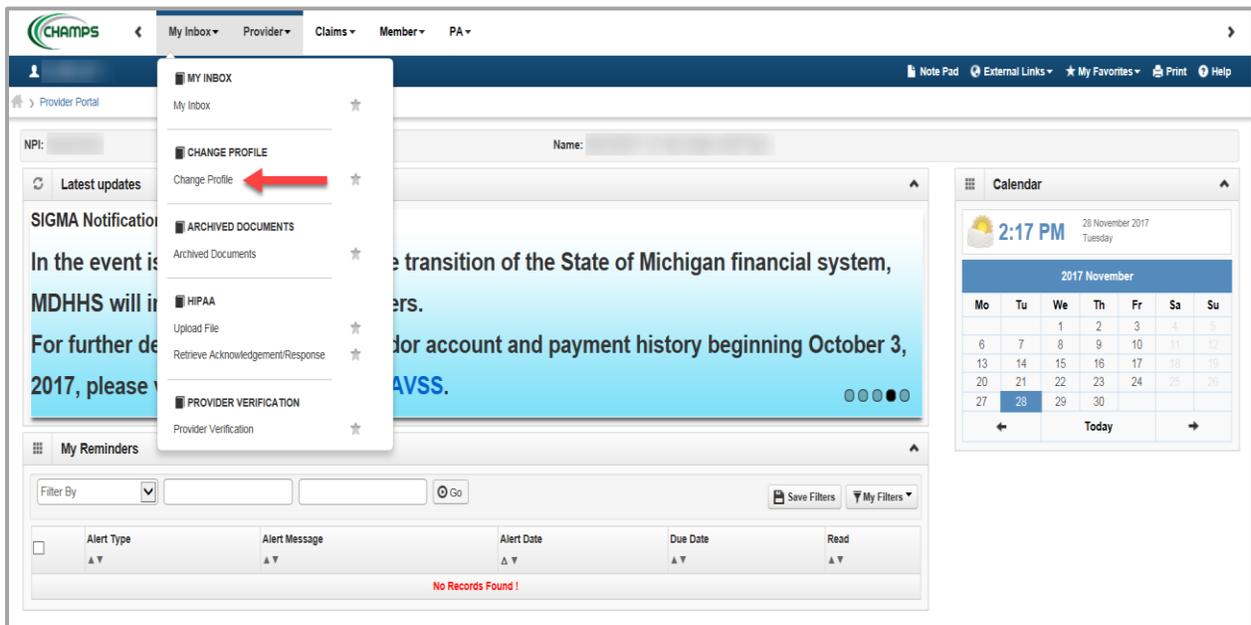
- Select an NPI from the Select Domain dropdown and profile from the Select Profile dropdown click Go

Archived Documents:
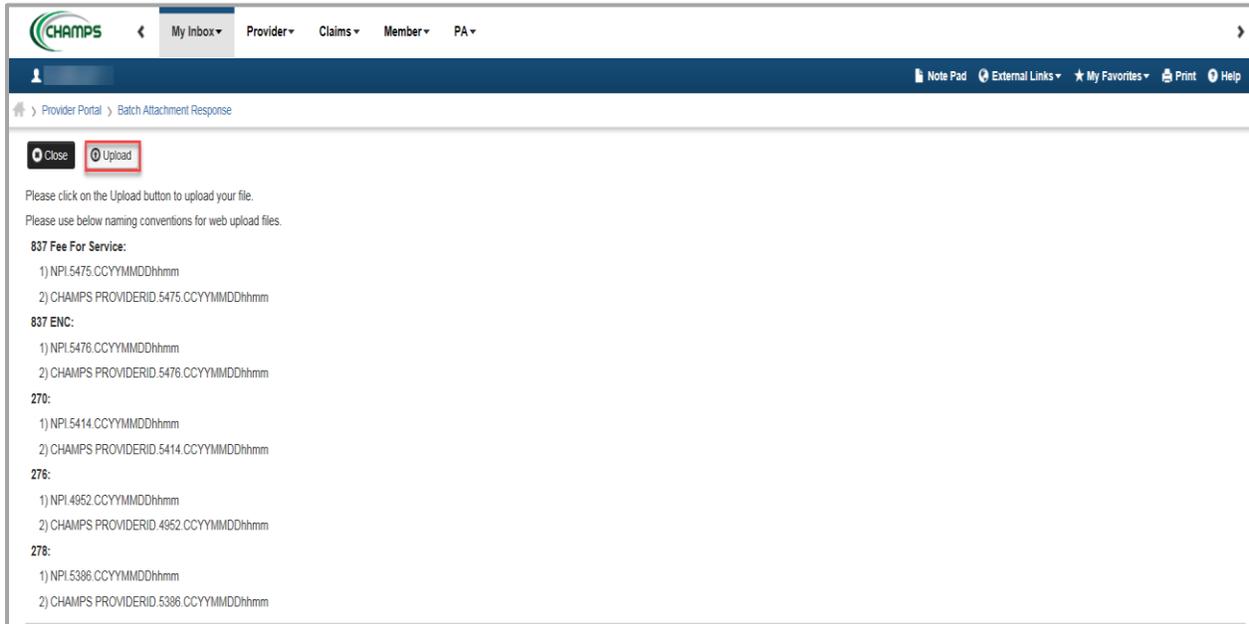
- Click "Archive Documents"

Document Type Options:

HIPPA- used for providers submitted electronic batches

- Click "Upload File"

- Click "Upload"

- Click "Browse" to upload the file from your computer
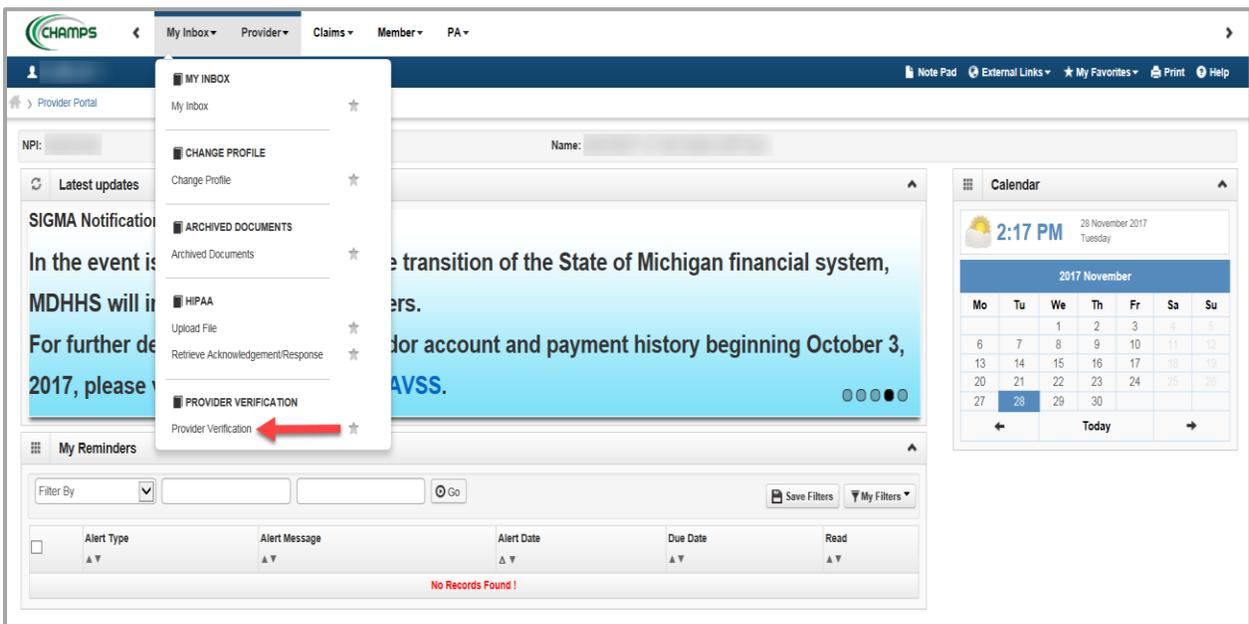- Click "OK"
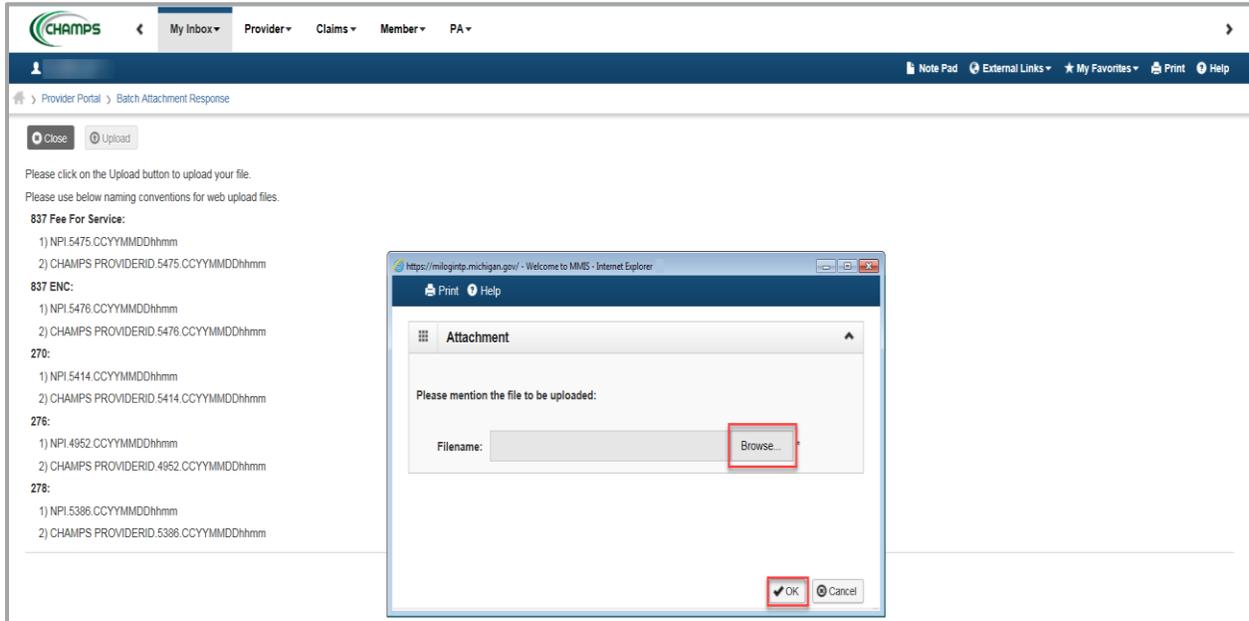
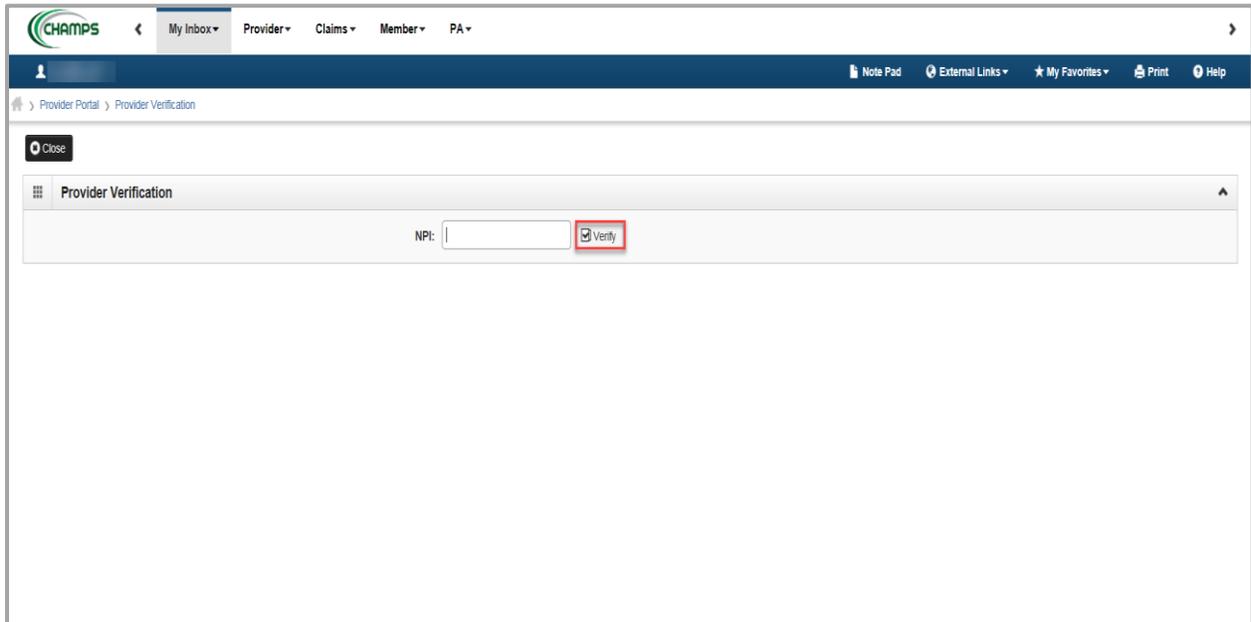- Once the file is successfully uploaded the following message will appear
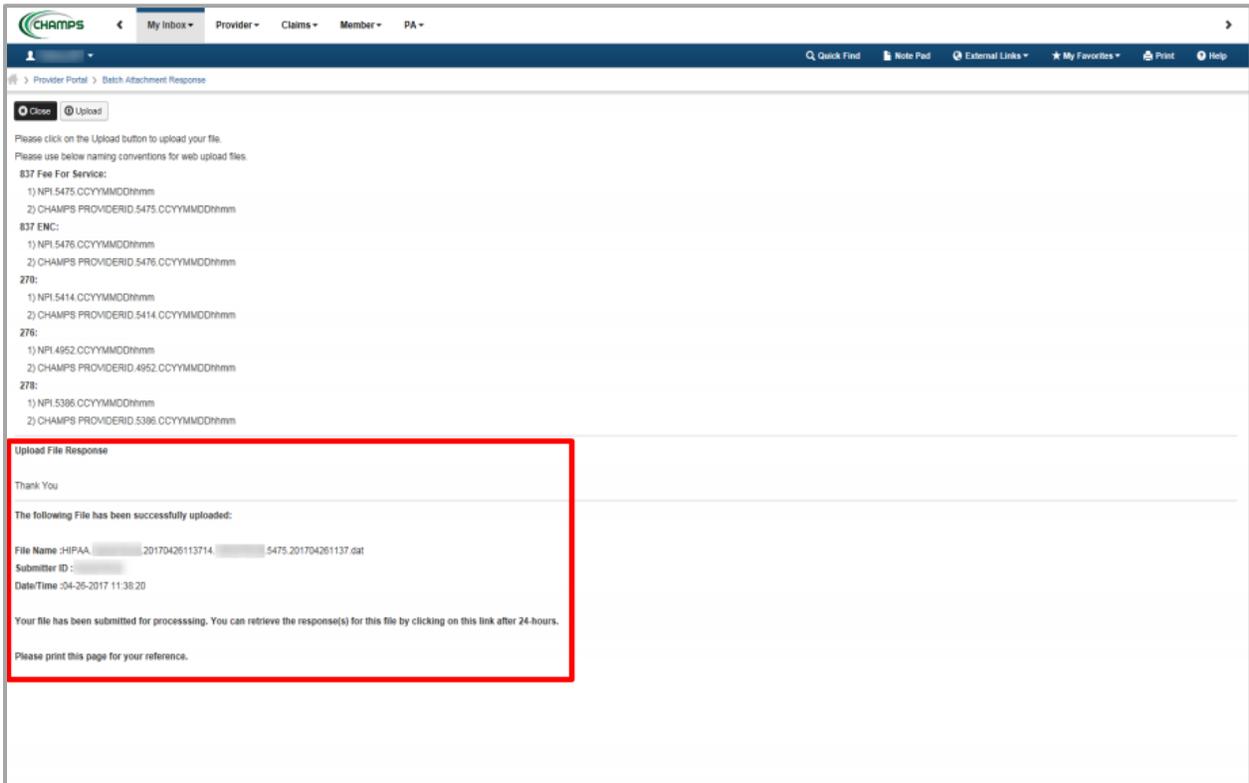
PROVIDER VERIFICATION- used to verify if a provider is active. This is real time so it only shows for the date it's checked.
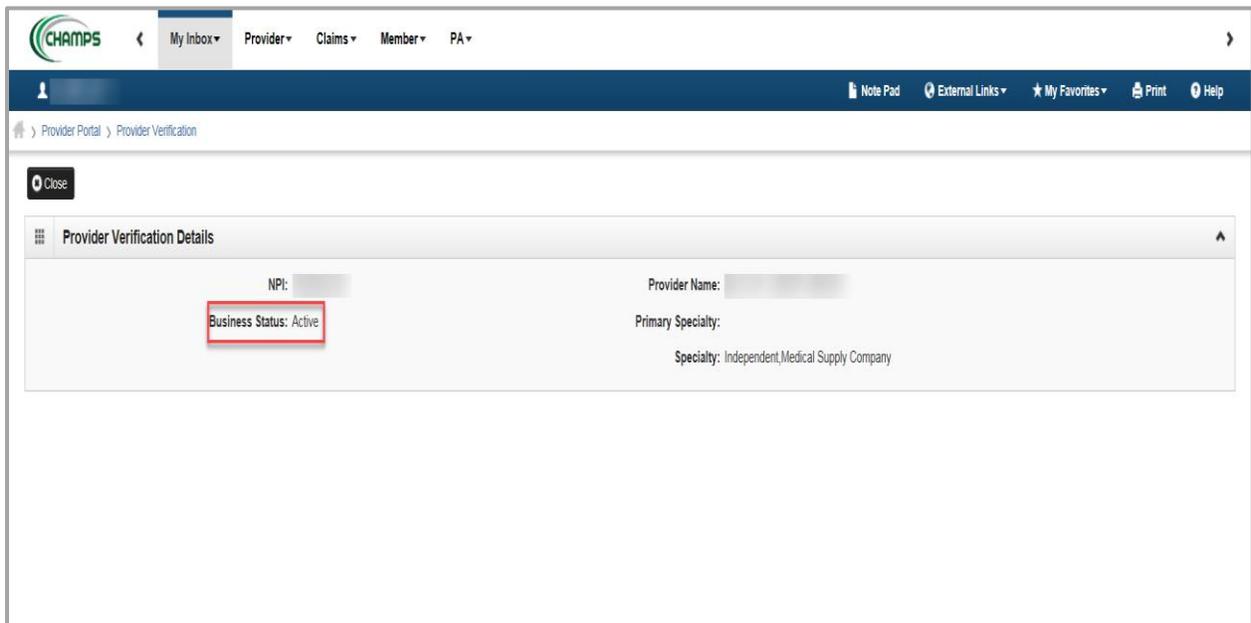
- Click "Provider Verification"

- Enter NPI and click "Verify"

- This screen provides the information for the NPI. Pay attention to the Business Status