

My Inbox Tab

Navigating the My Inbox tab within CHAMPS

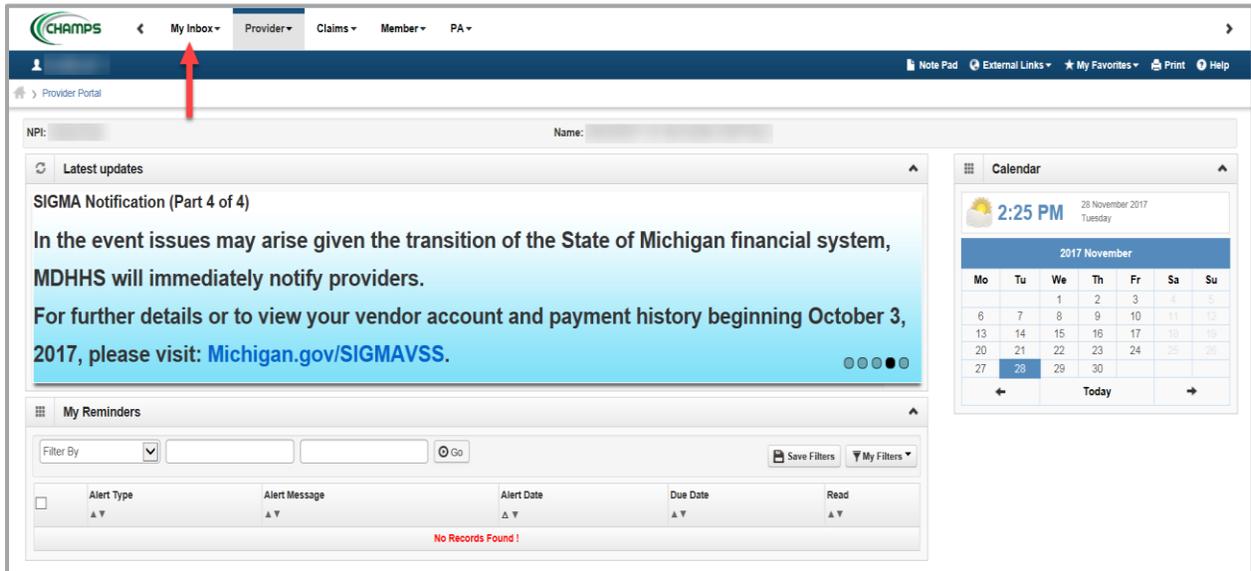
Disclaimer: The following guideline was developed with the intent of the user having access to CHAMPS with a Full Access profile. Users may not be able to view all screens or functions of CHAMPS if they do not have a Full Access profile. Users would need to work with their Organization's Domain Administrator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

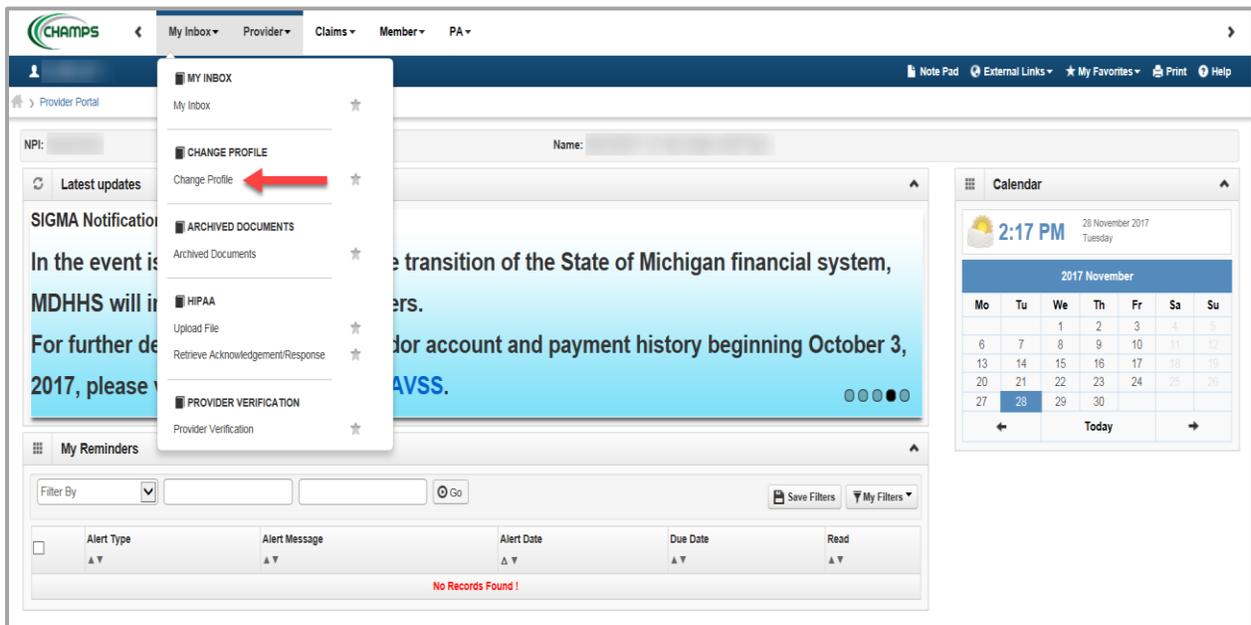
- CHAMPS Full Access
- CHAMPS Limited Access
- Claims Access
- Eligibility Inquiry
- FS LPHD
- FS Clinic
- FS LEA
- FS ISD
- FS THC Clinic
- Hospice Admission
- Hospital Admission
- MI Choice Enrollment
- NF Admission
- PACE Enrollment
- Prior Authorization Access
- Provider Enrollment Access
- SPF Admin

- Click the My Inbox Tab



Change Profile:

- Click "Change Profile"

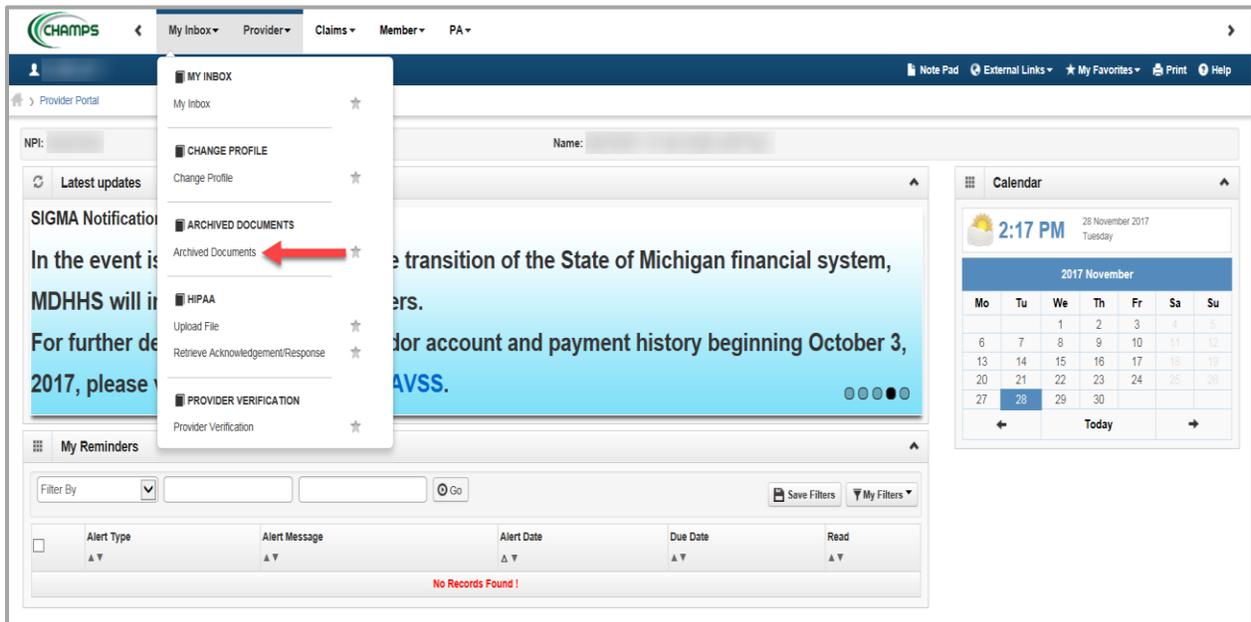


- Select an NPI from the Select Domain dropdown and profile from the Select Profile dropdown click Go



Archived Documents:

- Click "Archive Documents"



Document Type Options:

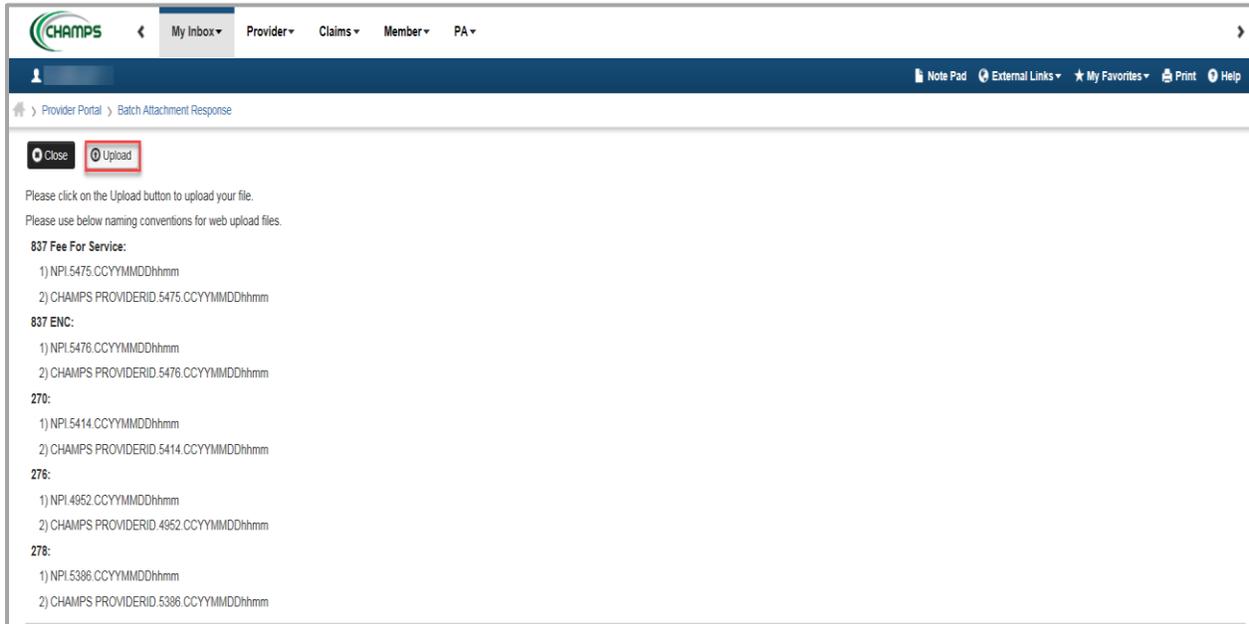
The screenshot shows the CHAMPS 'Archived Documents' page. A dropdown menu for 'Document Type' is open, listing numerous options such as 'C/SHCS Correspondence', 'LTC Audit', 'LTC Reports', and 'PA Correspondence'. The main table area below the menu is currently empty, displaying the message 'No documents Found!'.

HIPAA- used for providers submitted electronic batches

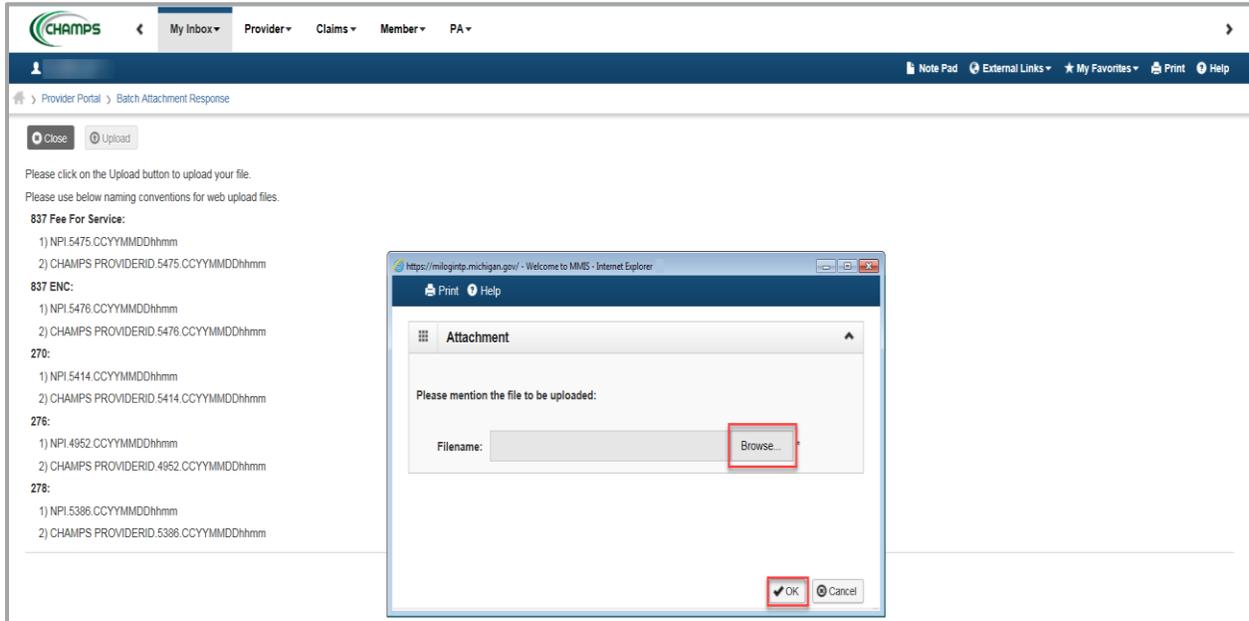
- Click "Upload File"

The screenshot shows the CHAMPS 'My Inbox' page. A dropdown menu for 'HIPAA' is open, with a red arrow pointing to the 'Upload File' option. The background shows a notification about the transition of the State of Michigan financial system and a calendar for November 2017.

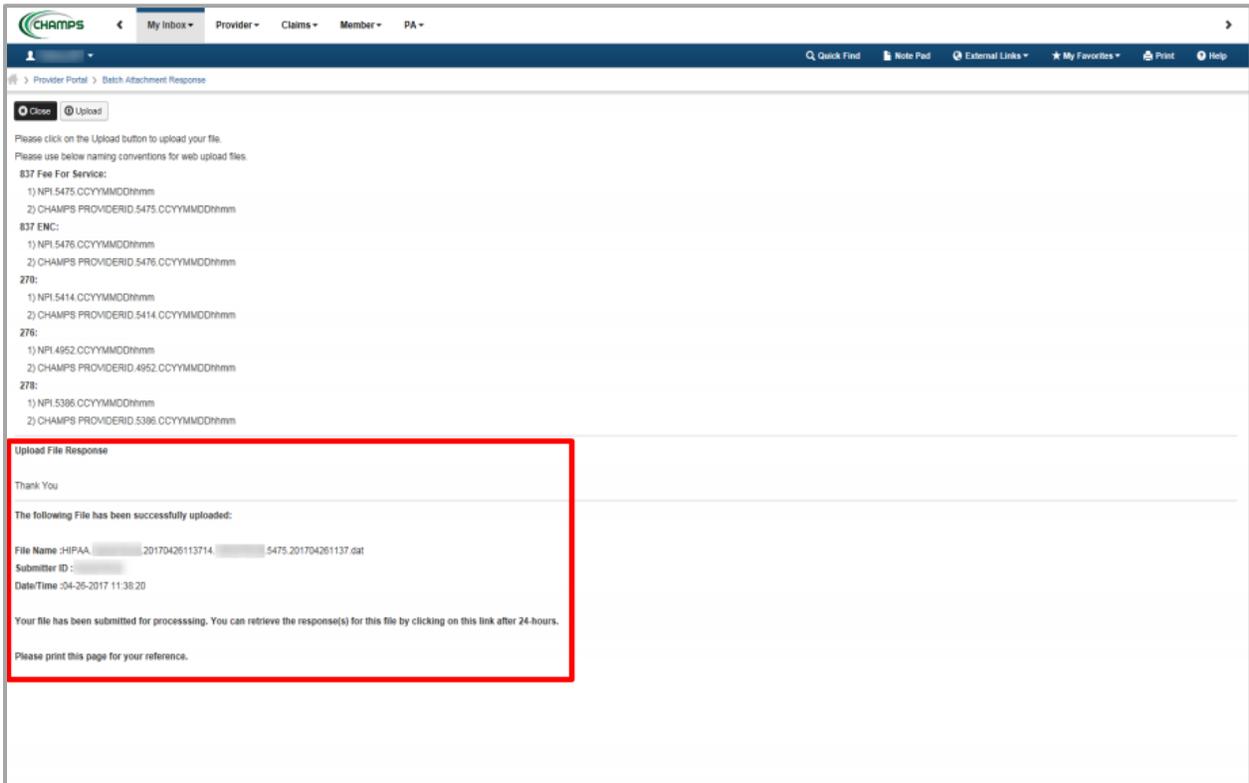
- Click "Upload"



- Click "Browse" to upload the file from your computer
- Click "OK"

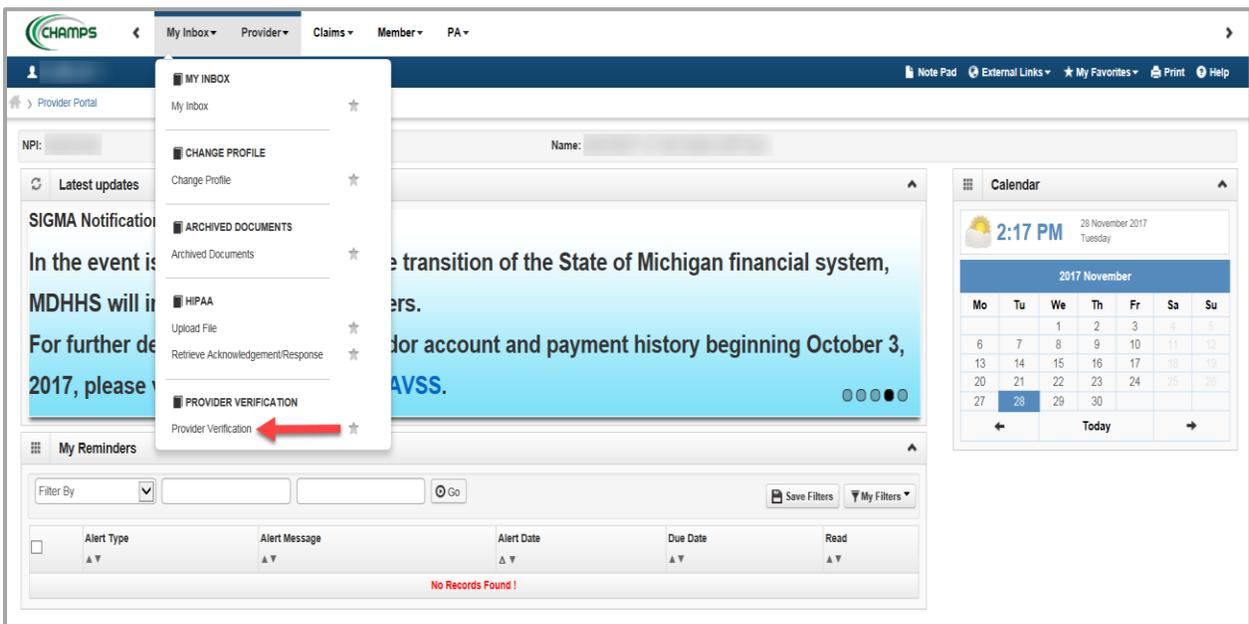


- Once the file is successfully uploaded the following message will appear

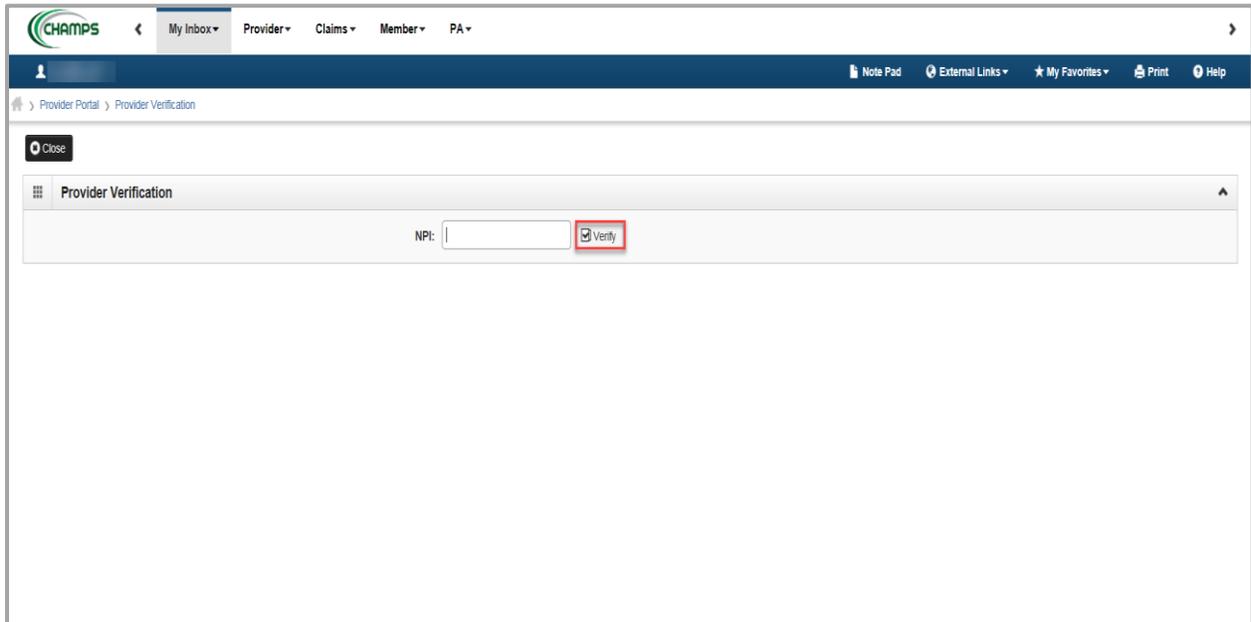


PROVIDER VERIFICATION- used to verify if a provider is active. This is real time so it only shows for the date it's checked.

- Click "Provider Verification"

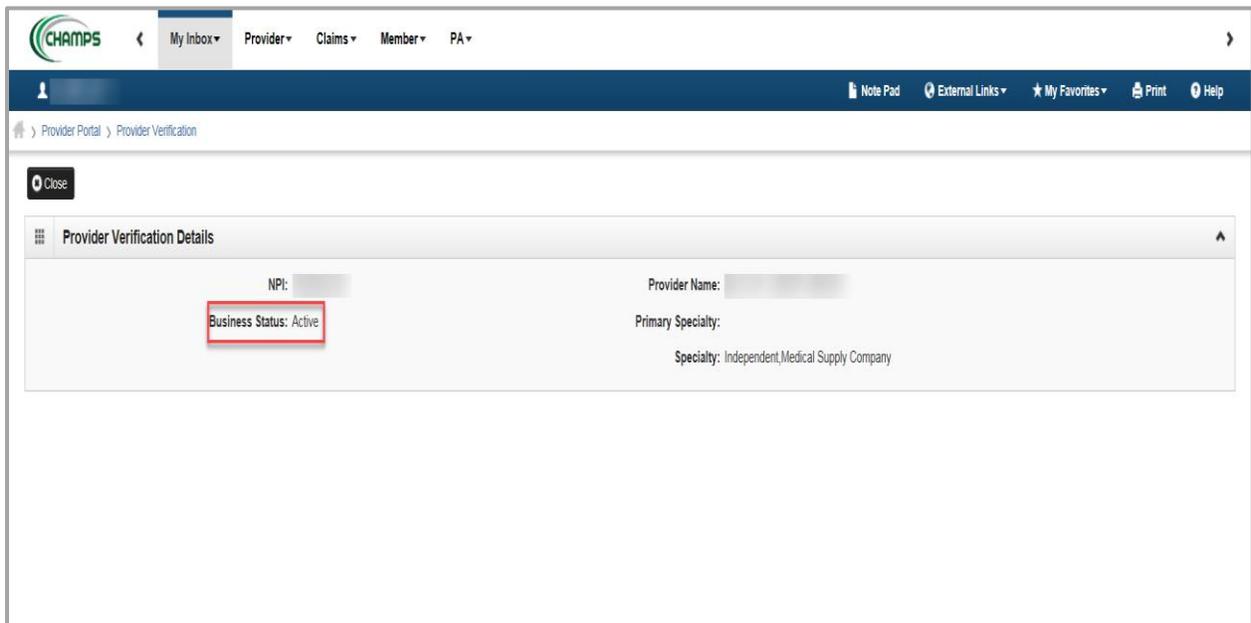


- Enter NPI and click “Verify”



The screenshot shows the CHAMPS web application 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 is a user profile section with a name and icons for Note Pad, External Links, My Favorites, Print, and Help. The main content area is titled "Provider Verification" and contains a form with an "NPI:" label, an input field, and a "Verify" button. The "Verify" button is highlighted with a red box.

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



The screenshot shows the CHAMPS web application interface displaying the "Provider Verification Details" screen. The navigation bar and user profile section are the same as in the previous screenshot. The main content area is titled "Provider Verification Details" and contains a form with the following information: "NPI:" followed by a redacted value, "Business Status: Active" (highlighted with a red box), "Provider Name:" followed by a redacted value, "Primary Specialty:", and "Specialty: Independent, Medical Supply Company".