Prior Authorization (PA) Inquiry

Navigating through PA Inquiry

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
• Searching by Prior Authorization Tracking Number: Click on the PA tab.

• Select PA Inquire.
Provider Relations

- Enter Tracking Number
- Click “Submit”

- The PA requested information will be displayed

Searching without Tracking Number

- Click on the PA tab
- Select PA Request List

- Filter By: Beneficiary ID
- Click “Go”

- To View the PA click on the icon, under the Page View column
• The PA requested information will be displayed

• If a PA was not submitted for a beneficiary you will see no records found.