

Domain Administrator

Business Rules

- Within the application, all required fields are marked with an asterisk (*).
- Use the **Cancel** button to close the window. **DO NOT** click the **X** to exit.
- A domain enables the establishment of logical groupings of user profiles for an organization, provider, or group. By setting up a domain, security policies that affect the whole domain can be established. Once a domain is added to CHAMPS, user profiles can be associated to the domain.
- By default, the first user who enrolls a provider will become the Domain Administrator for that provider or organization.
- The Domain Administrator will have the responsibility of assigning rights for all other users within their organization to access any/all subsystems within CHAMPS
- One Provider NPI can have only one Provider Domain
- A profile is an arbitrary set of system roles that are grouped to apply security to users
- Contact the **Provider Support Helpline** at **1-800-292-2550** or ProviderSupport@michigan.gov to receive expert assistance

Action	Enroll As Group Provider - Login	Notes
Login to CHAMPS	<ol style="list-style-type: none"> 1. Access CHAMPS using MILogin 2. Follow CHAMPS login screen prompts 	<ul style="list-style-type: none"> • Must apply for access to CHAMPS system
Action	Domain Administrator – Add User	Notes
Add User	<ol style="list-style-type: none"> 1. After you have logged into CHAMPS with your MILogin user ID and password, select the Domain Administrator Profile 2. Click the Maintain Users hyperlink from the Provider Portal Page 3. Click Add 4. Enter the MILogin ID of the user to be added in the User ID field 5. Optionally, enter a Start Date 6. Optionally, enter an Expiration Date 	<ul style="list-style-type: none"> • System displays all users whom have access to the Domain • Must be a registered and approved SSO ID • Start Date defaults to today's date • Expiration Date defaults to 12/31/2999

Action	Domain Administrator – Add User Continued	Notes
<p style="text-align: center;">Add User</p>	<p>7. Optionally, enter an Expiration Date</p> <p>8. Select appropriate Profiles by highlighting the suitable Available Profile(s) and clicking >> to move that Profile(s) to the Selected Profile list</p> <p>9. Optionally, enter Remarks</p> <p>10. Click OK</p>	<ul style="list-style-type: none"> • The following is a list of Profiles and definitions: <ul style="list-style-type: none"> ▪ Domain Administrator: The individual to assign or remove domain and profile access for other CHAMPS users ▪ CHAMPS Full Access: Full Fee for Service access to Provider Enrollment, Prior Authorization, Eligibility, and Claims Subsystems ▪ CHAMPS Limited Access: View only access to Provider Enrollment and full Fee for Service access to Prior Authorization, Eligibility, and Claims Subsystems ▪ Prior Authorization Access: Fee for Service access to Prior Authorization only ▪ MCO Provider Access: Access to Managed Care Organization Provider Enrollment only ▪ Eligibility Inquiry: Access to Eligibility only ▪ Provider Enrollment Access: Fee for Service full access to Provider Enrollment only ▪ View Provider Enrollment: View only access to Provider Enrollment ▪ Billing Agent Access: Access to Billing Agent Provider Enrollment and limited Claims access

Action	Domain Administrator – Manage User	Notes
<p>Manage User</p>	<ol style="list-style-type: none"> 1. Click the Maintain Users hyperlink from the Provider Portal Page 2. Click the Name hyperlink of the user to be managed within the list page 3. Optionally, change the First Name 4. Optionally, change the Last Name 5. Optionally, change the Email address 6. Optionally, change the Phone Number 7. Optionally, change the Expiration Date 8. Optionally, check Lock User 9. Optionally, add or delete a Remark 10. Optionally, add or delete a Selected Profile by highlighting the Profile and clicking the >> or << button 11. Click OK 	<ul style="list-style-type: none"> • To Expire a User’s access to a Domain, enter a valid expiration date • Locking a User will prevent the User from accessing this Domain