

# Submitting Claims Electronically

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Information below reports the necessary steps for submitting Michigan Medicaid claims electronically either through a billing agent or as a billing agent. Most documents that are referenced below can be found at our Electronic Billing website. Visit the website at: [www.michigan.gov/tradingpartners](http://www.michigan.gov/tradingpartners).

## FOR PROVIDERS

***Have software that will allow you to submit claims to Michigan Medicaid.***

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Michigan Medicaid does not supply software to providers for electronic billing purposes. All providers must find their own software programs for submission of electronic claims. MDCH does not promote any one billing agent over another. Once the billing agent association has been added to the CHAMPS system, you will be ready to begin billing to Michigan Medicaid through your chosen billing agent.

***With the software that you have, please complete any internal testing that is needed so the billing agent can submit properly formatted HIPAA compliant 837 transactions v 5010A1 professional claims, 5010A2 dental and institutional claims.***

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Medicaid will only allow 837 v 5010A1 or 5010A2 claims. Please make sure that your files are formatted properly. Medicaid no longer has any prescreening for formatting of files. If you are unsure if you are able to submit clean claims, please take advantage of any online services which provide compliance testing and certification.

## FOR BILLING AGENTS

***Please complete the Billing Agent Provider Enrollment Application within CHAMPS.***

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If you would like to become a Michigan Medicaid billing agent, you MUST complete the billing agent enrollment application within the CHAMPS system. The CHAMPS Web Application resides within the Michigan Department of Community Health (MDCH) Single Sign-On (SSO) website. In order to access CHAMPS, you will need to have a valid SSO account. To register for an SSO user ID and password please visit <https://sso.state.mi.us>. For step-by-step instructions on how to complete the enrollment process, please visit the How to Become an E-Biller section of the website.

***Prior to completing your application to become a billing agent, please make sure you have downloaded and reviewed the MDCH Companion documents, Electronic submissions manual and Federal TR3 implementation guides.***

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These are essential documents that are necessary for the completion of clean Michigan Medicaid claims. Most questions that you have regarding an electronic claim file should be able to be answered within one of these documents.

***Review the B2B Testing Instructions posted at the website.***

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This document will also explain all of the necessary steps for completion of submitting electronic test claims. Make sure you are familiar with all of the information that is mentioned within this document.

***After you receive a Michigan Medicaid billing agent ID, a provider(s) will need to associate to the billing agent in CHAMPS.***

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This association provides the Billing Agent with the authorization to submit claims on behalf of the Provider. If a provider has not associated themselves to a billing agent in CHAMPS, all testing and production claims will not be accepted.