Provider Enrollment Quick Reference

Group Practice

The following Quick Reference checklist shows providers how to register for MILogin and CHAMPS, and includes instructions to each required Provider Enrollment step. Please note, the following checklist is to walk providers through a *new* Provider Enrollment Application. If you are an existing provider with MILogin and CHAMPS access please skip to page 4 and reference the column at the right.

Track Existing Application:
Providers will need to track their existing application if an enrollment application has been started but was not finished. This can be done by going to the checklist and locating, Track Existing Application. New Providers will need to follow the steps on the left. Existing Providers will need to follow the instructions on the right.

Modification:
Providers may find they need to make changes or a modification to their enrollment application after the application has been approved. This can be done by going to the checklist and locating, Manage Provider Information (Modification). Once the application has been approved Providers can follow the instructions provided.

Notes:

- All Applications must be completed and submitted for State Review within 30 calendar days of the original start date or they will be deleted.
- Within the application, required fields are marked with an asterisk **(*)**.
- When using the **Filter By** feature, the percent sign **(%)** acts as a wildcard. It can be used in conjunction with search criteria or by itself.
- Enter **Start** and **End Dates** using format **mm/dd/yyyy**

For expert assistance contact Provider Support at 1-800-292-2550 or ProviderEnrollment@michigan.gov

Checklist

Register

Register for MILogin and CHAMPS

1. Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
2. Enter https://milogintp.Michigan.gov into the search bar
3. Click Sign Up
4. Complete all required fields
5. Check the 'I agree' box
6. Click Next
7. Create the user ID and password following the listed guidelines
8. Select the preferred password recovery method(s)
9. Click Create Account
10. Your MILogin account has now been created successfully
11. Click the Login button to return to the login screen
12. Enter your User ID and Password you just created
13. Click Login
14. Your Home Page will not show any applications
15. Click Request Access
16. Type CHAMPS in the search box
17. Click the search/magnifying button
18. Click on CHAMPS
19. Review/Read the terms & conditions
20. Select the 'I agree to the terms & conditions' radio button
21. Click Request Access
22. Verify all information is correct
23. Click Submit
24. You will be given confirmation that your request has been submitted successfully
25. Click the Home button to return to the MILogin Home page. You will be directed back to your MILogin Home Page
26. Click the CHAMPS hyperlink
27. Review/Read the terms & conditions
28. Click Acknowledge/Agree button to accept the Terms & Conditions to get into CHAMPS

Step 1

Provider Basic Information

1. Click New Enrollment
2. Select Group Practice (Corporation, Partnership, LLC, etc.)
3. Click Submit
4. Basic Information: Fill in all fields marked with an asterisk (*)
5. Click Confirm
6. Click Finish
7. Confirmation, Basic Information is complete
8. Take note of the Application ID, as this is used to track your application status
9. Click Ok
10. Group Practice Provider Enrollment steps are listed (Please Note: some steps are required versus optional)
11. Step 1 has a status of Complete, continue to Step 2: Add Locations

Existing Provider

1. Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
2. Enter https://milogintp.Michigan.gov into the search bar
3. Enter your User ID and Password
4. Click Login
5. You will be directed to your MILogin home page
6. Click the CHAMPS hyperlink
7. Click Acknowledge/Agree to accept the Terms & Conditions to get into CHAMPS
8. Select the Billing NPI from the Domain drop-down
9. Select the appropriate profile (e.g., Full Access, Limited Access, Provider Enrollment)
10. Once at the Provider Portal page, click on the Provider tab
11. Continue with steps in the left column

Step 2

Add Locations

1. Click on Step 2: Add Locations
2. Click Add, to enter Primary Location information
3. Complete Address Line 1 and Zip Code, click Validate Address

(Please Note: you should receive confirmation "Address Validation Successful")

4. Complete all fields marked with an asterisk (*)
5. Click Ok
6. Click Primary Practice Location to add Pay-To address

(Please Note: Correspondence address is required for all locations. Enter Remittance Advise address only to receive a paper Remittance Advice)

7. Click Add Address
8. From the drop-down list, select Type of Address
9. Complete all fields marked with an asterisk (*)
10. Click Validate Address

(Please Note: you should receive confirmation "Address Validation Successful")

11. Click Ok
12. When all address locations are complete, click Save

(Please Note: If the address is the same you can click on the radio button that says, Copy This Location Address; example on previous slide.)

13. Click Close
14. Click Close
15. Step 2 is complete, continue to Step 3: Add Specialties

Step 3

Add Specialties

1. Click on Step 3: Add Specialties

2. Click Add

3. Choose appropriate Location, Provider Type, and Specialty

(Please Note: There is no need to fill in an End Date)

4. Dependent on the Specialty chosen, Available Subspecialties will populate

5. Select the Specialty

6. Dependent on the Specialty, select the appropriate board information

7. When Provider Type and Specialty have been chosen, the available subspecialties will be listed

8. Select Available Subspecialties, click >> to add to Associated Subspecialties list

9. When complete, click Ok

10. Once all Specialties/Subspecialties have been added, click Primary Specialty

11. Choose Primary Specialty/Subspecialty from the drop-down list of already added specialties

12. Select Yes if Board Certified or Board Eligible

13. Enter Start Date

14. Click Save

15. Click Close

16. To return to the enrollment steps, click Close

17. Step 3 is complete, continue to Step 5: Add License/Certification/Other

Step 4

Add Mode of Claim Submission

1. Click on Step 4: Add Mode of Claim Submission/EDI Exchange

2. Under EDI exchange select appropriate claim submission method(s):

- Electronic Batch
- CORE Batch
- CORE Real Time
- Billing Agent

3. Under Other Claims Submission select appropriate claim submission method(s):

- Paper Claims
- Direct Data Entry (DDE)

4. Click Ok

5. Step 4 is complete, continue to Step 5: Associate Billing Agent

Step 5

Associate Billing Agent

1. Click on Step 5: Associate Billing Agent
2. Click Add
3. To locate an already enrolled Billing Agent click Confirm/Search Billing Agent
4. Check the box next to the desired Billing Agent
5. Click Select
6. The Billing Agent information will be displayed
7. Click Ok
8. Click Close
9. Step 5 is complete, continue to Step 6: Add Provider Controlling Interest/Ownership Details

Adding the 835 authorization

The 835 authorization is added at the tax ID level. If no other providers have authorized a Billing Agent to receive the 835 then the authorization can be added during the same time the Billing Agent is associated to the Group.

1. In the Billing Agent Information screen check the box under Authorized
2. Enter a start date

    (Please note: The start date cannot be back dated)

3. The 835 authorization will then be effective once the provider application is approved.

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Step 6

Add Provider Controlling Interest/Ownership Details

1. Click on Step 6: Add Provider Controlling Interest/Ownership Details

2. To enter owner information, click Actions, select Add Owner

3. Select an Owner Type from the drop-down menu

4. Complete all fields marked with an asterisk (*)

5. Complete Address Line 1 and Zip Code, click Validate Address

6. Click Ok

7. After entering all required Owner Types, continue to Ownership Details;

(Please Note: this process must be completed for all Owner Types listed)

9. To enter relationship information for all owner types, click Actions, select Owners Relationships

10. Answer the relationship question at the top of the page, click Yes or No

11. Click Save

12. Select the Associated Owner Name (Name of self if there is only one owner or name of other Owner Type if multiple)

13. Select the Relationship between the Associated Owner to the Selected Owner from the dropdown menu options (From Owner to Owner it would be self or Owner to Managing Employee could be Spouse or None)

14. Once a Relationship is created for each Owner Type (one for self and one for Managing Employee)

15. Click Save

16. To complete Adverse Action for each owner types, click Actions, select Owners Adverse Action

16. Read through Final Adverse Legal Actions/Convictions statement, check Yes or No

17. Click Ok

18. After going through each Owner ID, completing the required Relationships and reading and completing the Final Adverse Legal Actions/Convictions statement, click Close

(Please Note: The Relationship Column will show completed and the Adverse Action column will show Yes or No)

19. Step 6 is complete, continue to Step 7: Add Taxonomy Details

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Step 7

Add Taxonomy Details

1. Click on Step 7: Add Taxonomy Details
2. Click Add
3. Enter in Taxonomy Code or click on the symbol next to the words, Click here for Taxonomy List, to look up appropriate taxonomy code
4. After clicking on the symbol the National Uniform Claim Committee webpage will pop-up
5. Press (CTRL+F) to search for appropriate taxonomy code
6. Enter Start Date (Please Note: Must be current date or date of application)
7. Click Confirm Taxonomy
8. Click Ok
9. The Taxonomy Code information will be displayed
10. Click Close
11. Step 7 is complete, continue to Step 11: Complete Enrollment Checklist

Step 11

Complete Enrollment Checklist

1. Click on Step 11: Complete Enrollment Checklist
2. Answer the questions in the Provider Checklist as appropriate
3. Add Comments when necessary
4. Click Save
5. Click Close
6. Step 11 is complete, continue to Step 12: Submit Enrollment Application for Approval

Step 12

Submit Enrollment Application for Approval

1. Click on Step 12: Submit Enrollment Application for Approval

(Please Note: If you chose not to complete optional steps you can still submit your application)

2. You must complete step 12 to submit your application

3. Final Submission: Click Next

4. Read through the entire list of Terms and Conditions

5. Check the box at the end to agree to the Terms and Conditions

6. Click Submit Application

7. Step 12 is now complete and the application has been submitted to the State for review

8. Take note of your Application ID for further tracking

9. Click Close

(Please Note: Optional steps may show as incomplete if you chose not to complete. This is ok.)

Track App

Track Existing Application

1. Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
2. Enter https://milogintp.Michigan.gov into the search bar
3. Enter your User ID and Password
4. Click Login
5. You will be directed to your MILogin home page
6. Click the CHAMPS hyperlink
7. Click Acknowledge/Agree to accept the Terms & Conditions to get into CHAMPS

2. Click Track Application
3. Fill in Application ID
4. Click Next
5. Complete all fields marked with an asterisk (*)
6. Click Submit

Existing Provider

1. Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
2. Enter https://milogintp.Michigan.gov into the search bar
3. Enter your User ID and Password
4. Click Login
5. You will be directed to your MILogin home page
6. Click the CHAMPS hyperlink
7. Click Acknowledge/Agree to accept the Terms & Conditions to get into CHAMPS
8. Select the Billing NPI from the Domain drop-down
9. Select the appropriate profile (e.g., Full Access, Limited Access, Provider Enrollment)
10. Once at the Provider Portal page, click on the Provider tab
11. Click on Track Application
12. Fill in Application ID
13. Click Next
14. Complete all fields marked with an asterisk (*)
15. Click Submit

Modification

Manage Provider Information (Modification)

1. Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
2. Enter https://milogintp.Michigan.gov into the search bar
3. Enter your User ID and Password
4. Click Login
5. You will be directed to your MILogin home page
6. Click the CHAMPS hyperlink
7. Click Acknowledge/Agree to accept the Terms & Conditions to get into CHAMPS
8. Select the Billing NPI from the Domain drop-down
9. Select the appropriate profile (e.g., Full Access, Limited Access, Provider Enrollment)
10. Once at the Provider Portal page, click on the Provider tab
11. Select Manage Provider Information
12. Go through and make the necessary changes
13. Complete the last step, Submit Modification Request for Review, in order to complete the modification