



STATE OF MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
LANSING

RICK SNYDER
GOVERNOR

OLGA DAZZO
DIRECTOR

January 27, 2012

To: All Inpatient and Outpatient Hospital Providers

Re: FD 622 Report Available on CHAMPS DMS

To Whom It May Concern:

The Department of Community Health has been working to correct system errors precluding the production of the pdf version of the FD 622. Effective this week, the pay cycle data is being run and loaded to the CHAMPS archived documents. To access the FD-622 Reports in CHAMPS, providers must do the following:

- Log into CHAMPS as you normally do, when the main screen appears, there is a list of services under the Online Services section on the left-hand side of the screen.
- Click on Archived Documents link under the Admin section. A new screen will appear that allows you to select "Medicaid Payments FD 622" under the Document Type drop-down list.
- Providers should then choose additional filters such as 'Received' or 'Scan Date' (equivalent to the Payroll Date) by selecting from the Filter 1 drop-down.
- Once a provider has selected all of your filters, you must then 'click' on the 'Go' button. A result set will appear listing all of the FD-622 Reports associated to the NPI the provider used to log into CHAMPS.
- Two different "Mime Type" should appear, in the referenced column you should see "application/pdf" and "application/csv".

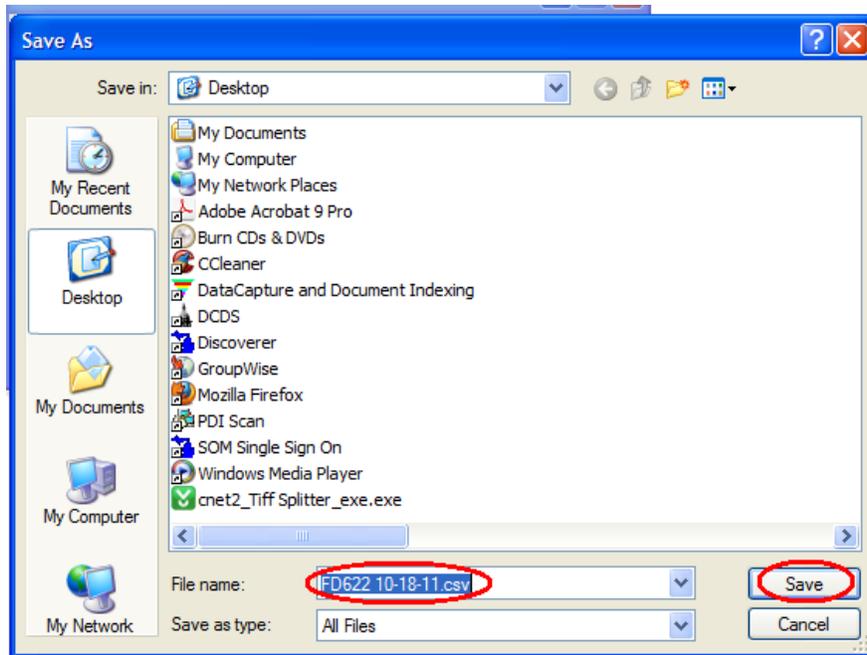
A pay cycle will be run each day until the FD622 reports are brought current.

If you have difficulty accessing the FD – 622 electronic reports, please call the provider hotline at: 1-800-292-2550, or e-mail ProviderSupport@michigan.gov for additional assistance.

MDCH appreciates the opportunity to respond to system improvements and provide more user friendly documents.

Sincerely,

Steve Ireland, Manager
Hospital Rate Review Section
Hospital & Clinic Reimbursement Division
Medical Services Administration
Michigan Department of Community Health



Step 4: Locate the file where you saved it and double-click on it to open it. If you have Excel, it should automatically open using that software or whatever spreadsheet software you have installed.