



CHAMPS

Prior Authorization

New appearance as of January 2, 2018

“Working to protect, preserve and promote the health and safety of the people of Michigan by listening, communicating and educating our providers, in order to effectively resolve issues and enable providers to find solutions within our industry. We are committed to establishing customer trust and value by providing a quality experience the first time, every time.”

-Provider Relations

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Logging into MILogin and CHAMPS

If you do not have a MILogin account please register using [MILogin instructions](#)

MILogin for Third Party

Login to your account

User ID

Password

LOGIN

SIGN UP

[Forgot your User ID?](#)

[Forgot your password?](#)

[Need Help?](#)

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- Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter <https://milogintp.Michigan.gov> into the search bar
- Enter your User ID and Password
- Click Login

MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

Home Page

 Your password will expire in **48** days

Access your applications by clicking on the application links below



Michigan Department of Health & Human Services (MDHHS)

CHAMPS 

- You will be directed to your MILogin Home Page
- Click the CHAMPS hyperlink

**MILogin resource links are listed at the bottom of the page*

Michigan.gov HELP CONTACT US

Terms & Conditions

CHAMPS

Terms & Conditions
The Michigan Department of Health & Human Services (MDHHS) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and/or prosecution. By accessing information provided by the Michigan Department of Health & Human Services computer information systems and clicking on the button below, I acknowledge and agree to abide by all governing privacy and security terms,

CANCEL x **Acknowledge/Agree**

Michigan.gov HOME | HELP | CONTACT US | POLICIES
Copyright 2015-2017 State of Michigan

- Click Acknowledge/Agree to accept the Terms & Conditions to get into CHAMPS



→ Select Domain ▼ *

→ Select Profile ▼ *

→ Select Favorite ▼

- Select the Billing NPI from the Domain dropdown
- Select the appropriate profile (for example full access, limited access, etc.)

Entering a Prior Authorization

Steps on navigating through CHAMPS to enter a Prior Authorization

Policy Information

- There may be occasions when a beneficiary requires services beyond those ordinarily covered by Medicaid or needs a service that requires prior authorization (PA). In order for Medicaid to reimburse the provider in this situation, MDHHS requires that the provider obtain authorization for these services before the service is rendered.
- Providers should refer to their provider-specific chapters in the Medicaid Provider Manual for PA requirements.
- The [Medicaid Code and Rate Reference Tool](#) can be used to verify which HCPCS and CPT codes require a PA.
- The following slides will walk through each DDE PA step within CHAMPS.

MyInbox

My Reminders

Filter By And Filter By
Read Status Go Save Filters My Filters ▾

Alert Type	Alert Message	Alert Date	Due Date	Read	Completed
<input type="checkbox"/>					
No Records Found !					

Notification

- User1 sent you message Yesterday
- User1 sent you message Yesterday
- User1 sent you message Yesterday

Calendar

07:42 6 November 2017 Monday

2017 November

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
←		Today		→		

Quick Find

Select Go

- Select the PA tab

[MyInbox](#)**PA REQUEST LIST**

PA Request List

PA INQUIRE

PA Inquire

My Reminders

Filter By

Read Status

Alert Type	Alert Message	Alert Date	Due Date	Read	Completed
<input type="checkbox"/>					

No Records Found!

Notification

User1 sent you message Yesterday

User1 sent you message Yesterday

User1 sent you message Yesterday

Calendar **4:17** 3 November 2017
Friday

2017 November

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Today

Quick FindSelect

- Select PA Request List

CHAMPS

My Inbox ▾ Provider ▾ Claims ▾ Member ▾ PA ▾

https://milogintp.michigan.gov/ - Welcome to MMIS - Internet Explorer

Print Help

PA Basic Info

Beneficiary Info

Provider Info

Diagnosis Info

Procedure Info

Additional Documents

Acknowledge Submission

PA Basic Info

*Request Received Date: 11/03/2017

*Certification Type:

Request Category:

*Source of Request: DE-DDE

*Service Type:

*Service From Date: MM/DD/YYYY

*Service To Date: MM/DD/YYYY

Prev. Auth. Number:

Next

Page ID: pgPABasicInfo(Prior Authorization)

- Fill in all fields marked with an asterisk (*)
 - For Service Type, select the option that most closely describes the service that is being requested.
- (Please Note: The navigation pane on the left side of the screen. Once a PA is entered, the user can move quickly between sections by clicking on the section in the navigation pane.)

- PA Basic Info
- Beneficiary Info**
- Provider Info
- Diagnosis Info
- Procedure Info
- Additional Documents
- Acknowledge Submission

Beneficiary Info

*Beneficiary ID:

Beneficiary Name:

*Gender:

*DOB:

Cancel Request **Next**

- Fill in all fields marked with an asterisk (*)
- Click Next

- PA Basic Info
- Beneficiary Info
- Provider Info**
- Diagnosis Info
- Procedure Info
- Additional Documents
- Acknowledge Submission

Provider Info

Requestor Information

Requestor NPI:

Requestor ID:

Requestor Name:

Rendering/Service Providers

Name	ID	NPI	Provider Code	Contact Name	Communication Qualifier	Communication Number	From Date	To Date	Actions
------	----	-----	---------------	--------------	-------------------------	----------------------	-----------	---------	---------

Provider Type Code:

Provider NPI:

Provider ID:

Provider Taxonomy Code:

Requestor Remarks:

- The requestor NPI and name will be pre-populated based on the NPI that is logged into CHAMPS
- Select the Servicing Provider Type
- Enter Servicing Provider NPI
- Click Save

Print Help

Service From Date: Service To Date: Beneficiary ID: Close

PA Basic Info ✓

Beneficiary Info ✓

Provider Info

Diagnosis Info

Procedure Info

Additional Documents

Acknowledge Submission

Provider Info

Requestor Information

Requestor NPI: Requestor ID: Requestor Name:

Requestor ID

Rendering/Serviceing Providers

Name	ID	NPI	Provider Code	Contact Name	Communication Qualifier	Communication Number	From Date	To Date	Actions
			PE-Performing		TE-Telephone				

Add

Cancel Request **Next**

- After clicking Save the Servicing provider information will be displayed
- If another Rendering/Serviceing provider needs to be added, click Add; repeat previous steps
- If no additional provider information is needed, click Next

Print Help

Tracking Number: Service From Date Service To Date Beneficiary ID: Close

PA Basic Info ✓

Beneficiary Info ✓

Provider Info ✓

Diagnosis Info

Procedure Info

Additional Documents

Acknowledge Submission

Diagnosis Info

Diagnosis Information

Diagnosis Code	Description	Actions
Code: <input type="text"/>		<input type="button" value="✓ Save"/> <input type="button" value="✕ Cancel"/>

- Enter the diagnosis code
- Click Save

(Please Note: The Tracking Number is now displayed at the top of the screen, this can be used to track the status of your PA.)

- PA Basic Info ✓
- Beneficiary Info ✓
- Provider Info ✓
- Diagnosis Info**
- Procedure Info
- Additional Documents
- Acknowledge Submission

Diagnosis Info

Diagnosis Information

Diagnosis Code	Description	Actions
		 

 Add

Cancel Request **Next**

- To enter additional diagnosis code information, click Add
- If no additional information is needed, click Next

Print Help

Tracking Number: Service From Date: Service To Date: Beneficiary ID: Close

PA Basic Info ✓

Beneficiary Info ✓

Provider Info ✓

Diagnosis Info ✓

Procedure Info

Additional Documents

Acknowledge Submission

Procedure Info

Service Lines

Line	Servicing Provider	Code	Mod	Req Units	Req \$ Amt	From Date	To Date	Status	Actions
+ Add									

Cancel Request Next

- To enter procedure information, click Add

- PA Basic Info ✓
- Beneficiary Info ✓
- Provider Info ✓
- Diagnosis Info ✓
- Procedure Info**
- Additional Documents
- Acknowledge Submission

Procedure Info

Service Lines

Line	Servicing Provider	Code	Mod	Req Units	Req \$ Amt	From Date	To Date	Status	Actions
------	--------------------	------	-----	-----------	------------	-----------	---------	--------	---------

*Proc From Date: *Proc To Date: *Servicing Provider NPI/ID:

*Code Qualifier: *Code: Modifiers:

*Requested Quantity/Units: *Requested \$ Amount:

Part Number:

Comments entered in the Remarks box below will be visible to the State Staff

Remarks:

- Fill in all fields marked with an asterisk (*)
- Click Save

- PA Basic Info ✓
- Beneficiary Info ✓
- Provider Info ✓
- Diagnosis Info ✓
- Procedure Info**
- Additional Documents
- Acknowledge Submission

Procedure Info

Service Lines

Line	Servicing Provider	Code	Mod	Req Units	Req \$ Amt	From Date	To Date	Status	Actions
01	[redacted]	[redacted]						Requested	 

 Add

Cancel Request Next

- After clicking save the procedure information will be added to the PA
- To enter additional codes, click Add
- If no additional information is needed, click Next

Print Help

Tracking Number: Service From Date: Service To Date: Beneficiary ID: Close

PA Basic Info ✓

Beneficiary Info ✓

Provider Info ✓

Diagnosis Info ✓

Procedure Info ✓

Additional Documents

Acknowledge Submission

Documents Upload

Transmission	ID	Description
Add		

Cancel Request **Next**

- To attach documents, click Add
 - Documents can be submitted either electronically or by fax
- Skip to [slide 28](#) for fax steps or continue for electronic

Print Help

Tracking Number: Service From Date Service To Date Beneficiary ID: Close

- PA Basic Info ✓
- Beneficiary Info ✓
- Provider Info ✓
- Diagnosis Info ✓
- Procedure Info ✓
- Additional Documents**
- Acknowledge Submission

Cancel Request

Documents Upload

Transmission	ID	Description
--------------	----	-------------

Add

You may add up to 20 Documents Information

***Mode of Transmission:** ←

EL - Electronically Only

Attachment Description:

Attachment Description [Click here: To Upload Document](#)

Save Cancel

Cancel Request Next

- To Submit electronically:
 - Select EL from the Mode of Transmission drop-down
 - Click on Click here: To Upload Document hyperlink

Print Help

Tracking Number: Service From Date Service To Date Beneficiary ID Close

PA Basic Info ✓
Beneficiary Info ✓
Provider Info ✓
Diagnosis Info ✓
Procedure Info ✓
Additional Documents
Acknowledge Submission

Documents Upload

Transmission	ID	Description
--------------	----	-------------

Add

You may add up to 20 Documents Information

*Mode of Transmission:
EL- Electronically Only

Attachment Description:
Attachment Description

Save Cancel

Cancel Request Next

https://milogintp.michigan.gov/ - Welcome to MMIS - Internet Explorer

Print Help

Attachment:

Click Browse to Upload File

Filename: Browse*

Upload Document Close

Page ID: digPAUploadDoc(Prior Authorization)

- To find the saved file on your computer, click Browse
- Select the file
- Click Upload Document

Print Help

Tracking Number: Service From Date: Service To Date: Beneficiary ID: Close

Documents Upload

Transmission	ID	Description
--------------	----	-------------

Add

Attachment:

Click Browse to Upload File

Info : Document is successfully archived!

Filename: Browse... *

Upload Document Close

Page ID: dlgPAUploadDoc(Prior Authorization)

Save Cancel

Cancel Request Next

- Message will then be display, 'Info: Document is successfully archived!'
- Click Close

Print Help

Tracking Number: Service From Date: Service To Date: Beneficiary ID: Close

- PA Basic Info ✓
- Beneficiary Info ✓
- Provider Info ✓
- Diagnosis Info ✓
- Procedure Info ✓
- Additional Documents**
- Acknowledge Submission

Documents Upload

Transmission	ID	Description
EL-Electronically Only		

Add

Cancel Request **Next**

- Please review and make sure all information is complete and correct
- Click Next to submit the PA to MDHHS for review

Print Help

Tracking Number: Service From Date: Service To Date: Beneficiary ID: Close

PA Basic Info ✓

Beneficiary Info ✓

Provider Info ✓

Diagnosis Info ✓

Procedure Info ✓

Additional Documents ✓

Acknowledge Submission

Acknowledge Submission

Prior Authorization has been submitted to State for review on:

Tracking No:

Requestor Transaction Set Control Number:

Submitter Transaction Identifier:



Close

- The Acknowledge Submission screen will appear once the PA has been submitted
- Take note of the Tracking Number as this is used to status the PA once submitted
- Click Close to return to the PA request list page

How to upload documents via Fax

Steps on faxing documentation for a PA

Print Help

Tracking Number: Service From Date: Service To Date: Beneficiary ID: Close

- PA Basic Info
- Beneficiary Info
- Provider Info
- Diagnosis Info
- Procedure Info
- Additional Documents**
- Acknowledge Submission

Documents Upload

Transmission	ID	Description
Add		

Cancel Request Next

- To attach documents, click Add
 - Documents can be submitted either electronically or by fax

Print Help

Tracking Number: Service From Date: Service To Date: Beneficiary ID: Close

- PA Basic Info
- Beneficiary Info
- Provider Info
- Diagnosis Info
- Procedure Info
- Additional Documents**
- Acknowledge Submission

Cancel Request

Documents Upload

Transmission	ID	Description
--------------	----	-------------

Add

You may add up to 20 Documents Information

*Mode of Transmission: 

FX-By Fax 

[Click here: To Print Fax Cover Page](#) 

Cancel

Cancel Request **Next** 

- To Submit by Fax:
 - Select FX from the Mode of Transmission drop-down
 - Click on Click here: To Print Fax Cover Page hyperlink

Print Help

Tracking Number: Service From Date: Service To Date: Beneficiary ID: Close

PA Basic Info ✓
Beneficiary Info ✓
Provider Info ✓
Diagnosis Info ✓
Procedure Info ✓
Additional Documents
Acknowledge Submission

Documents U

Transmission

Add

You may add up to 2

*Mode of Transmis

FX-By Fax

Cancel Request

Cancel

Cancel Request Next

https://milogintp.michigan.gov/dch-chpquat/ecams/CNSIControlServ/let - Internet Explorer

Michigan Department of Health and Human Services
PO Box 30170
Lansing MI 48909-7670

MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES
RICK SNEYDER, GOVERNOR | NICK UHLEN, DIRECTOR

PA Fax Transmittal Coversheet

Tracking Number : [Redacted] [Barcode]

Beneficiary ID: [Redacted] [Barcode]

Please fax all required documentation to 517-[Redacted]

Please note: A different fax coversheet is generated for each request you enter through the CHAMPS system. You MUST use only this coversheet for all documents you would like electronically stored with this request under this Tracking number in the CHAMPS system. Use of any other coversheet will result in storage of the documents under an incorrect Tracking number and storage of documents at

Comment
Fill & Sign

Store and share files in the Document Cloud
[Learn More](#)

- Print the fax coversheet within Adobe

- PA Basic Info
- Beneficiary Info
- Provider Info
- Diagnosis Info
- Procedure Info
- Additional Documents**
- Acknowledge Submission

Documents Upload

Transmission	ID	Description
--------------	----	-------------

You may add up to 20 Documents Information

***Mode of Transmission:**

[Click here: To Print Fax Cover Page](#)

- Please review and make sure all information is complete and correct
- Click Next to submit the PA to MDHHS for review

Print Help

Tracking Number: Service From Date: Service To Date: Beneficiary ID: Close

PA Basic Info ✓

Beneficiary Info ✓

Provider Info ✓

Diagnosis Info ✓

Procedure Info ✓

Additional Documents ✓

Acknowledge Submission

Acknowledge Submission

Prior Authorization has been submitted to State for review on:

Tracking No:

Requestor Transaction Set Control Number:

Submitter Transaction Identifier:



Close

- The Acknowledge Submission screen will appear once the PA has been submitted
- Take note of the Tracking Number as this is used to status the PA once submitted
- Click Close to return to the PA request list page

Searching for a Prior Authorization



→ Select Domain ▼ *

→ Select Profile ▼ *

→ Select Favorite ▼

- Select the Billing NPI from the Domain dropdown
- Select the appropriate profile (for example full access, limited access, etc.)



My Reminders

Filter By And Filter By

Read Status

Alert Type	Alert Message	Alert Date	Due Date	Read	Completed
<input type="checkbox"/>					

No Records Found !

Notification

- User1 sent you message Yesterday
- User1 sent you message Yesterday
- User1 sent you message Yesterday

Calendar

07:42 6 November 2017
Monday

2017 November						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
←		Today			→	

Quick Find

Select

- Select the PA tab

- PA REQUEST LIST
- PA Request List ←
- PA INQUIRE
- PA Inquire

My Reminders

Filter By [dropdown] [input]
Read Status [dropdown] [Go] Save Filters My Filters ▾

Alert Type	Alert Message	Alert Date	Due Date	Read	Completed
No Records Found !					

Notification

- User1 sent you message Yesterday
- User1 sent you message Yesterday
- User1 sent you message Yesterday

Calendar

4:17 3 November 2017 Friday

2017 November						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
← Today →						

Quick Find

Select [dropdown] [input] Go

- Select PA Request List

Close Add New Request

PA Request List

Filter By ▾ And Filter By ▾ And Filter By ▾
 Go Save Filters My Filters ▾

Page View ▲▼	Org ▲▼	Beneficiary ID ▲▼	Beneficiary Name ▲▼	Tracking No. ▲▼	Request Date ▲▼	Status ▲▼	NPI/ID ▲▼	Upload ▲▼
					05/25/2011	Requested		
					08/22/2012	Entering		
	CSHCS				07/28/2016	In Process		
					02/17/2016	Entering		
					02/17/2016	Entering		
					05/24/2016	Entering		
	MPRO				09/18/2017	In Process		
					11/29/2011	Entering		
					11/10/2014	Entering		
					08/22/2012	Entering		

- The PA request list page shows PA's that are Requested, In Process, or Entering.

Searching by Prior Authorization Tracking Number

Steps on how to search within CHAMPS PA tab for a tracking number



→ ▼ *

→ ▼ *

→ ▼

- Select the Billing NPI from the Domain dropdown
- Select the appropriate profile (for example full access, limited access, etc.)



My Reminders

Filter By And Filter By

Read Status

Alert Type	Alert Message	Alert Date	Due Date	Read	Completed
<input type="checkbox"/>					

No Records Found !

Notification

- User1 sent you message Yesterday
- User1 sent you message Yesterday
- User1 sent you message Yesterday

Calendar

07:42 6 November 2017
Monday

2017 November						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
←		Today			→	

Quick Find

Select

- Select the PA tab

PA REQUEST LIST

PA Request List ☆

PA INQUIRE

PA Inquire ☆

Quick Find

Note Pad

External Links ▾

My Favorites ☆ ▾

Print

Help

MyInbox

My Reminders

Filter By ▾

Read Status ▾

Go

Save Filters

My Filters ▾

Alert Type

Alert Message

Alert Date

Due Date

Read

Completed

No Records Found !

Notification

User1 sent you message Yesterday

User1 sent you message Yesterday

User1 sent you message Yesterday

Calendar



4:17

3 November 2017
Friday

2017 November

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



Today



Quick Find

Select ▾

Go

- Select PA Inquire

Close Submit

PA Inquire:

Tracking No.: *



- Enter Tracking Number
- Click Submit

Close

PA Utilization

Tracking No:		Authorization Status:	Requested
Beneficiary ID:		Beneficiary Name:	
Service:		Organization:	PA - DEFAULT
Request Date:	11/03/2017	Last Updated Date:	
Service Start Date:		Service End Date:	
Requestor NPI:		Requestor Name:	
Requestor ID:		Source of Request:	DDE

Line #	Servicing Prov NPI	Servicing Prov ID	Service TRN	Code	Mod1	Mod2	Mod3	Mod4	ToothNum	Reqst Units	Reqst \$ Amount	Auth Units	Auth \$ Amount	From Date	To Date	Status
01												0	0.00			Requested

View Page: 1 Go Page Count SaveToXLS Viewing Page: 1 First Prev Next Last

- The PA requested information will be displayed

Provider Resources

- **MDHHS website:** www.michigan.gov/medicaidproviders
- **We continue to update our Provider Resources, just click on the links below:**
 - [Listserv Instructions](#)
 - [Medicaid Alerts and Biller “B” Aware](#)
 - [Quick Reference Guides](#)
 - [Update Other Insurance NOW!](#)
 - [Medicaid Provider Training Sessions](#)
- **Provider Support:**
 - ProviderSupport@Michigan.gov or 1-800-292-2550

Thank you for participating in the Michigan Medicaid Program