Automated Billing/EDI Submitting Files Electronically

"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

Contents

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- Visual Display of Electronic File Submissions
- Helpful Resources

Regardless of the method used to exchange Medicaid transactions or queries, <u>you must first test your electronic transactions with MDHHS to ensure adherence to national and Michigan standards,</u> and to reduce errors in your production file submissions to MDHHS.

MDHHS
Michigan Department of Health & Human Services

MILogin

Access to the CHAMPS system

Additional MILogin Resources: https://www.michigan.gov/mdhhs/0,5885,7-339-71547_4860_78446_78448_78460-471862--,00.html

- Open your web browser (e.g., Microsoft Edge, Google Chrome, Mozilla Firefox, etc.)
- Enter https://milogintp.Michigan.gov into the search bar
- Enter your User ID and Password
- Click Login
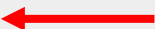
- You will be directed to your MILogin Home Page
- Click the CHAMPS hyperlink

     MILogin resource links are listed at the bottom of the page

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

- Select Domain - Click on your organization name
- Select Profile – Not all profiles will allow file submissions. See your domain administrator if you need assistance
- Click - Go

CHAMPS Batch Upload

Providers with one Billing NPI number and not using a clearinghouse

- Select My Inbox
- Under HIPAA, select Upload File

CHAMPS

‹ My Inbox ▾

👤 Uatsg1,Uatsg1 ▾

🏠 > Provider Portal > Batch Attachment Response

⊗ Close   ⊕ Upload

Please click on the Upload button to upload your file.

Please use below naming conventions for web upload files.

837 Fee For Service:
1) NPI.5475.CCYYMMDDhhmm
2) CHAMPS PROVIDERID.5475.CCYYMMDDhhmm

837 ENC:
1) NPI.5476.CCYYMMDDhhmm
2) CHAMPS PROVIDERID.5476.CCYYMMDDhhmm

270:
1) NPI.5414.CCYYMMDDhhmm
2) CHAMPS PROVIDERID.5414.CCYYMMDDhhmm

276:
1) NPI.4952.CCYYMMDDhhmm
2) CHAMPS PROVIDERID.4952.CCYYMMDDhhmm

278:
1) NPI.5386.CCYYMMDDhhmm
2) CHAMPS PROVIDERID.5386.CCYYMMDDhhmm

- Create your file and save using the naming convention examples listed
- Click Upload, this will upload your file

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👤 Uatsg1,Uatsg1 ▾

🏠 ❯ Provider Portal ❯ Batch Attachment Response

❌ Close   ⊕ Upload

Please click on the Upload button to upload your file

Please use below naming

837 Fee For Service:

1) NPI.5475.CCYYMM

2) CHAMPS PROVIDE

837 ENC:

1) NPI.5476.CCYYMM

2) CHAMPS PROVIDE

270:

1) NPI.5414.CCYYMM

2) CHAMPS PROVIDERID.5414.CCYYMMDDhhmm

276:

1) NPI.4952.CCYYMMDDhhmm

2) CHAMPS PROVIDERID.4952.CCYYMMDDhhmm

278:

1) NPI.5386.CCYYMMDDhhmm

2) CHAMPS PROVIDERID.5386.CCYYMMDDhhmm

🖨 Print   ❓ Help

⠿ **Attachment**   ⌃

Please mention the file to be uploaded:

Filename: [Choose File] No file chosen   *

✔ OK   ⊗ Cancel

- Select Choose File to attach your file

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- Find your saved file, click Open for chosen file

👤 Uatsg1,Uatsg1 ▾

🏠 > Provider Portal > Batch Attachment Response

[⊗ Close]   [⊕ Upload]

Please click on the Upload

Please use below naming

837 Fee For Service:

    1) NPI.5475.CCYYMMD

    2) CHAMPS PROVIDE

837 ENC:

    1) NPI.5476.CCYYMMD

    2) CHAMPS PROVIDE

270:

    1) NPI.5414.CCYYMMD

    2) CHAMPS PROVIDE

276:

    1) NPI.4952.CCYYMMDDhhmm

    2) CHAMPS PROVIDERID.4952.CCYYMMDDhhmm

278:

    1) NPI.5386.CCYYMMDDhhmm

    2) CHAMPS PROVIDERID.5386.CCYYMMDDhhmm

🖨 Print   ❓ Help

▦ **Attachment**   ⌃

Please mention the file to be uploaded:

Filename: [Choose File] CHAMPS PR...hhmm.txt ⭑   ⟵

[✔ OK]   [⊗ Cancel]

- The selected file will show
- Click Ok to confirm file has been attached

M🦅DHHS
Michigan Department of Health & Human Services

CHAMPS ‹ **My Inbox** ▾

👤 **Uatsg1,Uatsg1**

🏠 › Provider Portal

[⊗ Close]   [⬆ Up...]

Please click on the U...

Please use below na...

837 Fee For Servic...
   1) NPI.5475.CCY...
   2) CHAMPS PRO...

837 ENC:
   1) NPI.5476.CCY...
   2) CHAMPS PRO...

270:
   1) NPI.5414.CCY...
   2) CHAMPS PRO...

276:
   1) NPI.4952.CCY...
   2) CHAMPS PRO...

278:
   1) NPI.5386.CCY...
   2) CHAMPS PRO...

Please click on the Upload button to upload your file.

Please use below naming conventions for web upload files.

837 Fee For Service:
   1) NPI.5475.CCYYMMDDhhmm
   2) CHAMPS PROVIDERID.5475.CCYYMMDDhhmm

837 ENC:
   1) NPI.5476.CCYYMMDDhhmm
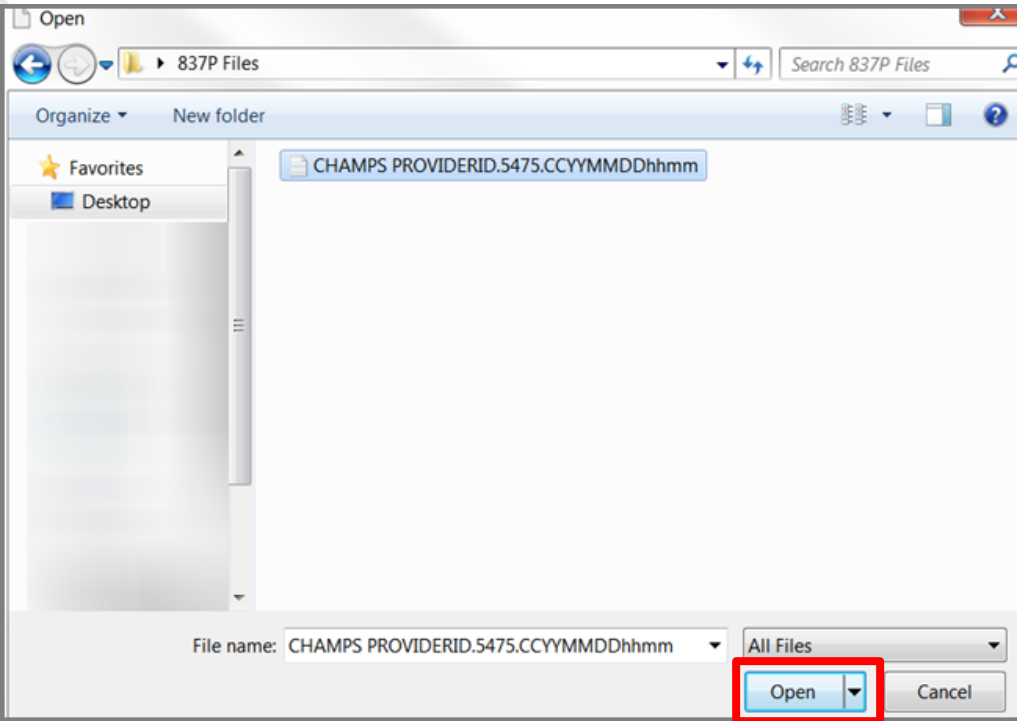   2) CHAMPS PROVIDERID.5476.CCYYMMDDhhmm

270:
   1) NPI.5414.CCYYMMDDhhmm
   2) CHAMPS PROVIDERID.5414.CCYYMMDDhhmm

276:
   1) NPI.4952.CCYYMMDDhhmm
   2) CHAMPS PROVIDERID.4952.CCYYMMDDhhmm

278:
   1) NPI.5386.CCYYMMDDhhmm
   2) CHAMPS PROVIDERID.5386.CCYYMMDDhhmm

Upload File Response

Thank You

The following File has been successfully uploaded:

File Name :HIPAA.

Submitter ID

Date/Time :

Your file has been submitted for processsing. You can retrieve the response(s) for this file by clicking on this link after 24-hours.

Please print this page for your reference.

You will receive a confirmation of your file upload
- The confirmation page is not a guarantee of file acceptance or of payment

File Transfer Service(FTS) Batch Upload

For Providers with More than One Billing NPI Number and a CHAMPS Billing Agent Account

For Billing Agents and Clearinghouses

- The FTS is a secure portal to send and receive files with MDHHS - https://MiFTS.state.mi.us

- Login using your assigned FTS Username – DCHXXXX (where "XXXX" is your unique Username assigned by MDHHS).
- User ID and Password are both in all CAPS
- Click Logon button

- The FTS will open on the Available Msgs tab upon login
- Select the Upload message to submit a new file

- Mailbox: DCHEDI
- Class ID: Document Name
- Transfer Mode: Defaults to Binary
- File: Click Browse to search for your file which needs to be named exactly as your Application ID
- Click Upload

Section 11 - Class ID/Filename

You will need to use the 'Class ID Filename' for files that are submitted through the **FTS** to MDHHS, and to recognize files that MDHHS returns to your billing agent "mailbox".

If you wish to submit a file that is not listed, please contact AutomatedBilling@michigan.gov for more information.

Class ID Filename*	HIPAA Transaction ID	Transaction Information
5414	270	Medical Eligibility Inquiry
5415	271	Medical Eligibility Response
4952	276	Health Care Claim Status Inquiry
4953	277	Health Care Claim Status Response
5386	278	Prior Authorization Request (Inbound to MDHHS)
5383	278	Prior Authorization Response (Outbound from MDHHS)
4985	820	Payroll Deducted and Other Premium Payment
4976	834	Card Cutoff Audit File
5014	834	Card Cutoff File – PIHP and HMP-PIHP
5015	834	Healthy Kids Dental – EOM/FOM Audit File
5093	834	HSW Audit File (Habilitation Support Waiver)
5419	834	MIChild-CA EOM/FOM Audit File
5421	834	MIChild-CMH EOM/FOM Audit File
5485	834	NEMT- Weekly Update - Enrollment

Class ID Filename*	HIPAA Transaction ID	Transaction Information
5610	834	DHIP Update File (DHS Incentive Payment)
5611	834	AUT Update File
5629	834	PIHP & HMP-PIHP Update File
5705	834	Full File Audit File - Integrated Long-Term Care Audit Enrollment File sent to ICOs
5721	834	Update Transaction File - MI Health Link Daily Enrollment
5790	834	Daily File – Benefit Enrollment and Maintenance
4987	835	Health Care Claim Payment and Remittance Advice
5475	837	FFS Health Care Claims
5476	837	Encounters Transactions (v5010)
5477		NCPDP Transactions
5776	837	*Medicare* ICO Inbound Encounter File (5890 is the ETRR outbound response for the 5776)
5777	837	Medicaid ICO Inbound Encounter File
5786		Outbound ICO Medicaid File - response file for 5777
5848		Medicaid Inbound ICO NCPDP PA4.2 - Medicaid file
5849		Outbound Medicaid ICO NCPDP - response file for 5848
5850		Medicare ICO *NCPDP* Inbound Encounter file
5852		MHP Inbound NCPDP file
5853		Outbound MHP NCPDP - response file for 5852
5877		PIHP Daily Enrollment File
5890		ETRR outbound response for the 5776 Medicare ICO Inbound Encounter File

- Hyperlink to the electronic submission manual:
  https://www.michigan.gov/documents/mdhhs/ESM_ACA_CORE_2016-0131_V3_0_DRAFT_512424_7.pdf

FTS Important Information

- You will receive a message that your file has been successfully submitted.

- This message is only an indication that you have sent a file to DCHEDI. This does NOT mean that your file is accepted by Michigan Medicaid. This is not a guarantee of reimbursement.

- You will receive a 999 acknowledgement file if your file is deemed by CHAMPS to be HIPAA-compliant.

FTS Important Information cont.

- The 999-acknowledgement file will have the same application ID as the file it corresponds to from sender ID DCHMMIS.
  - Example: Inbound file = 5475 from billing agent sent to DCHEDI (State of Michigan)

  - Example: 999 acknowledgement file = 5475 from DCHMMIS (State of Michigan)

FTS Important Information cont.

- Response files are delivered to your FTS mailbox when using the HTTPS or SFTP/SSLFTP connections.

Application ID Filename*	Transaction ID	Transaction Information
5414	270	Medical Eligibility Inquiry
5415	271	Medical Eligibility Response

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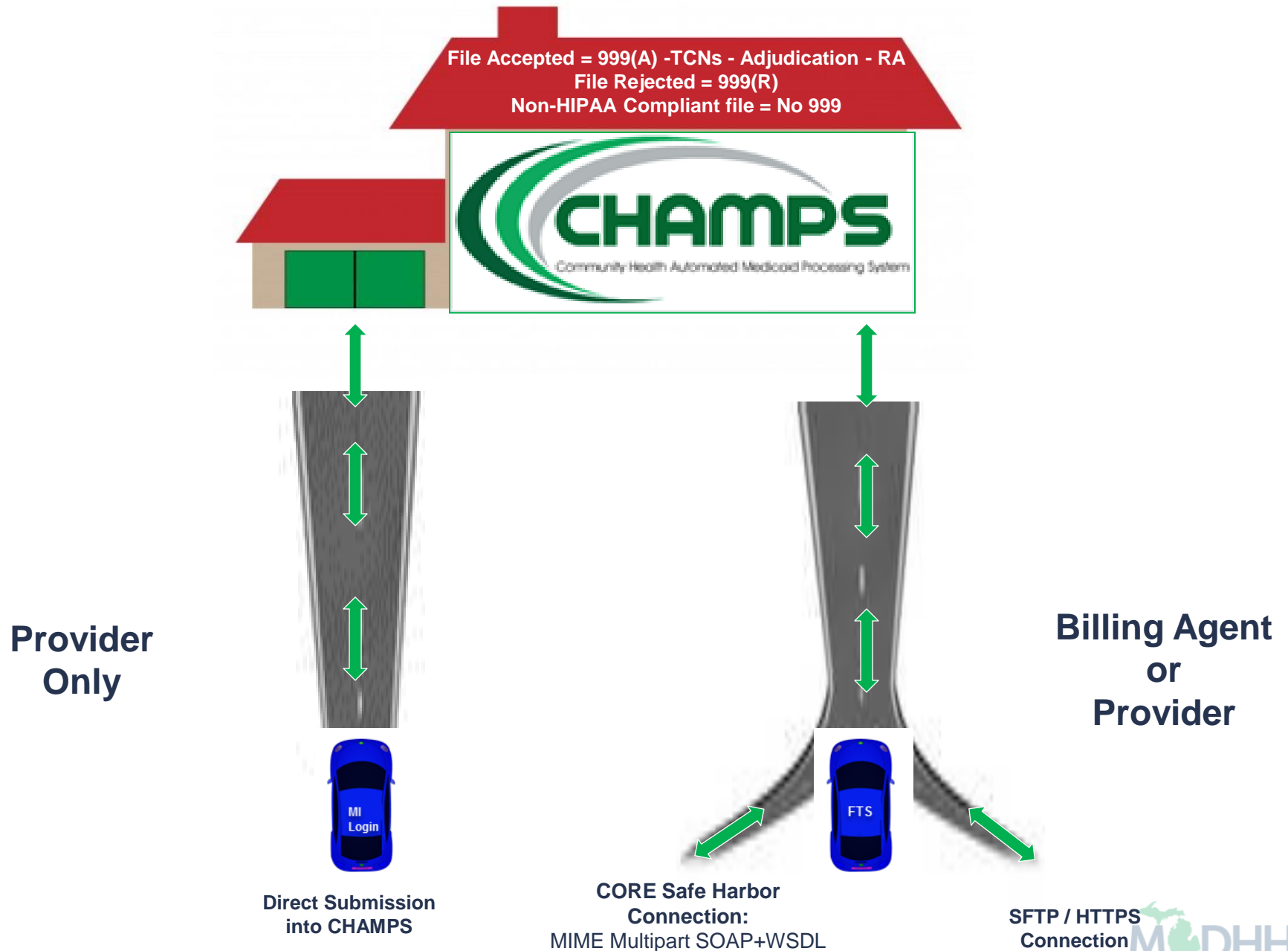
CORE Connection Options

SOAP+WSDL or MIME Multipart

CORE Connections

- Used by Providers, Billing Agents and Clearinghouses.

- Real-time:

    One transaction/One response with a 20 second response time guarantee.

- Batch:

    Multiple transactions of the same type with a maximum 10-hour response time guarantee.

- Currently, CORE supports the 270/271 and 276/277 file types only.

Visual Display of Electronic File Submissions

File Accepted = 999(A) -TCNs - Adjudication - RA
File Rejected = 999(R)
Non-HIPAA Compliant file = No 999

CHAMPS
Community Health Automated Medicaid Processing System

Provider Only

Billing Agent or Provider

MI Login

FTS

Direct Submission into CHAMPS

CORE Safe Harbor Connection:
MIME Multipart SOAP+WSDL

SFTP / HTTPS Connection

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Billing Agent Resources

- **Trading Partner Website:** https://www.michigan.gov/mdhhs/0,5885,7-339-71551_2945_42542_42545---,00.html
  - HIPAA Companion Guides
  - Electronic Submission Manual

- **Forms:**
  - Electronic Signature Agreement Cover Sheet (MDHHS-5405)
  - Electronic Signature Agreement (DCH-1401)

- **Trainings**: https://www.michigan.gov/mdhhs/0,5885,7-339-71551_2945_5100-127606--,00.html

- **Electronic file (5475,5414,4952) and 835/ERA inquiries:**
    Automatedbilling@Michigan.gov

- **Encounter file inquiries (5476):**
  - Questions regarding 834 and 820 files contact: MDHHS-MSA-MCSystemOps@Michigan.gov
  - Questions regarding Medicaid Encounter Technical Guidance contact : MDHHSEncounterData@Michigan.gov

- **Provider Support** (claim adjudication/reimbursement questions):
  - www.Michigan.gov/Medicaidproviders
  - ProviderSupport@Michigan.gov or 1-800-292-2550

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