

Bulletin Number: MSA 08-13

Distribution: Practitioners (Physicians, Advanced Practice Nurses, Physical Therapists, Medical Clinics, FQHC/RHC/THC, Oral Surgeons, Podiatrists, CRNA), Chiropractors, Dentists, Ambulance, Independent Labs, Medical Suppliers, Orthotists/Prosthetists, Vision, Hearing Centers, Hearing Aid Dealers, Family Planning Clinics, Maternal Infant Health Program, Private Duty Nurses, School Based Services, Hospitals, Home Health, Hospice, Nursing Facilities, and Local Health Departments

Issued: March 1, 2008

Subject: Provider Enrollment Changes

Effective: March 31, 2008

Programs Affected: Medicaid, Adult Benefits Waiver, Children's Special Health Care Services, Plan First!, and other Health Care Programs Administered by MDCH

The purpose of this bulletin is to alert providers to changes being implemented in the Michigan Department of Community Health's (MDCH) Provider Enrollment (PE) Subsystem.

Effective March 31, 2008, MDCH will launch the new on-line CHAMPS PE subsystem. The new subsystem, which replaces the existing paper process, will be accessed through the MDCH Single Sign-On (SSO) system, and will allow providers to enroll and update data via the Internet. This change does **not** affect Pharmacy providers, who will continue to submit enrollment applications/changes through First Health Services Corporation (the MDCH pharmacy benefit manager), or Managed Care Organizations.

In preparation for the implementation of the CHAMPS PE subsystem, a temporary hold has been placed on the processing of new applications or enrollment changes. Providers should hold new applications or enrollment changes until March 31, 2008 and then complete the transaction using the CHAMPS PE on-line system. Applications held during this period will be automatically assigned an effective date of January 1, 2008 in the CHAMPS PE subsystem unless otherwise requested. Questions or concerns regarding the CHAMPS PE subsystem should be directed to the CHAMPS hotline at 1-888-643-2408 or CHAMPS@michigan.gov.

NOTE: Providers not currently enrolled with MDCH must have their social security number (SSN) or employer identification or tax identification number (EIN/TIN) registered with the Michigan Department of Management and Budget (MDMB) Vendor Registration prior to enrolling with MDCH. To register an SSN or EIN/TIN, visit www.michigan.gov/cpexpress.

NOTE: Providers electing to appoint another person to enter/revalidate their MDCH enrollment information in the CHAMPS PE subsystem on their behalf should complete and **retain** a copy of the MDCH Electronic Signature Agreement (form DCH-1401). The form is available on the MDCH website at www.michigan.gov/medicaidproviders >>CHAMPS. This form is **not** to be sent to MDCH.

Currently Enrolled Providers

Information from the current PE subsystem is being transferred into the CHAMPS PE subsystem. Currently enrolled providers will be required to revalidate their information in the CHAMPS PE subsystem beginning March 31, 2008. To facilitate this activity, MDCH will be mailing an Application ID (AID) to the billing and service addresses of all enrolled providers that reported their NPI. The AIDs are scheduled to be mailed in mid-March. Providers entering the CHAMPS PE subsystem will utilize the AID to access their current enrollment information and to make any necessary corrections/updates.

If an individual provider's enrollment with MDCH is limited to his association with a group practice, facility, etc. (i.e., payment for the individual's services is made to the entity not the individual), the entity must revalidate its enrollment information before the associated individual provider can revalidate his information. If the entity did not submit its NPI number to MDCH, the entity will need to create a new enrollment.

Training on the use of the CHAMPS PE subsystem will be available beginning in March 2008. Information on training opportunities is available on the MDCH website at www.michigan.gov/medicaidproviders >>CHAMPS. Checklists of the information required to complete the on-line enrollment, along with Instructions for obtaining an MDCH SSO system authorization are also available on this website.

Provider enrollment information not revalidated by August 31, 2008 will be enddated in the CHAMPS PE subsystem, resulting in the rejection of any service claims submitted after that date.

New Providers

Providers not currently enrolled with MDCH must comply with the requirements described earlier in this bulletin related to registration of their SSN or EIN/TIN, requesting authorization for the MDCH SSO system, and completion of the on-line CHAMPS PE enrollment process.

Confirmation of Enrollment/Changes

CHAMPS PE subsystem will not generate the current turnaround form confirming changes made by providers during their revalidation process. Providers completing a new enrollment through the on-line system will receive a welcome letter confirming their enrollment.

Manual Maintenance

Retain this bulletin until the information has been incorporated into the Michigan Medicaid Provider Manual.

Questions

Any questions regarding this bulletin should be directed to Provider Inquiry, Department of Community Health, P.O. Box 30731, Lansing, Michigan 48909-8231, or e-mail at ProviderSupport@michigan.gov. When you submit an e-mail, be sure to include your name, affiliation, and phone number so you may be contacted if necessary. Providers may phone toll-free 1-800-292-2550.

Approved



Paul Reinhart, Director
Medical Services Administration