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Michigan Department of Health & Human Services

New Billing Agent Application Instructions

"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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New Billing Agent Overview

- The purpose of this presentation is to provide guidance to entities seeking to complete a new billing agent application.
- An authorized billing agent MUST be able to complete HIPAA-compliant transactions through the use of v5010 software, review the Electronic Submissions Manual, Companion Documents, and successfully complete file testing.
- All new Billing Agent applications must be completed utilizing the CHAMPS system.

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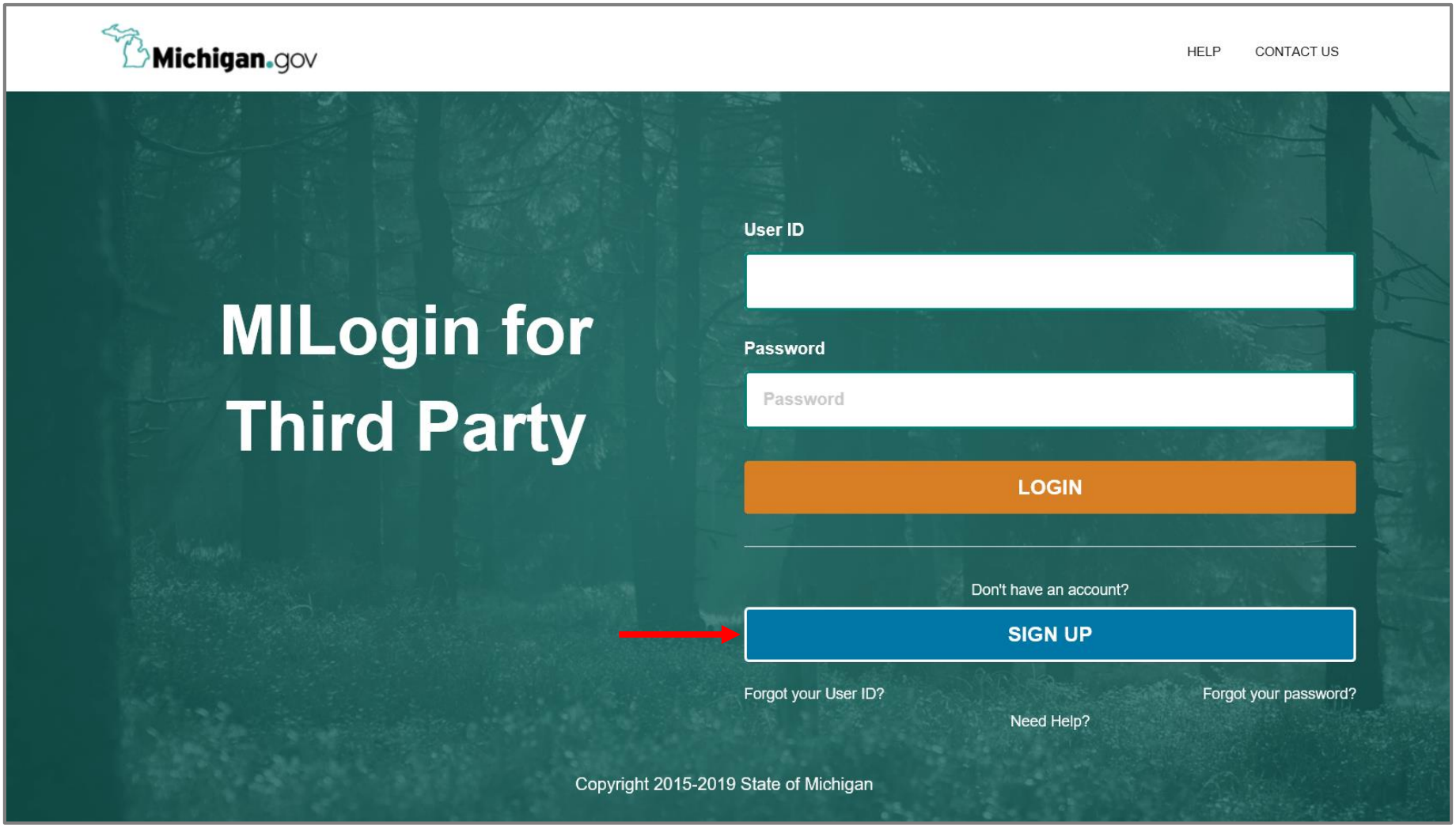
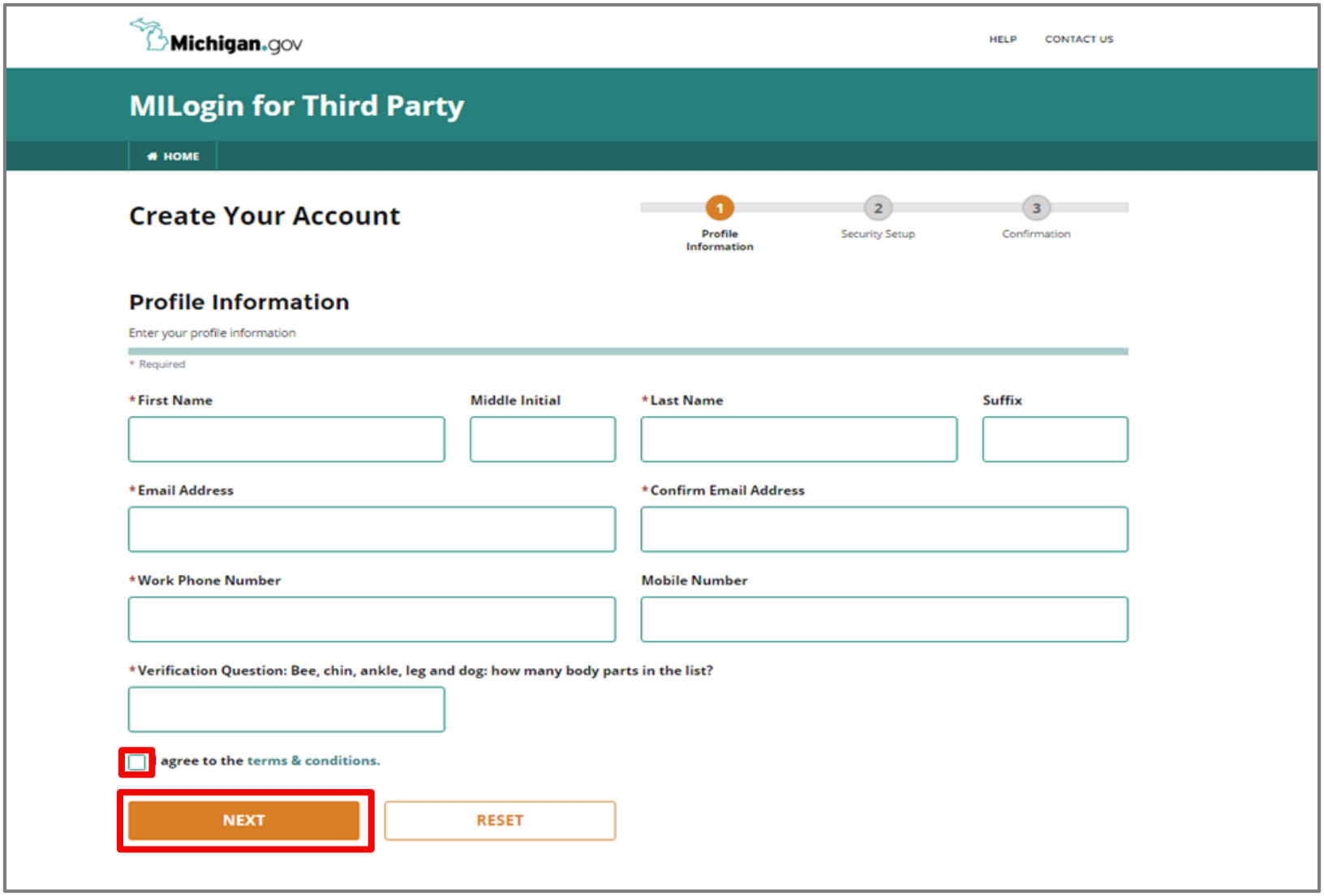
Register for MILogin and CHAMPS

MILogin is a website that allows a user to enter one ID and password in order to access multiple applications.

CHAMPS (Community Health Automated Medicaid Processing System) is the program where providers enroll, update enrollment information, and report services provided.



- Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter https://milogintp.Michigan.gov into the search bar
- Click Sign Up



- Complete all required fields
- Check the ‘I agree’ box
- Click Next

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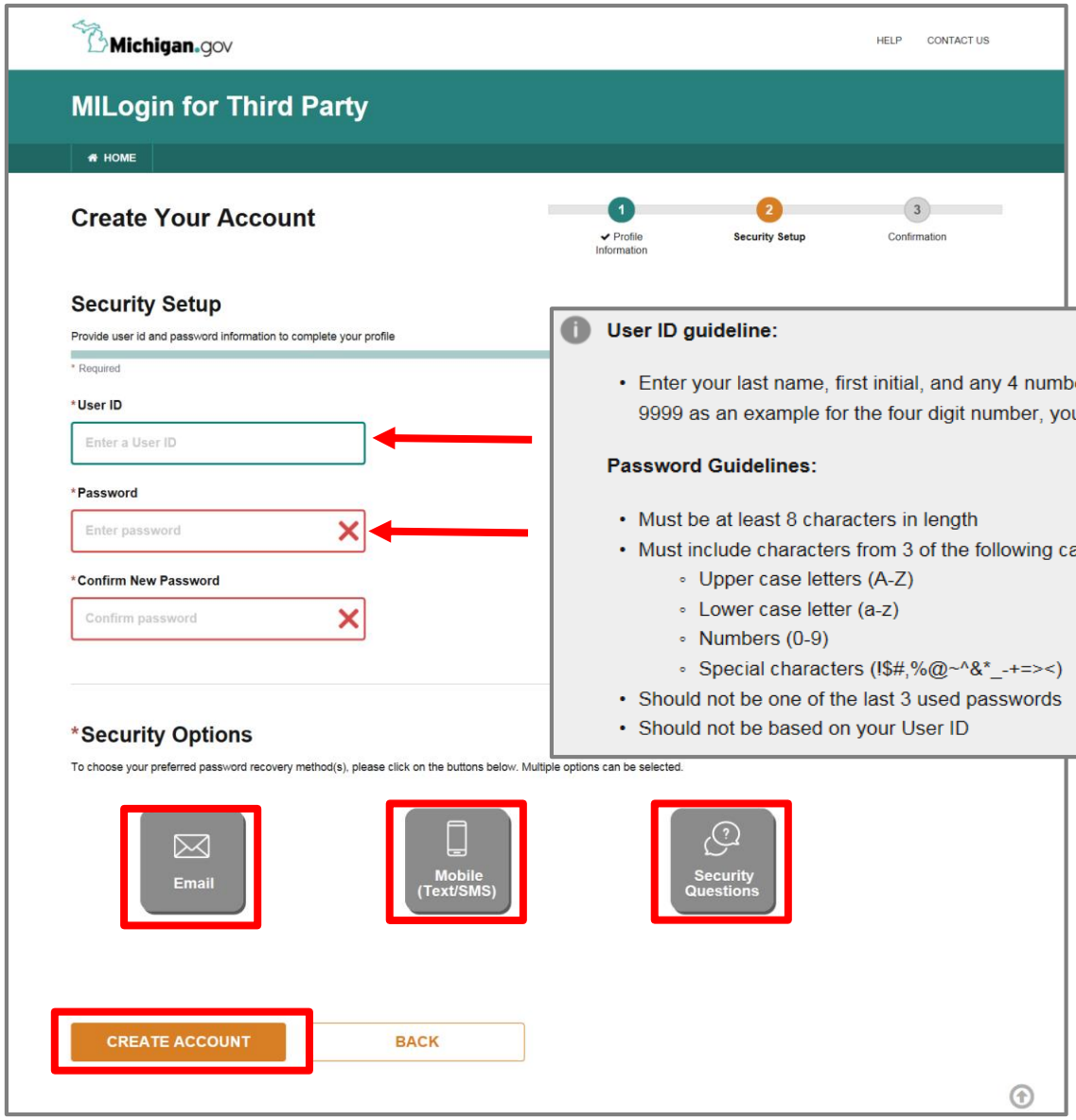
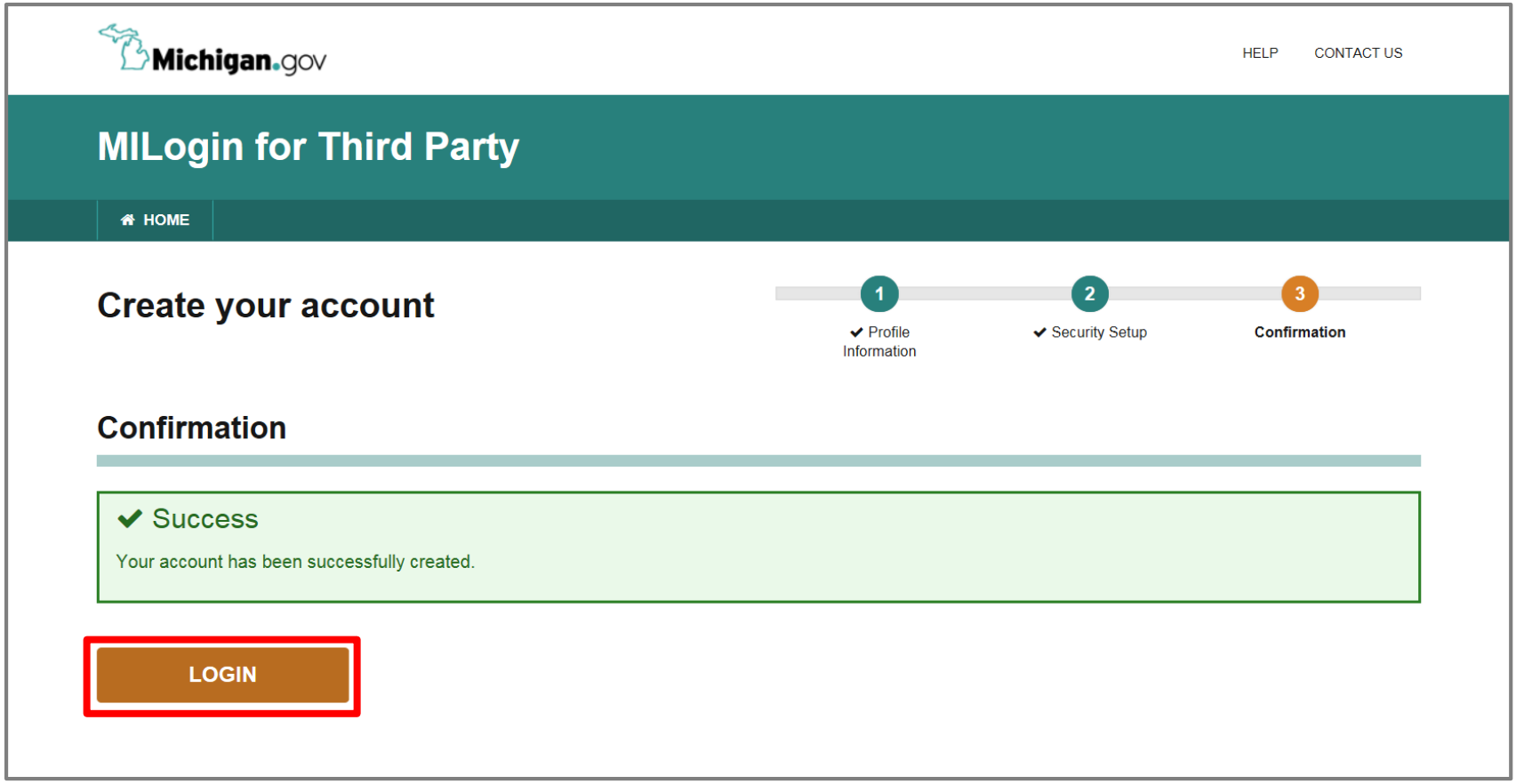


- Create the user ID and password following the listed guidelines
- Select the preferred password recovery method(s)
- Click Create Account



- Your MILogin account has now been created successfully
- Click the Login button to return to the login screen

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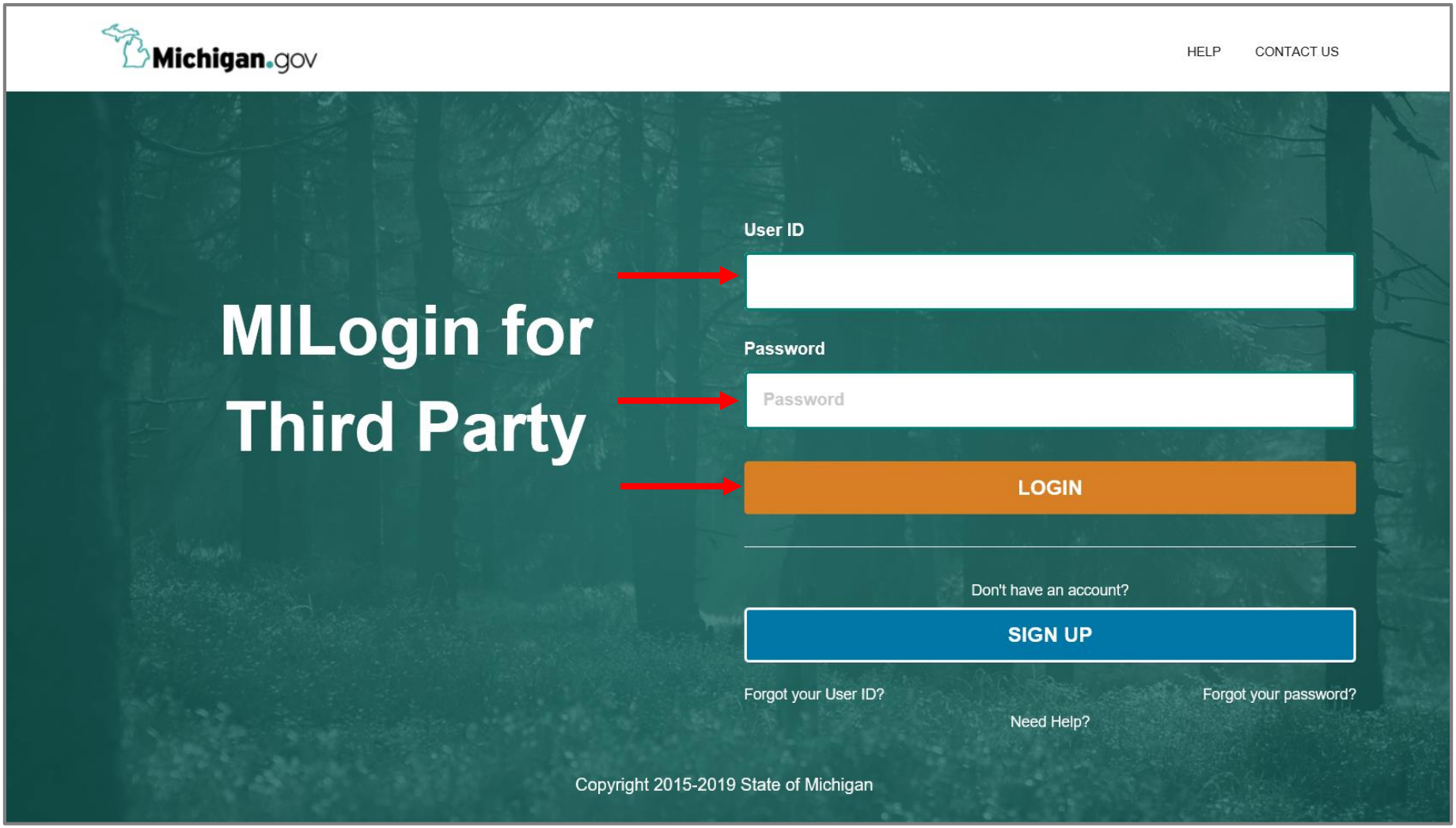

- Enter your User ID and Password you just created
- Click Login

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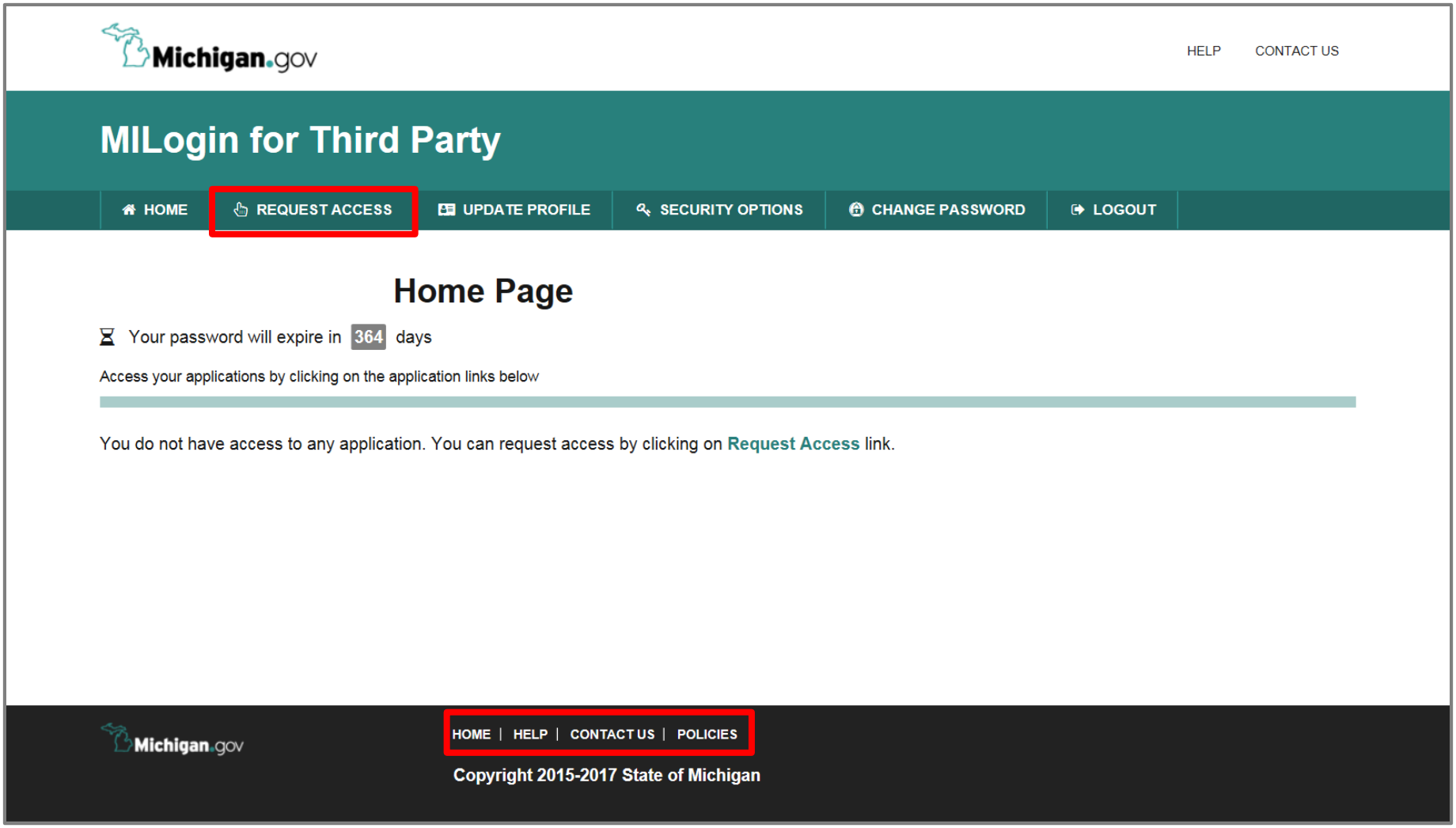

- Your Home Page will not show any applications
- Click Request Access

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

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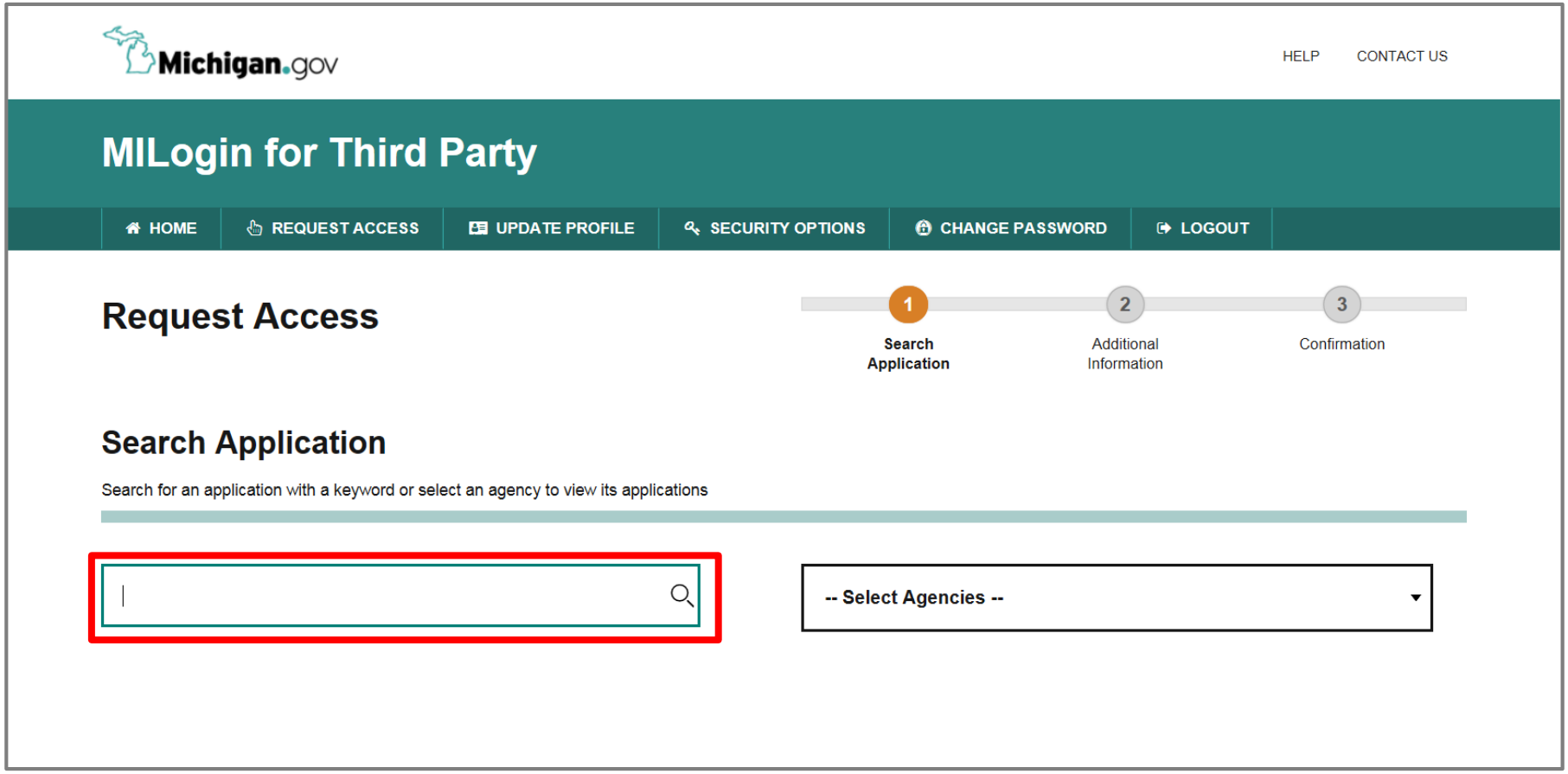
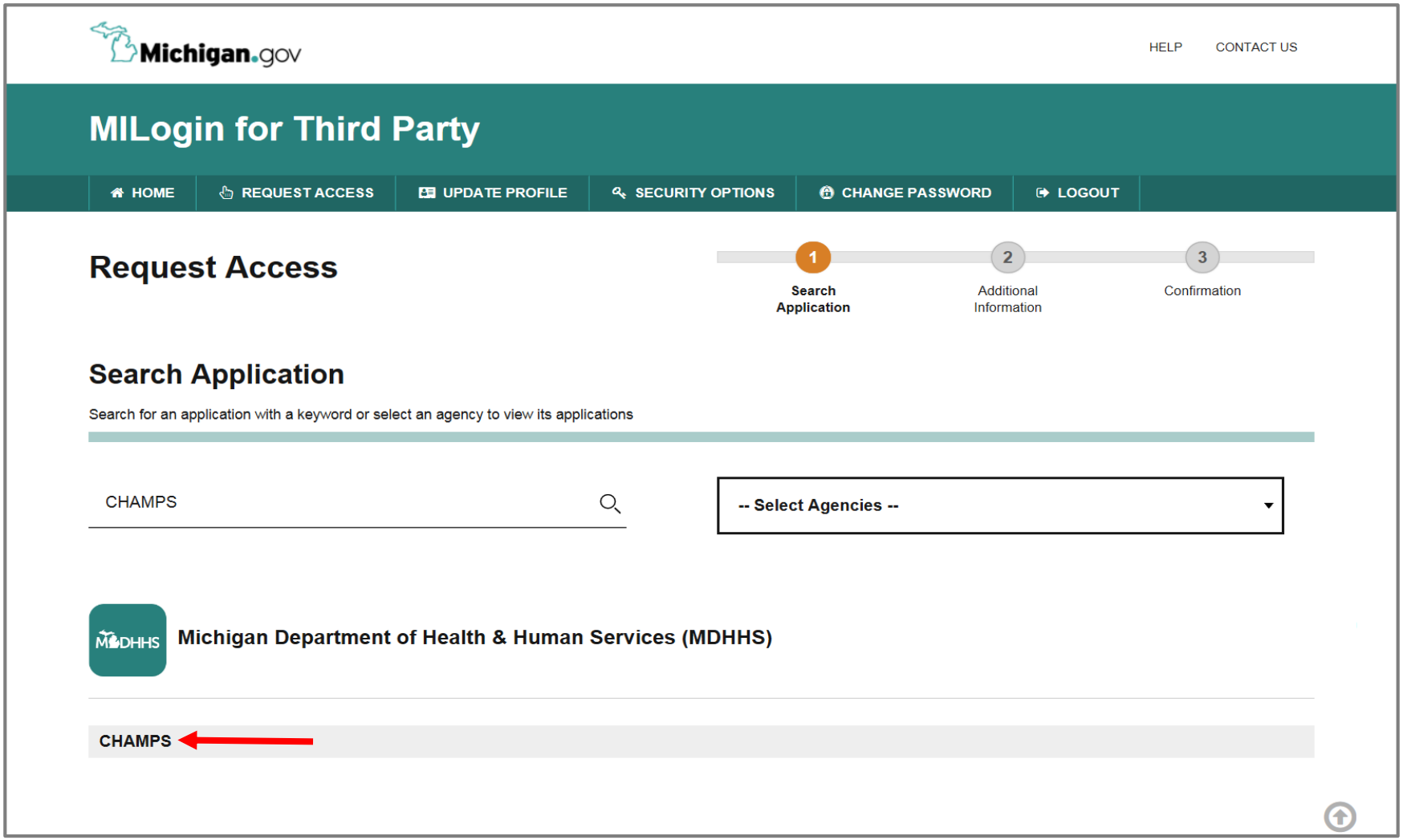
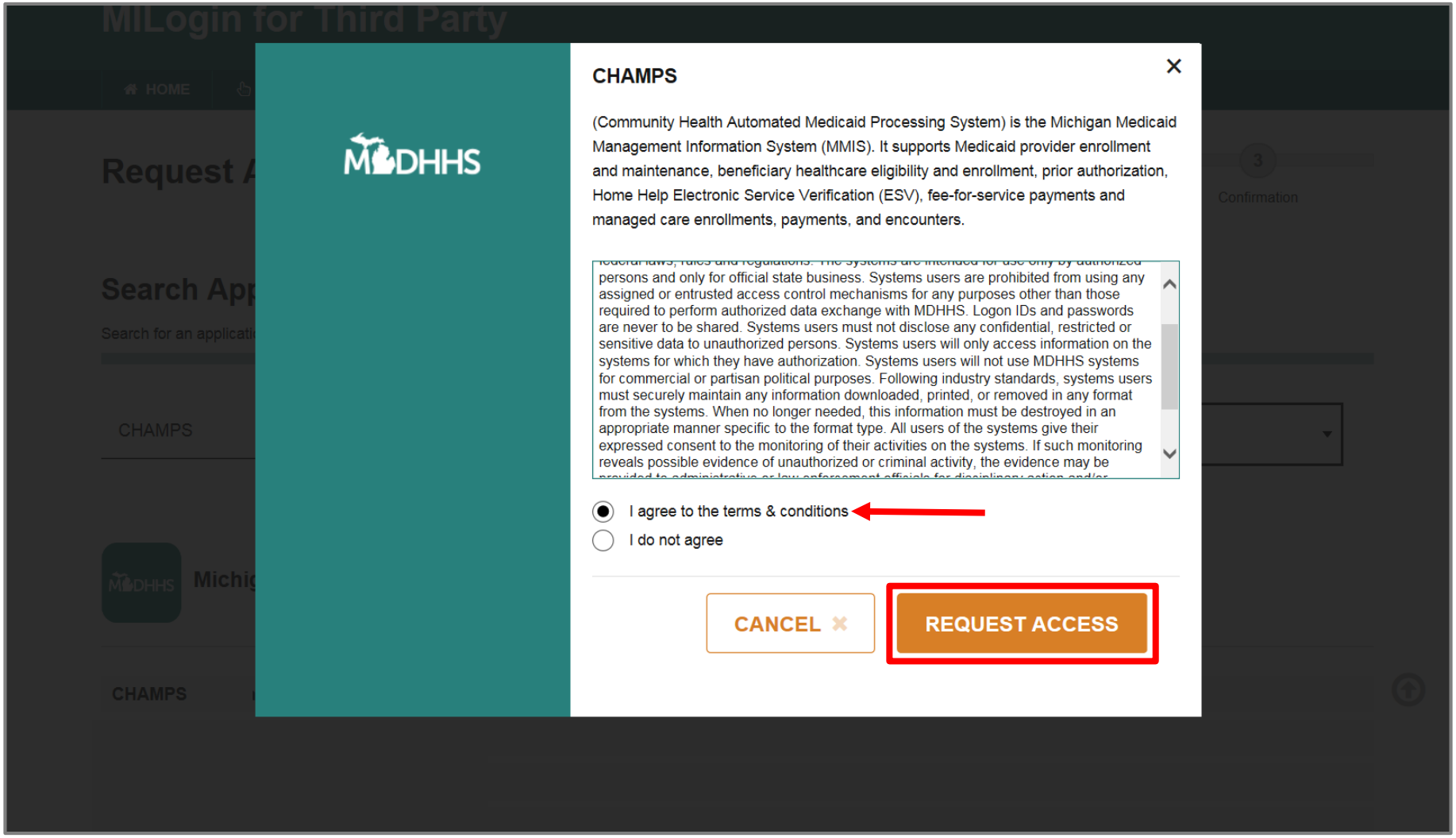


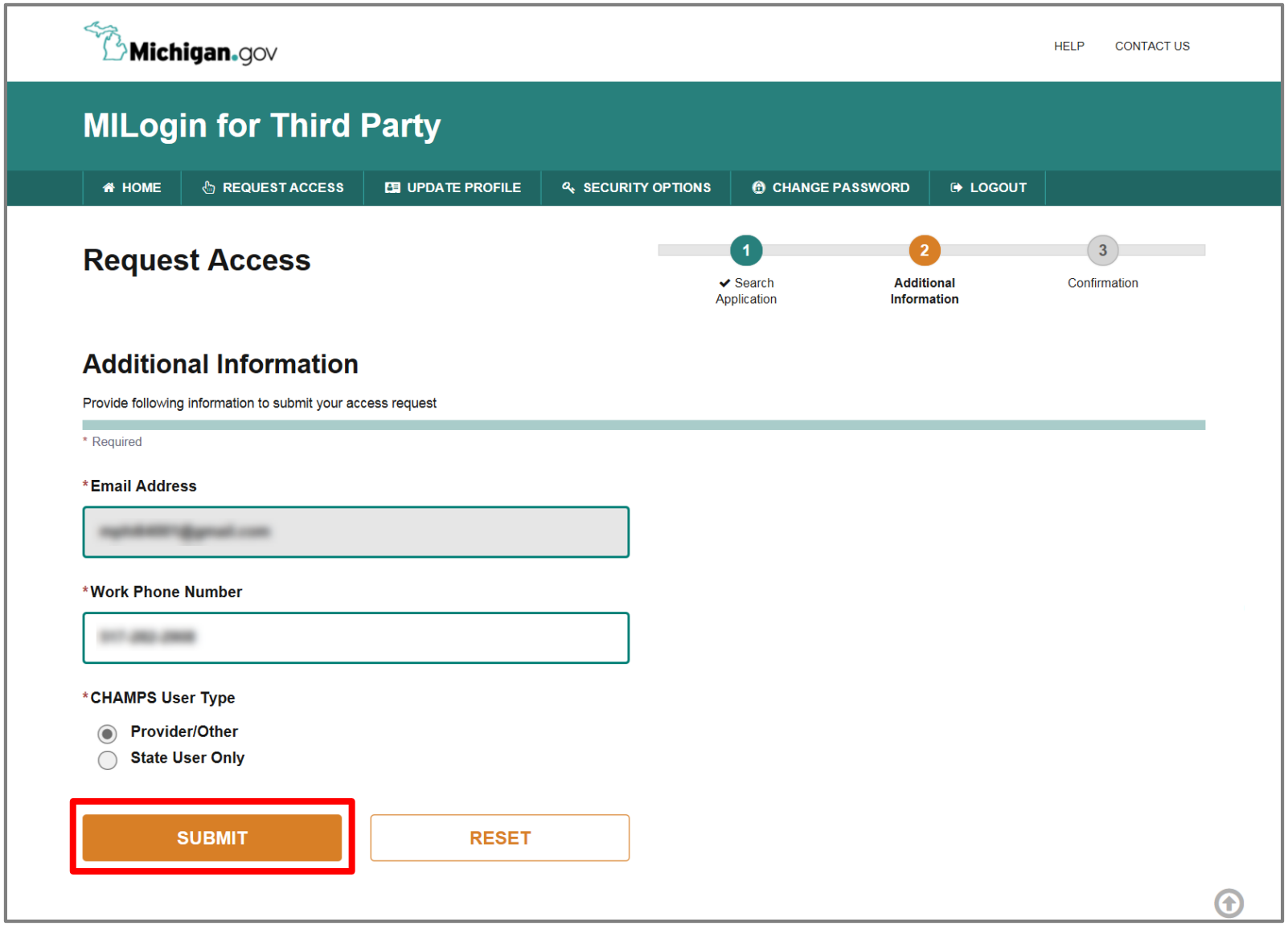
- Type CHAMPS in the search box
- Click the search/magnifying button



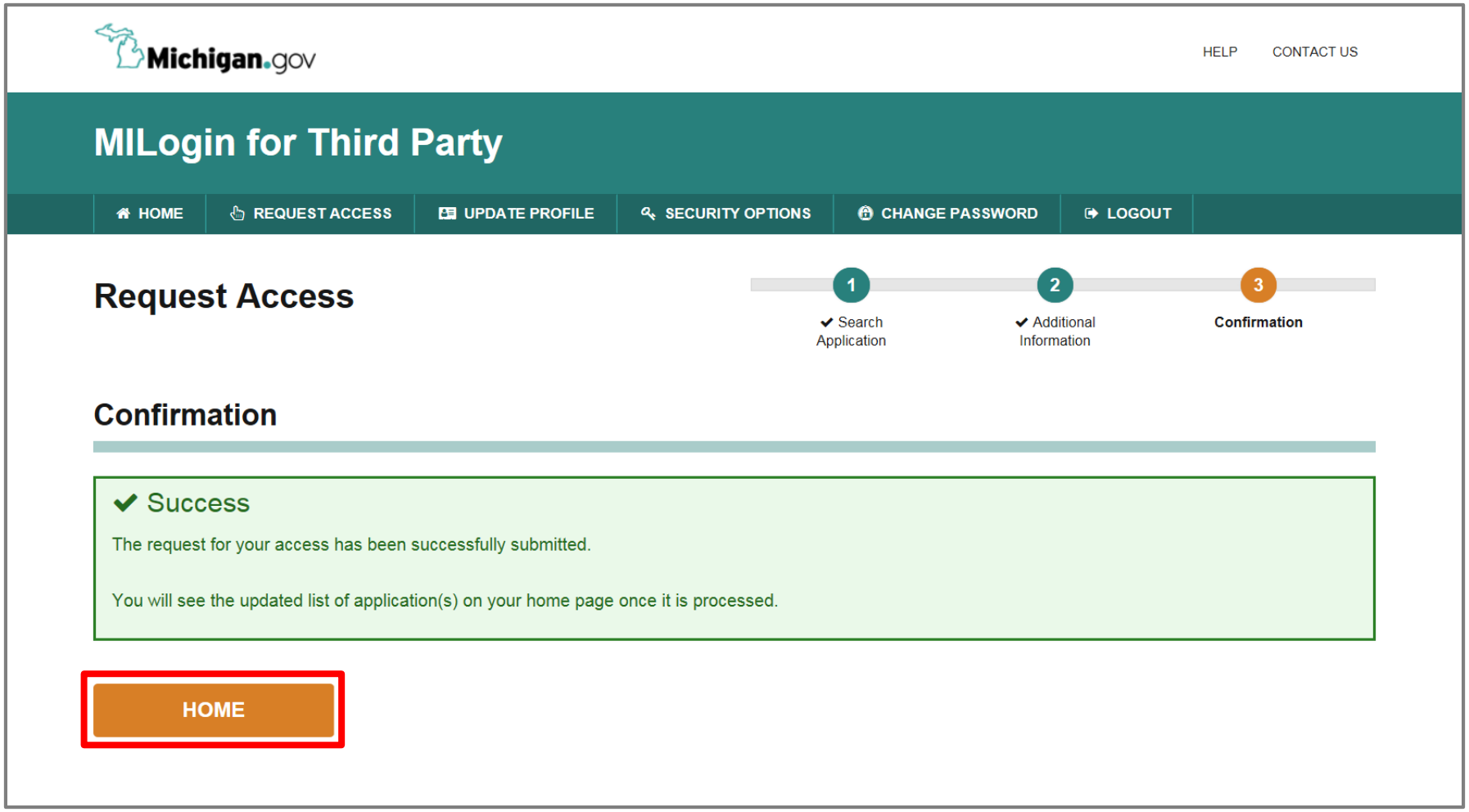
- Click on CHAMPS



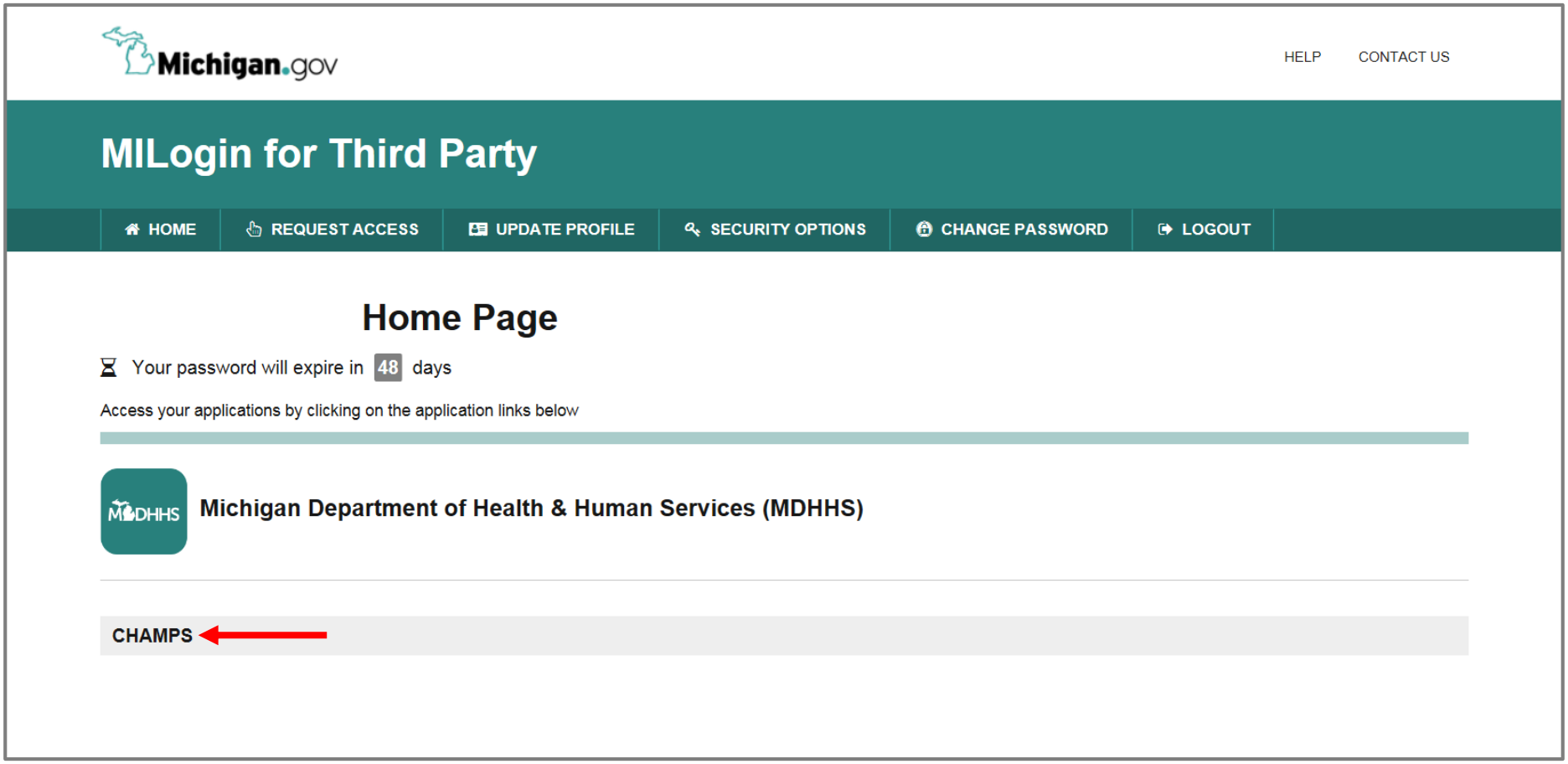
- Select the ‘I agree to the terms & conditions’ radio button
- Click Request Access



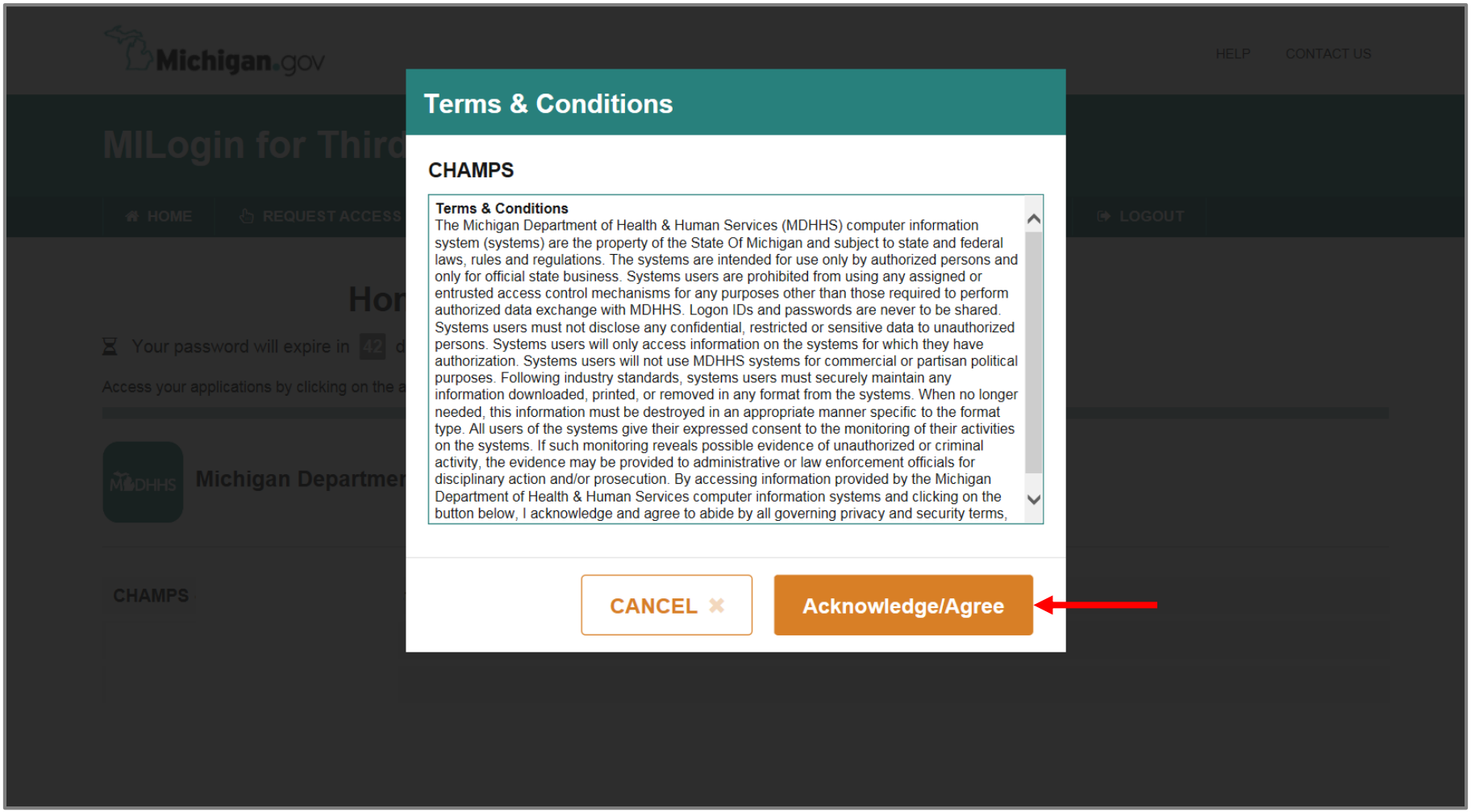
- Verify all information is correct
- Click Submit



- You will be given confirmation that your request has been submitted successfully
- Click the Home button to return to the MILogin Home Page



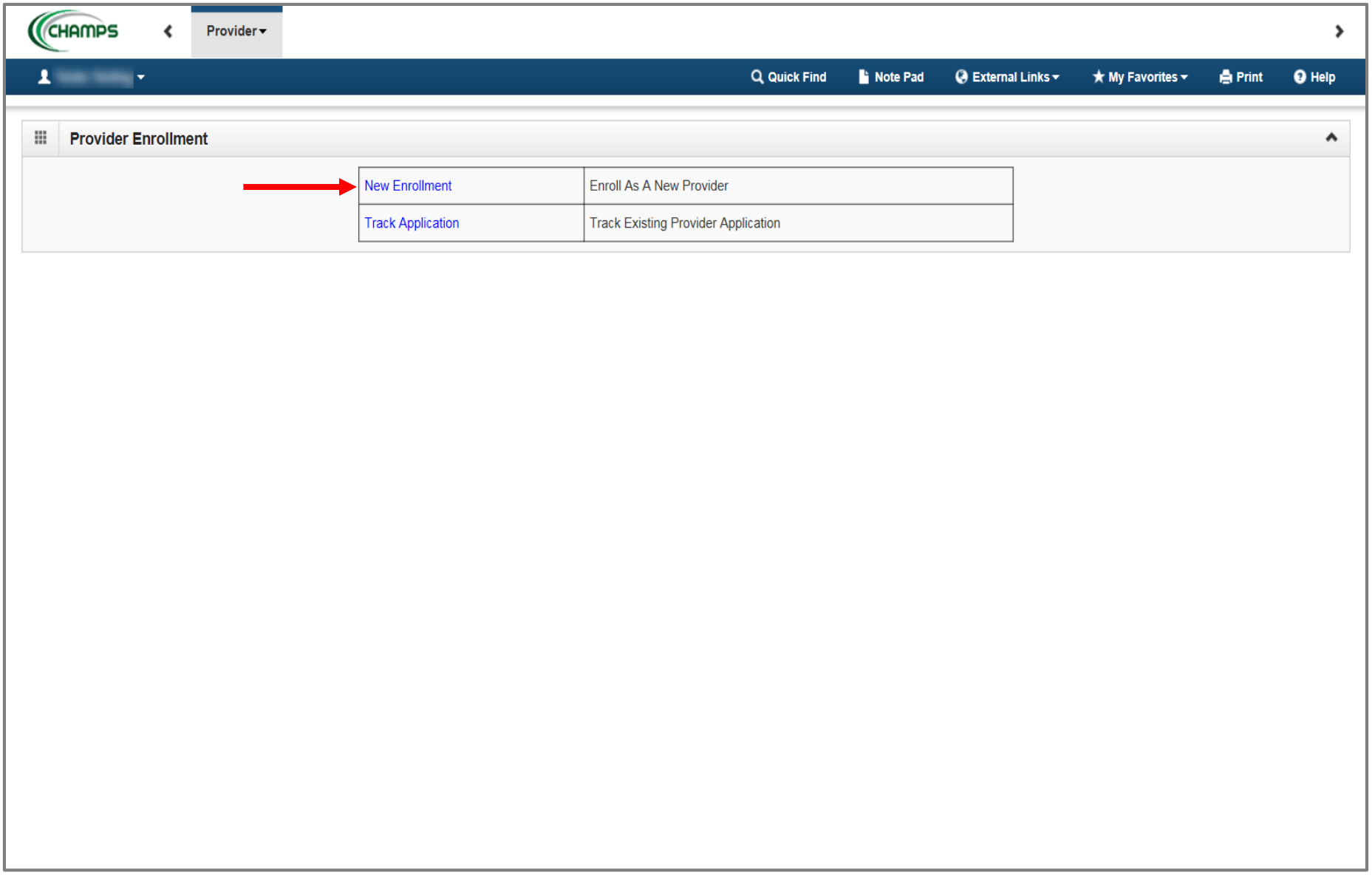
- You will be directed back to your MILogin Home Page
- Click the CHAMPS hyperlink



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

Billing Agent Application

CHAMPS Application



- Click New Enrollment

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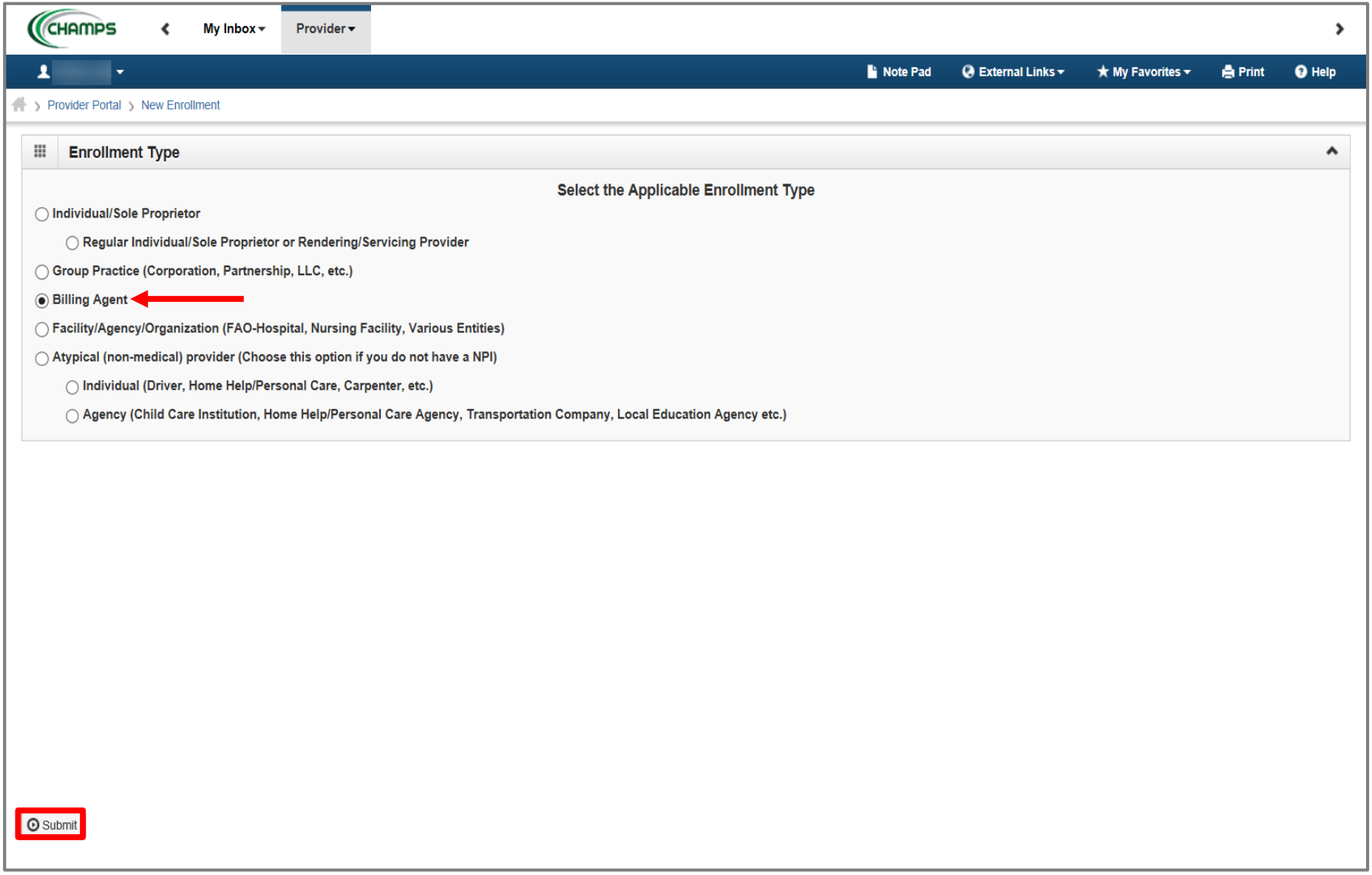

- Select Billing Agent
- Click Submit

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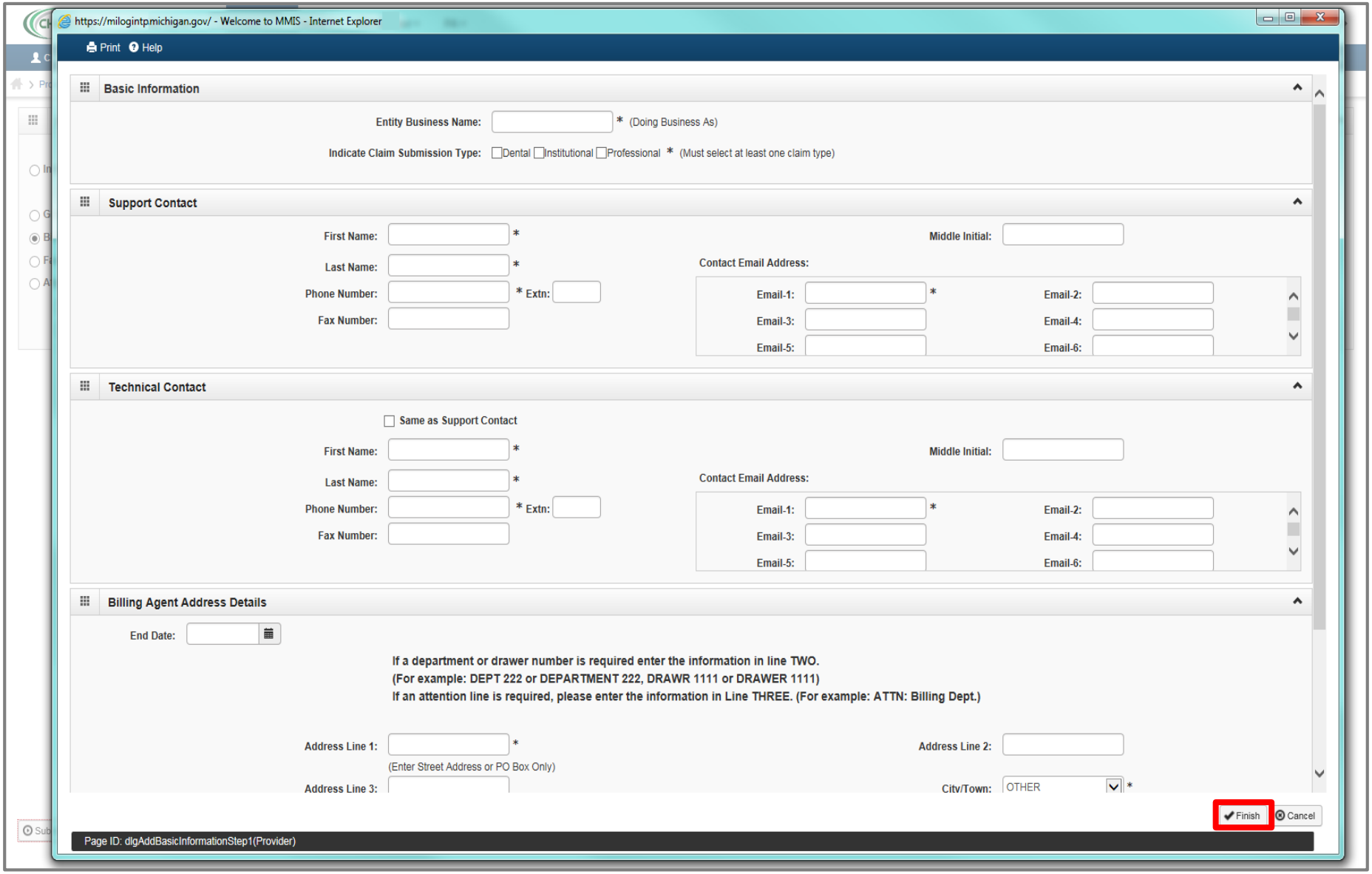

- Complete all fields marked with an asterisk (*)
- The technical contact is used by Automated Billing as a point of contact for issues related to electronic files or FTS Password reset requests
- Click Finish

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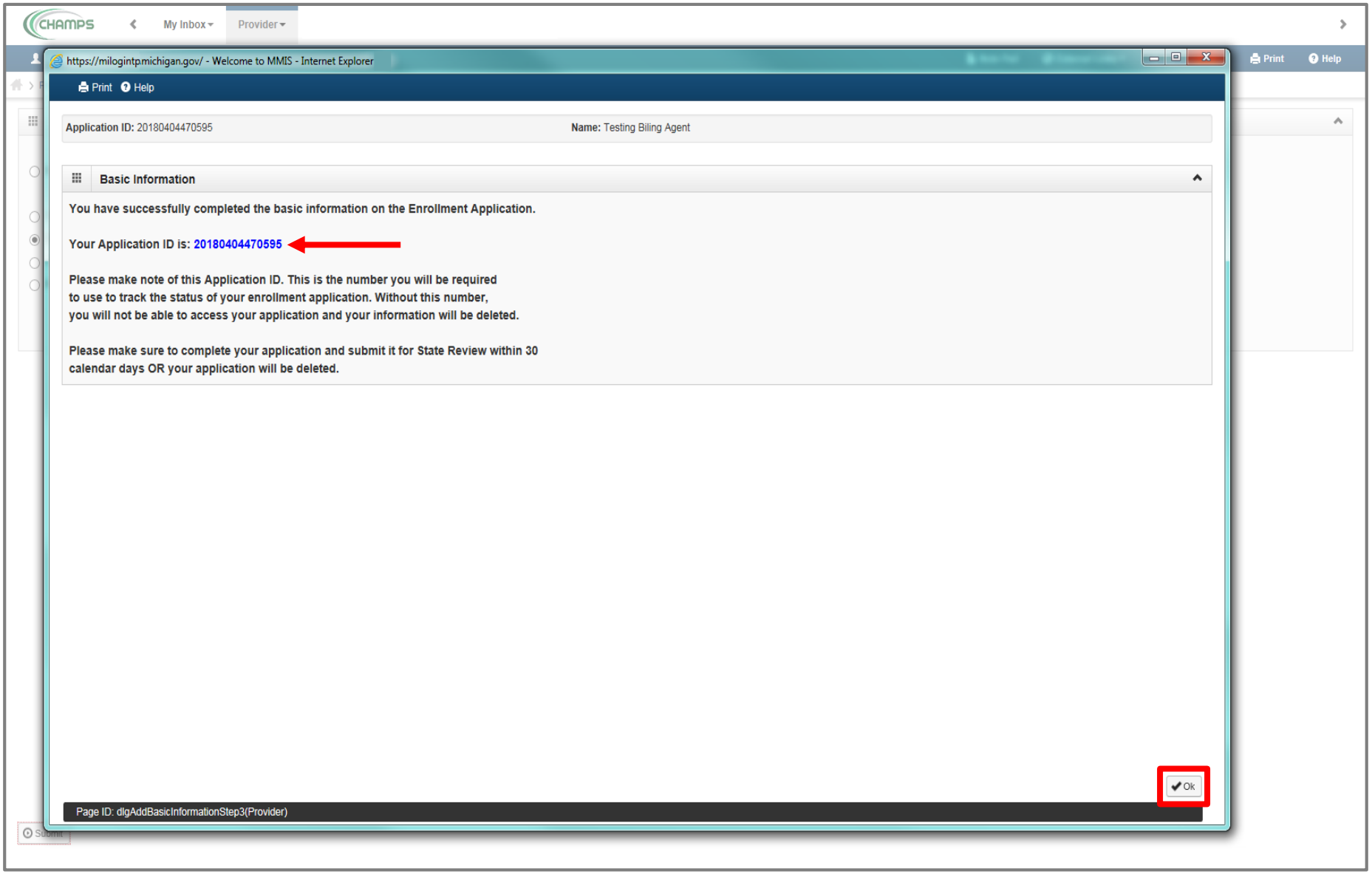
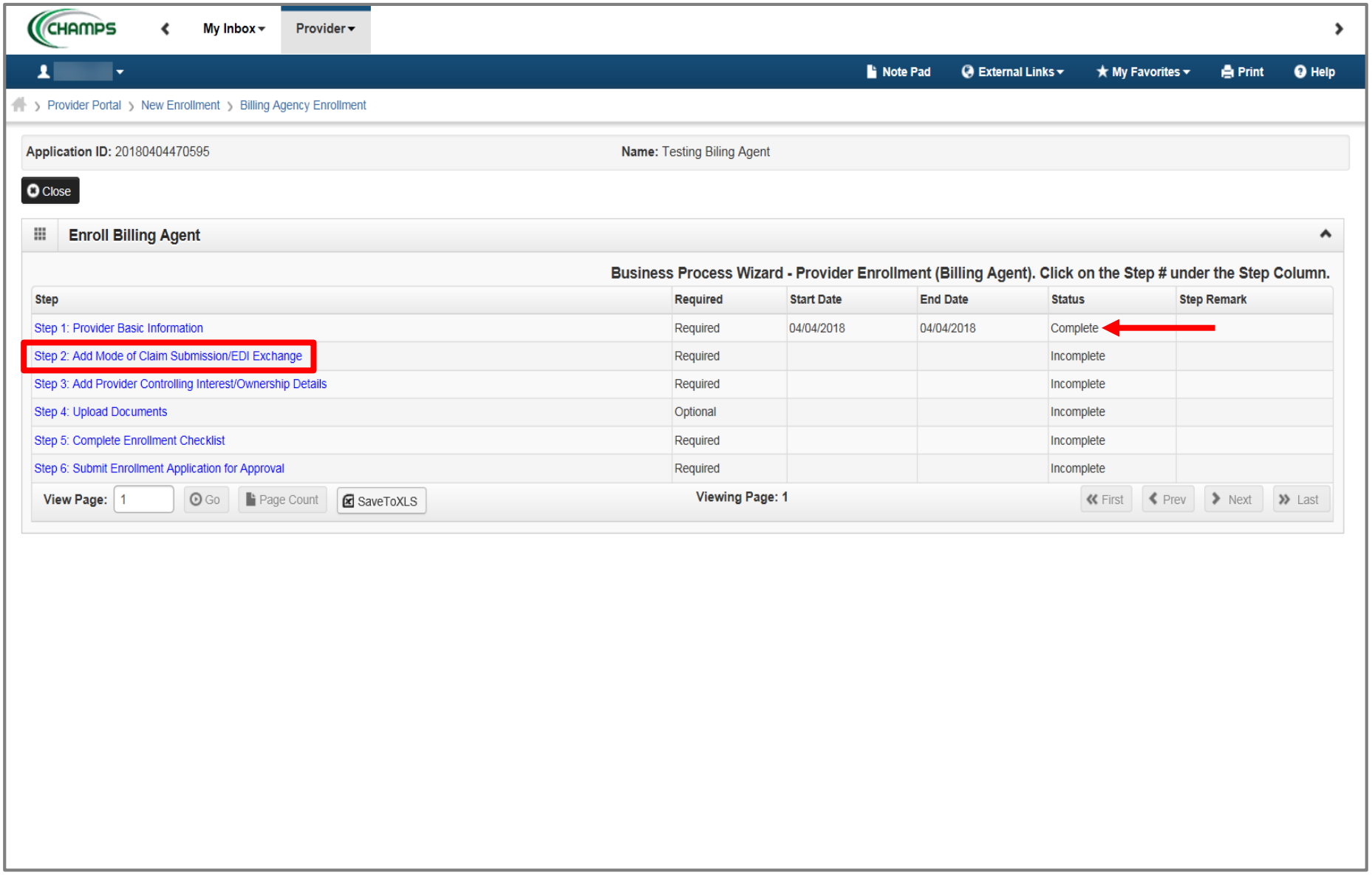
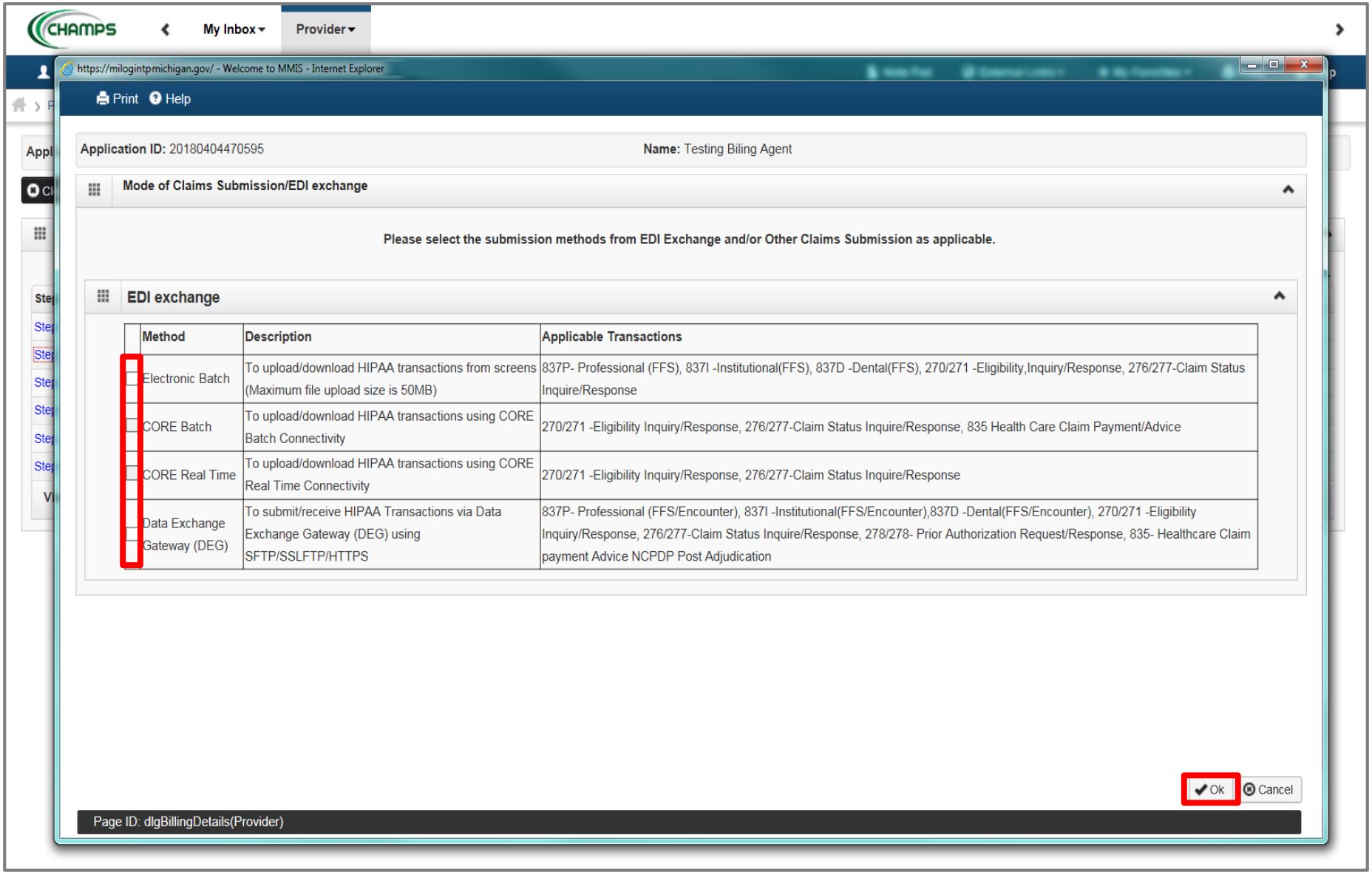


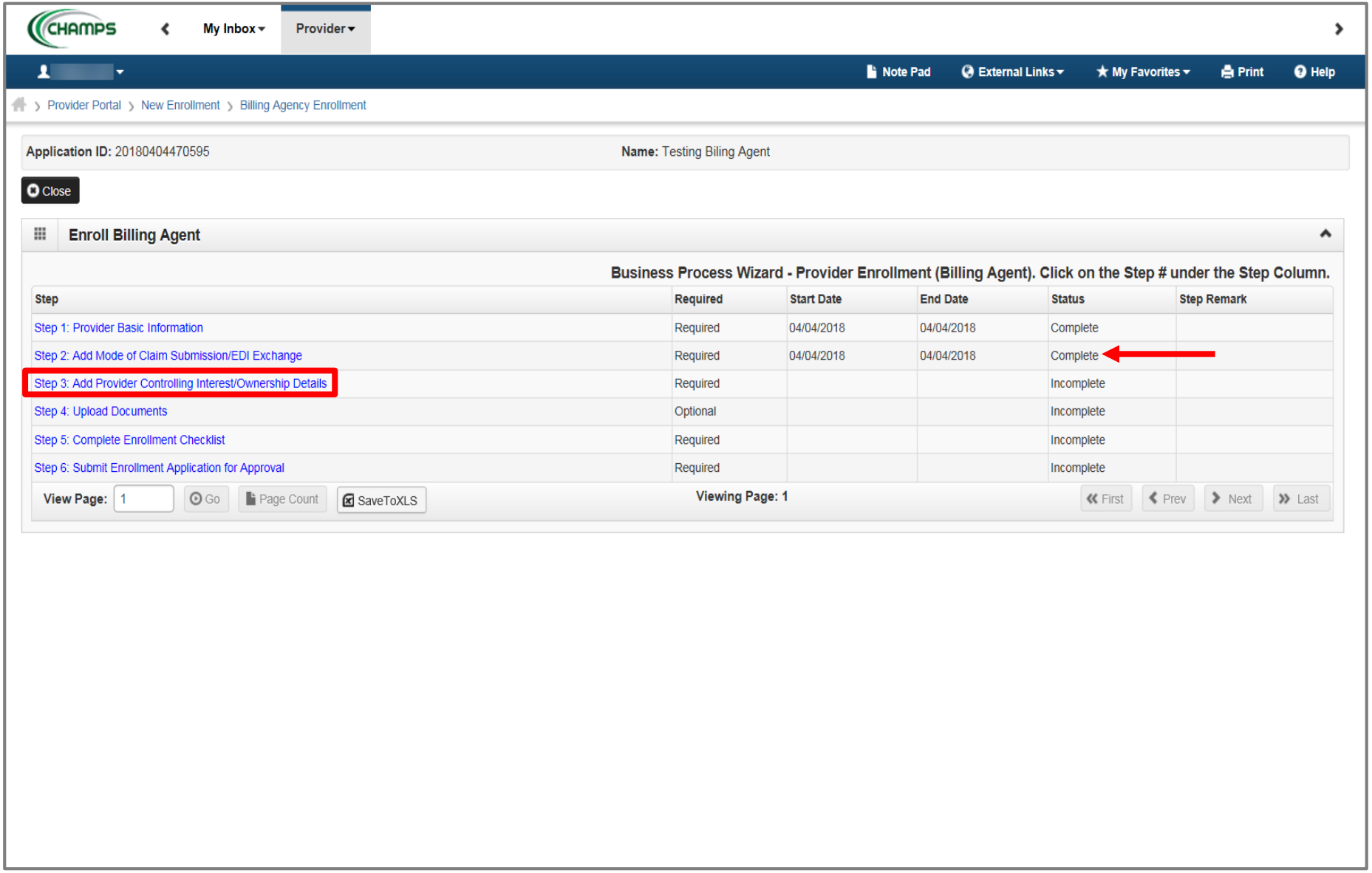
- Confirmation, Basic Information is complete
- Take note of the Application ID, as this is used to track your application status
- Click Ok



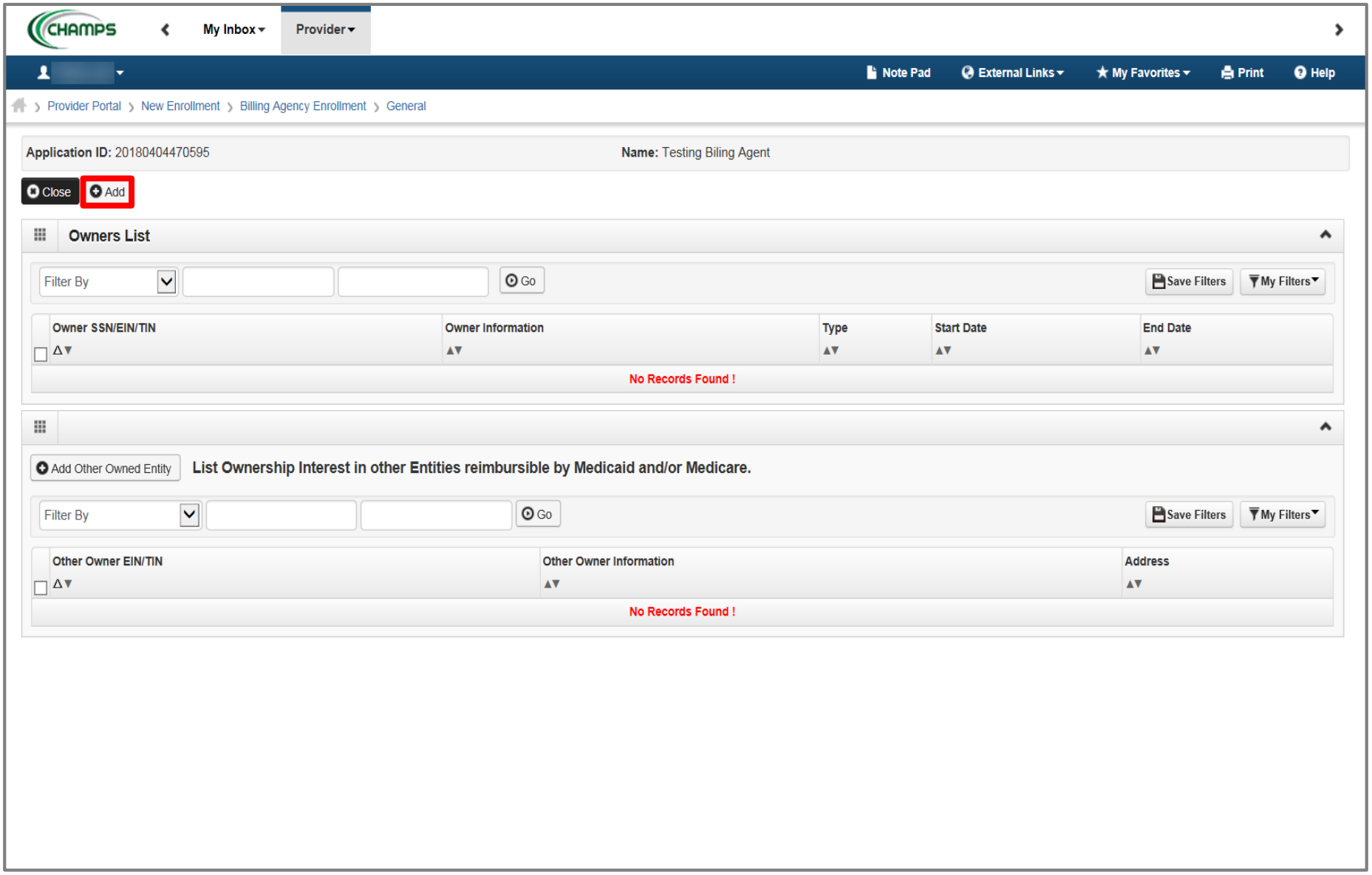
- Billing Agent Enrollment steps are listed *(Please Note: some steps are required versus optional)*
- Step 1 has a status of Complete
- Click on Step 2: Add Mode of Claim Submission/EDI Exchange



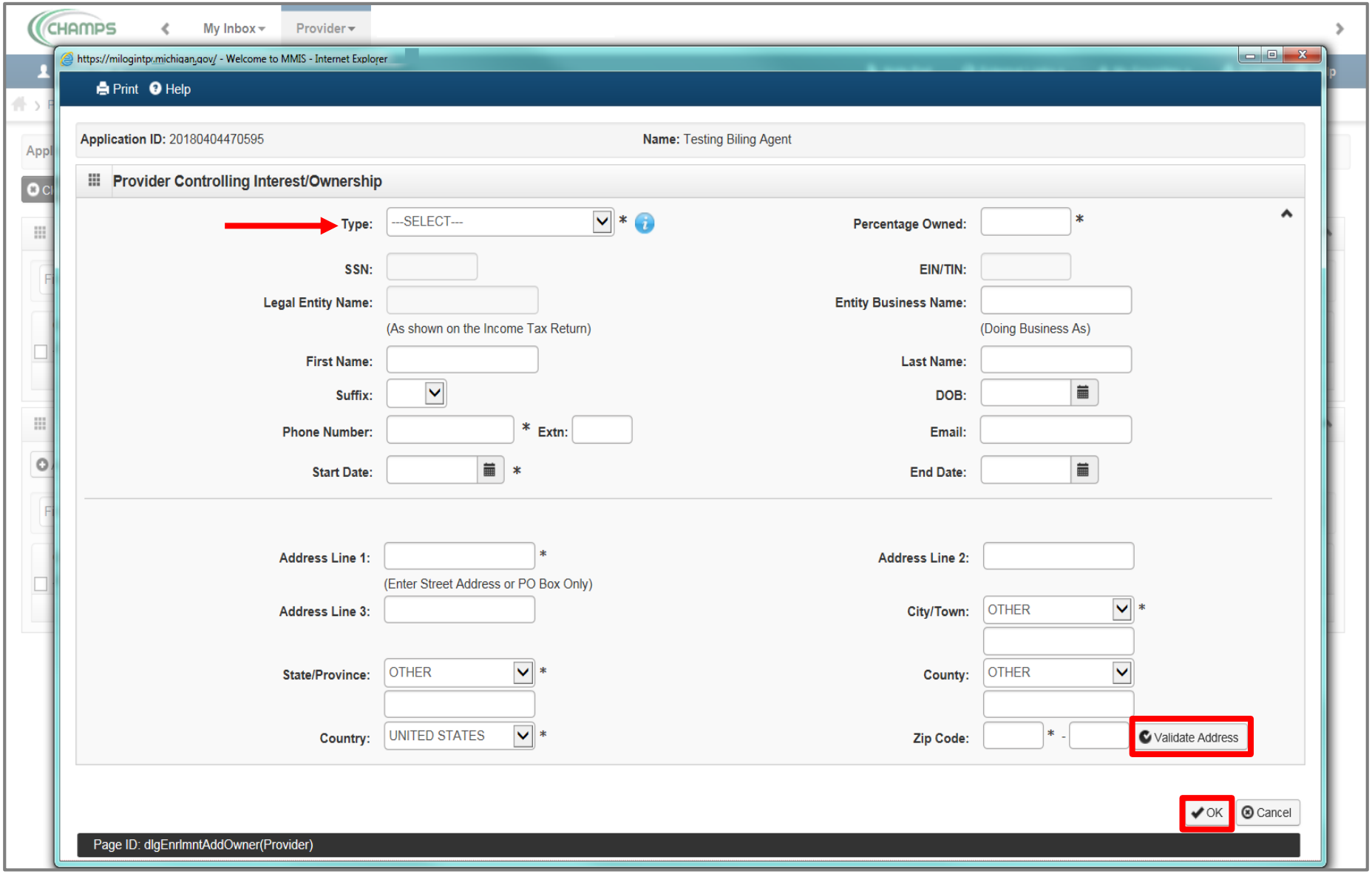
- Check each mode of claim submission applicable *(Please Note: DEG has been renamed to File Transfer Service FTS)*
- Click ok



- Step 2 has a status of Complete
- Click on Step 3: Add Provider Controlling Interest/Ownership Details

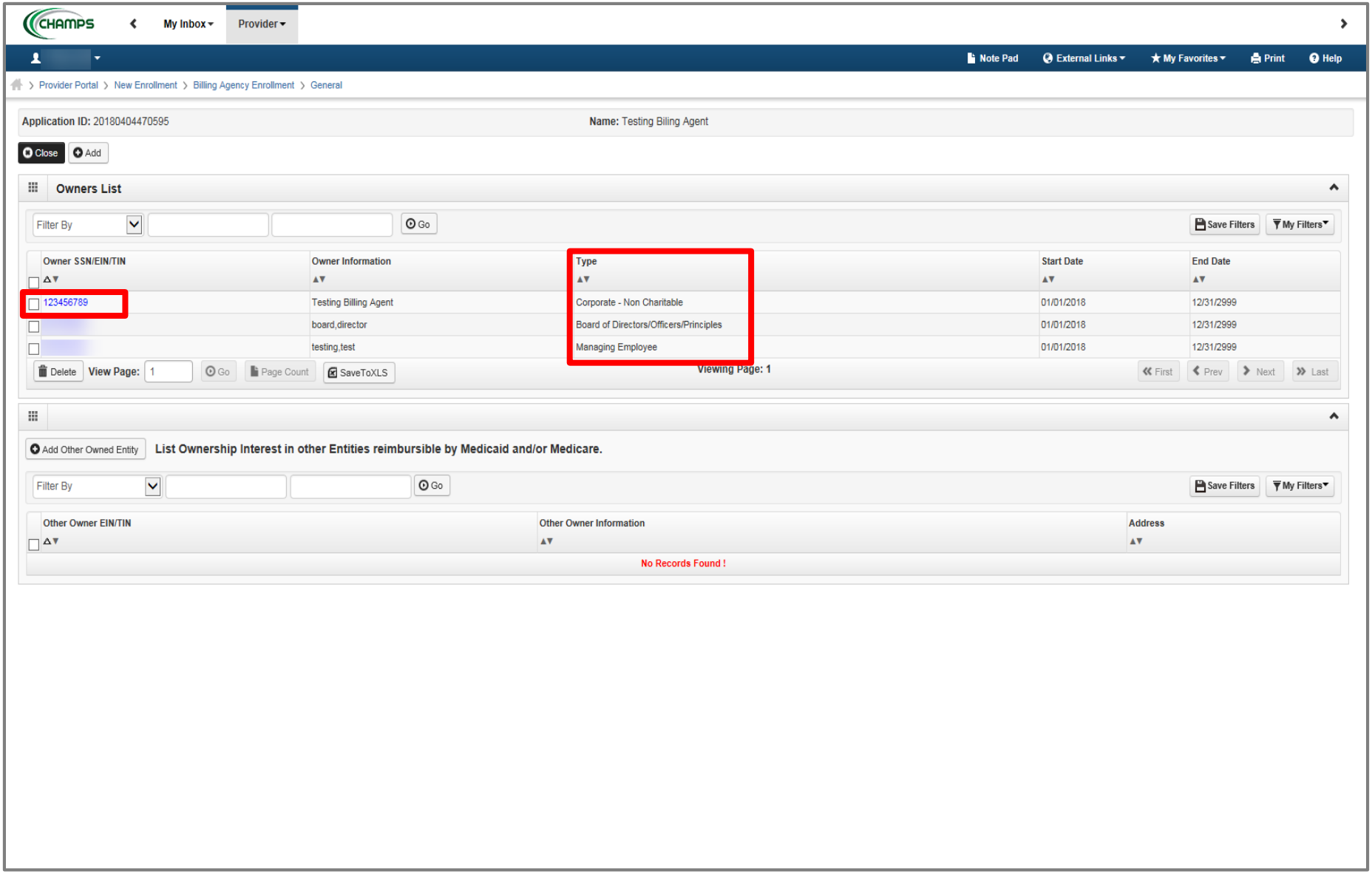


- To enter owner information, click Add



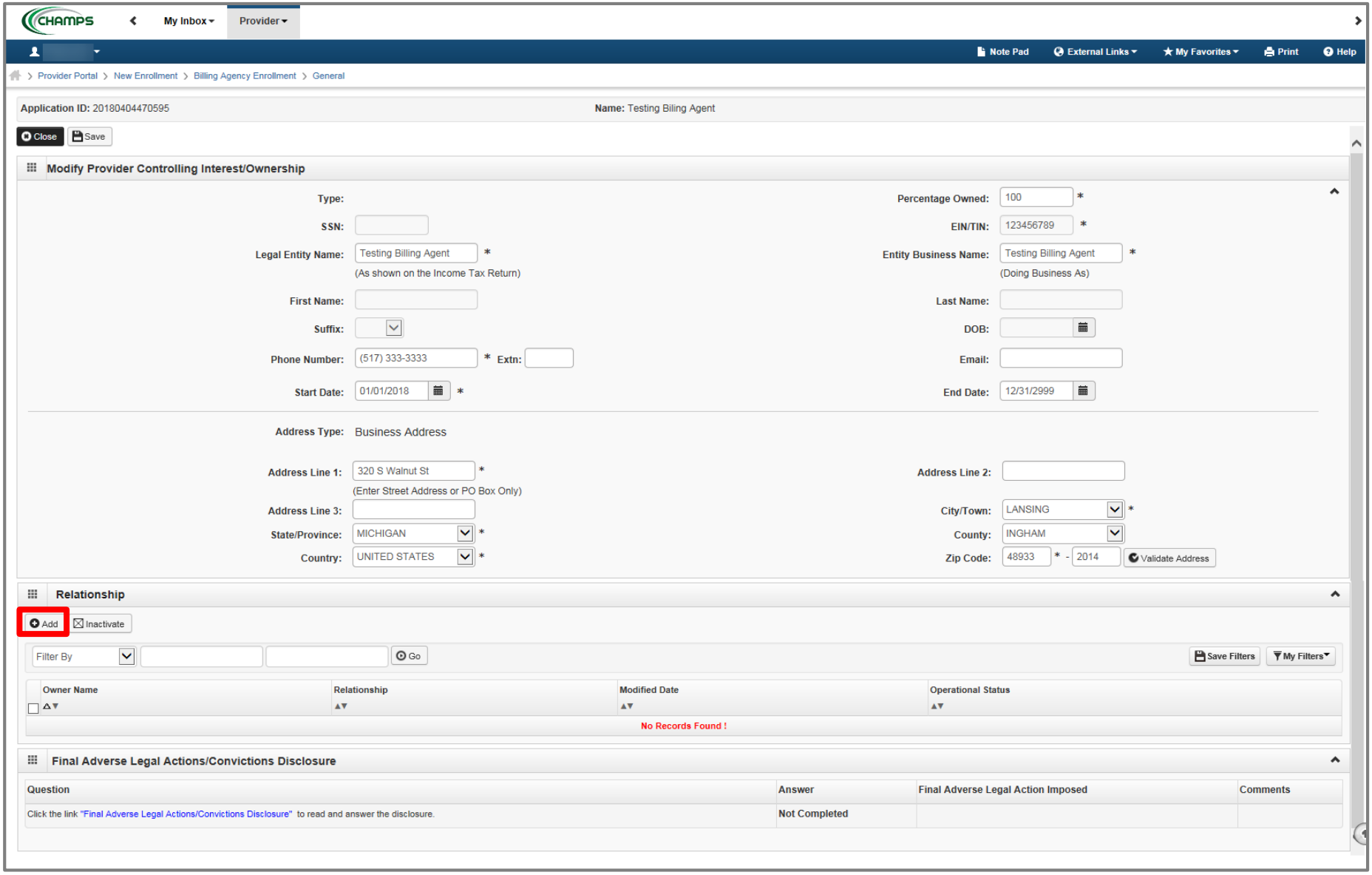
- Select an Owner Type from the drop-down menu
- Complete all fields marked with an asterisk (*)
- Complete Address Line 1 and Zip Code, click Validate Address

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



- After entering all required Owner Types, continue to Ownership Details;
- Click on Owner ID hyperlink

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



- To enter relationship information for all owner types, click Add
- To review what relationship is required when each owner is entered review http://www.michigan.gov/documents/mdhhs/PE_ownership_step_616880_7.pdf

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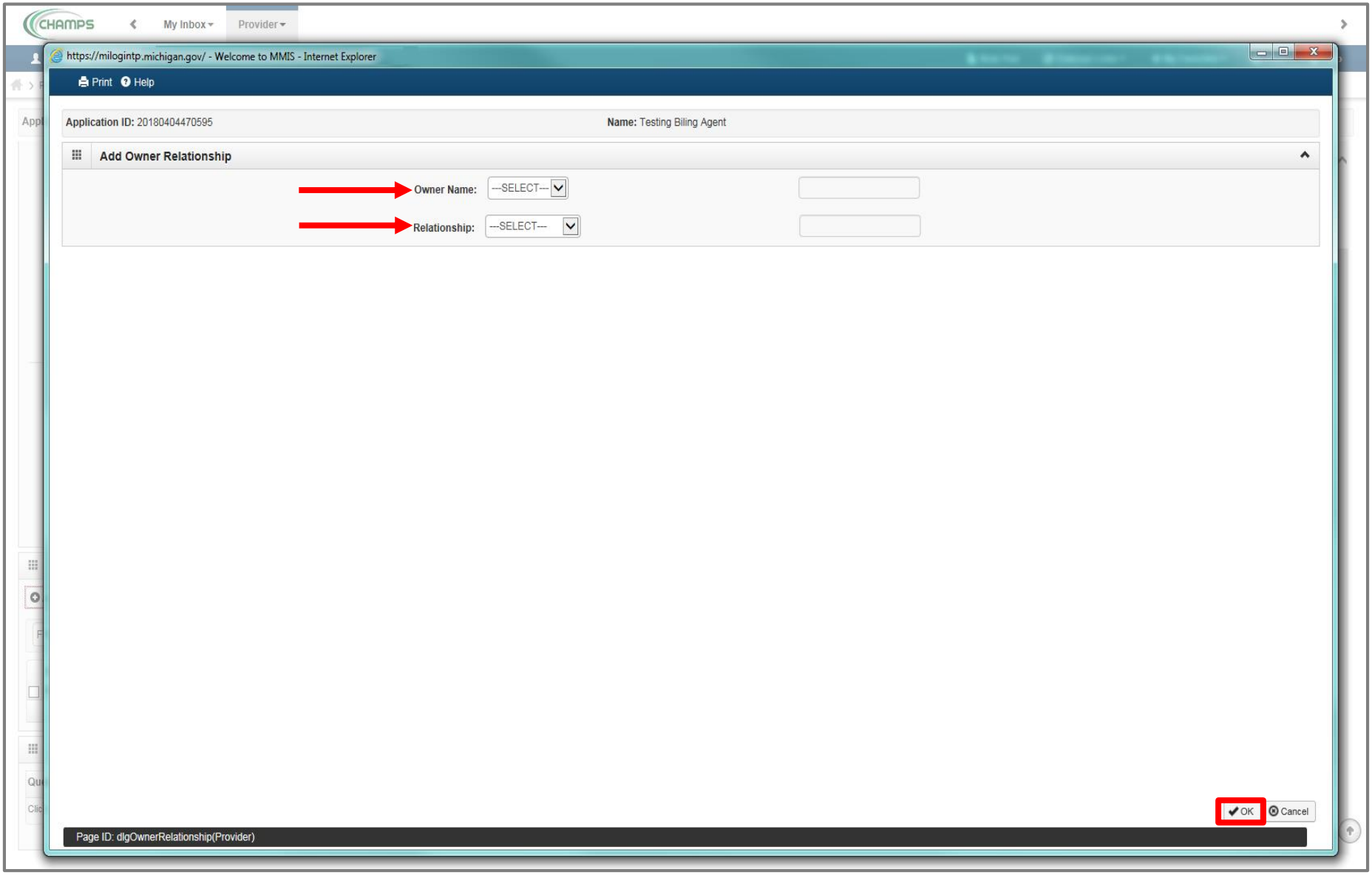
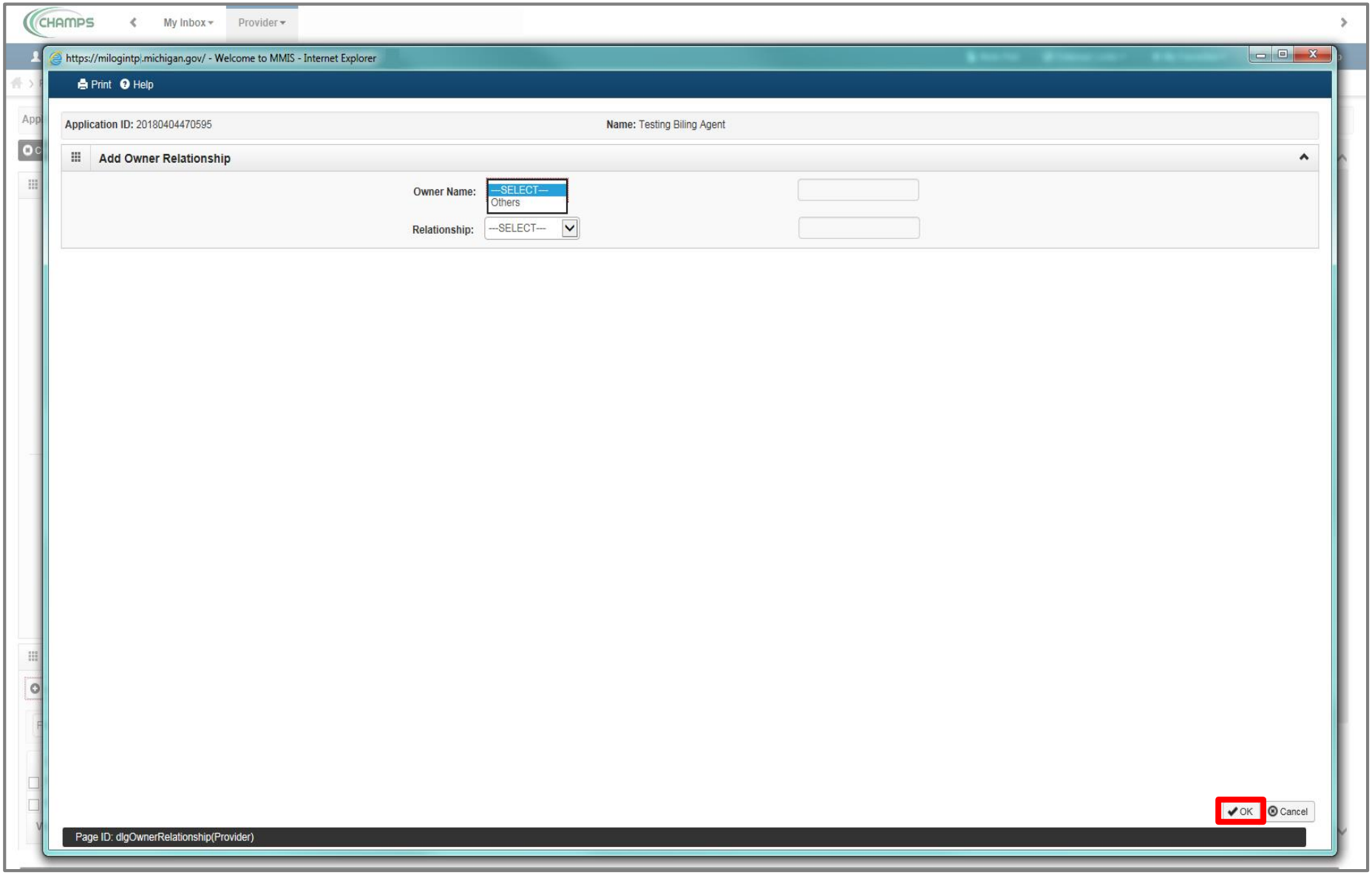
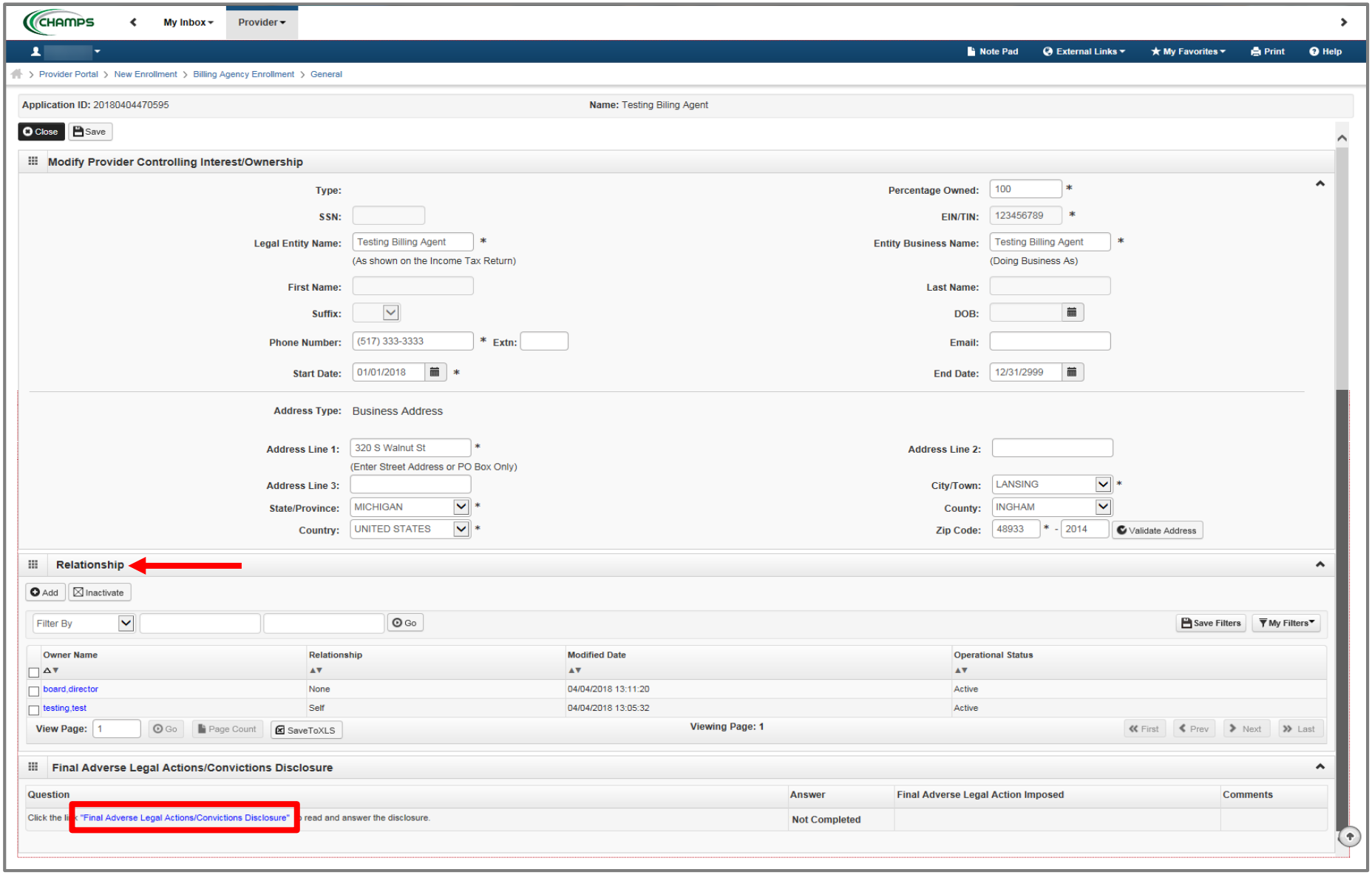


- Select Owner Name *(Name of self if there is only one owner or name of other Owner Type if multiple)*
- Select Relationship *(From Owner to Owner it would be self or Owner to Managing Employee could be Spouse or None)*
- Click Ok



- Please Note: If you click on Add, under Relationships, and you receive this screen where Owner Name only shows Others; you are no longer required to enter additional relationships.
- Click Cancel



- Once a Relationship is created for each Owner Type
- Click the hyperlink, Final Adverse Legal/Action/Convictions Disclosure

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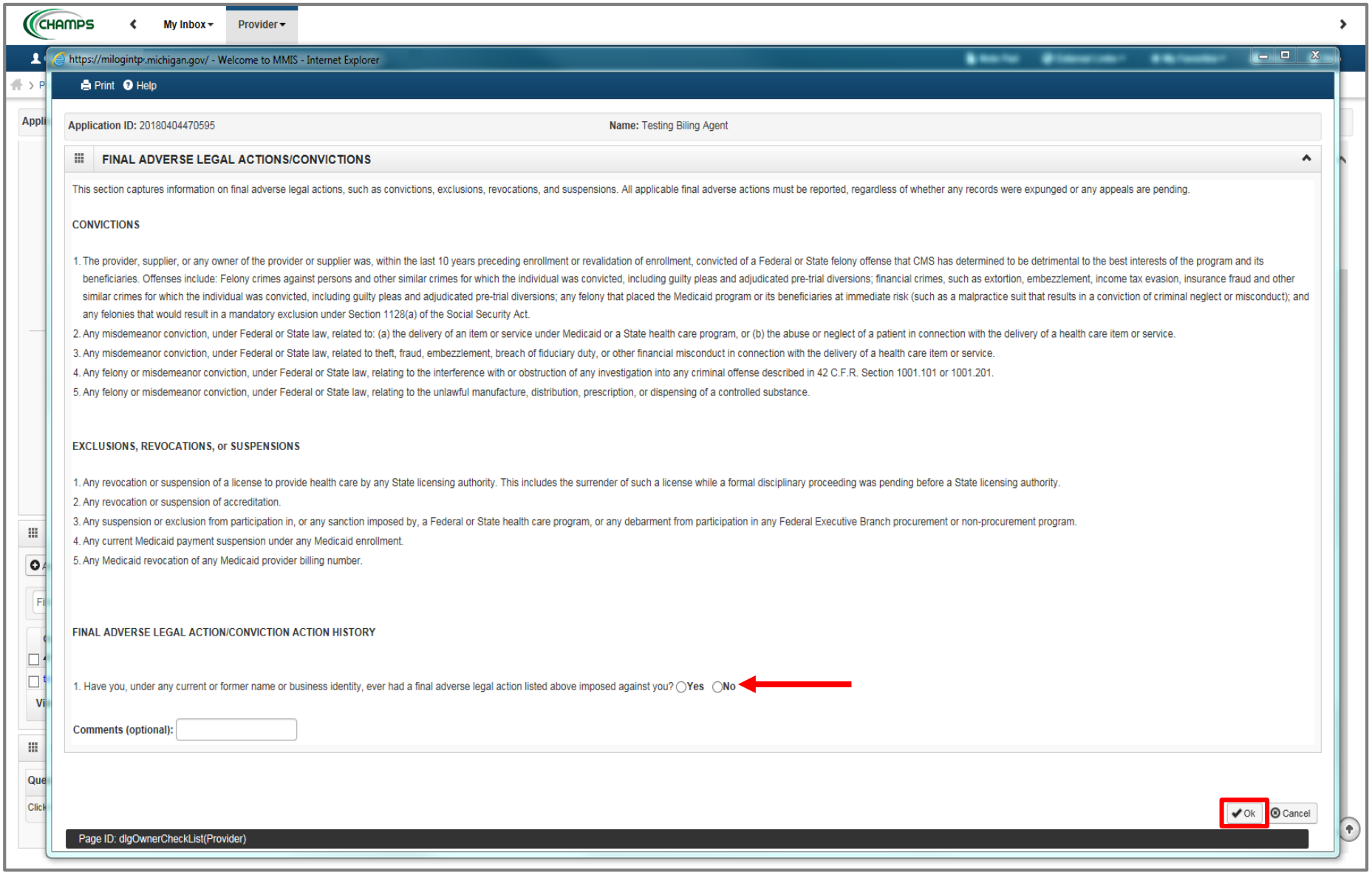

- Read through Final Adverse Legal Actions/Convictions statement, check Yes or No
- Click Ok

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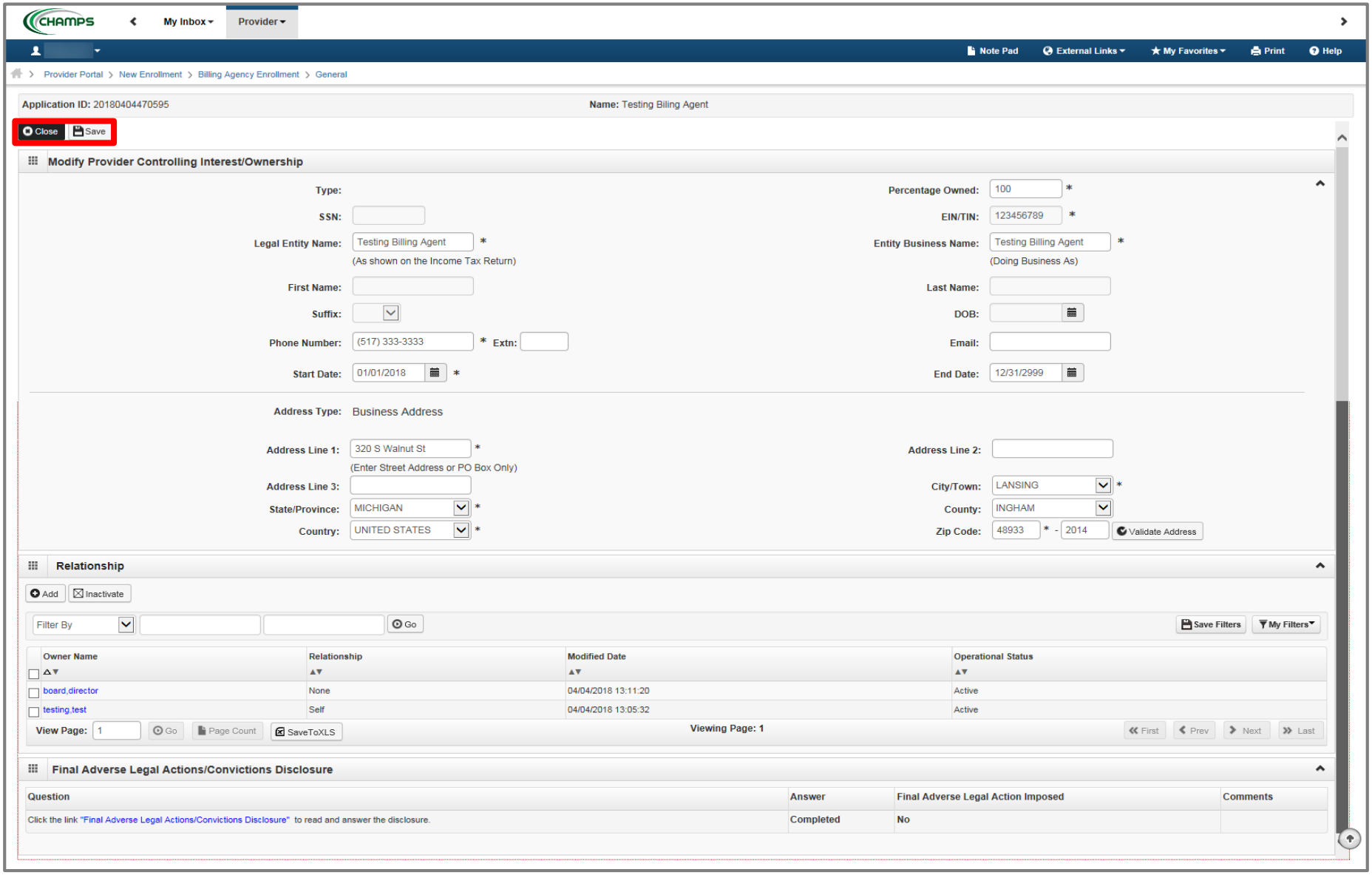
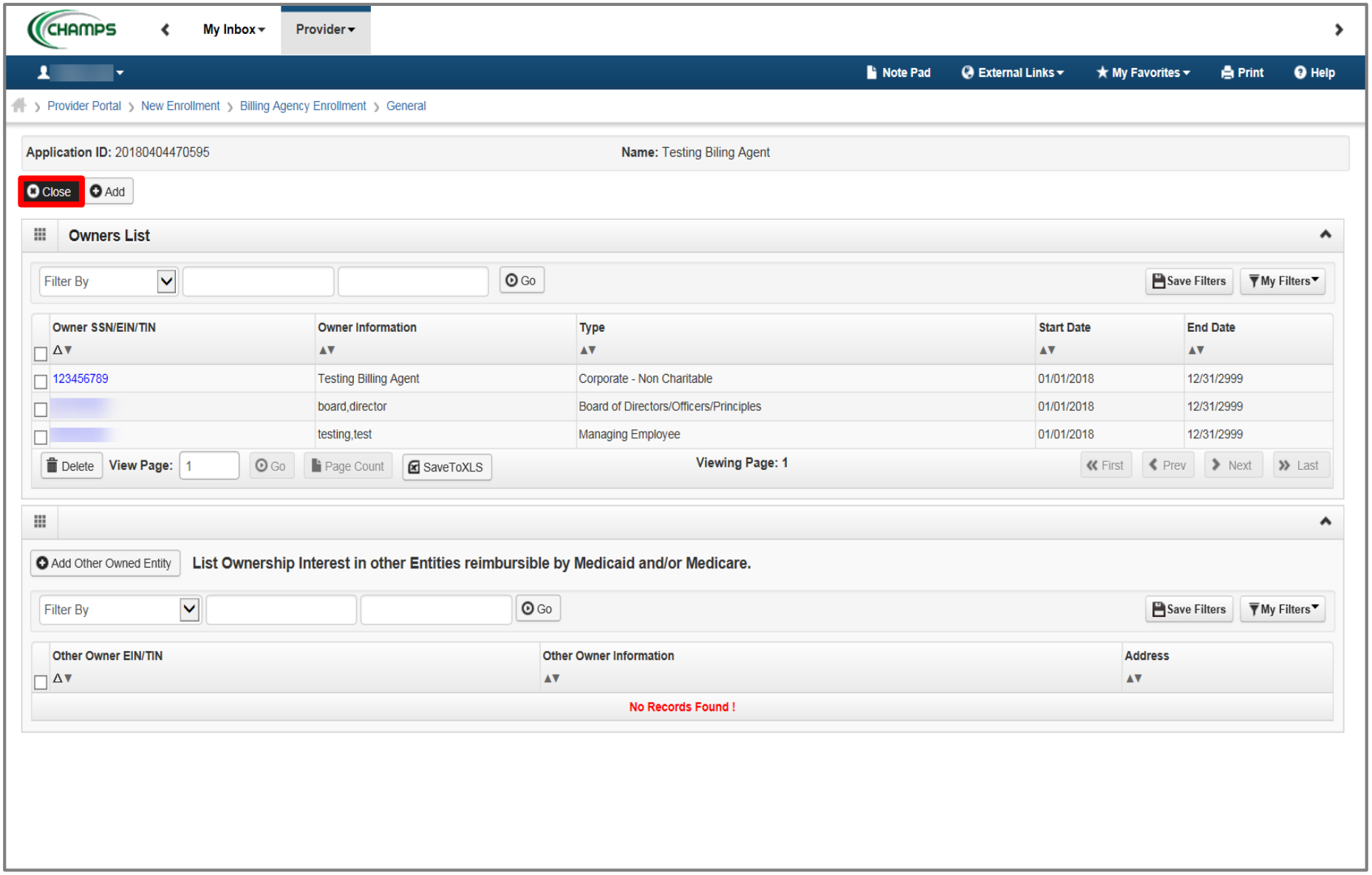
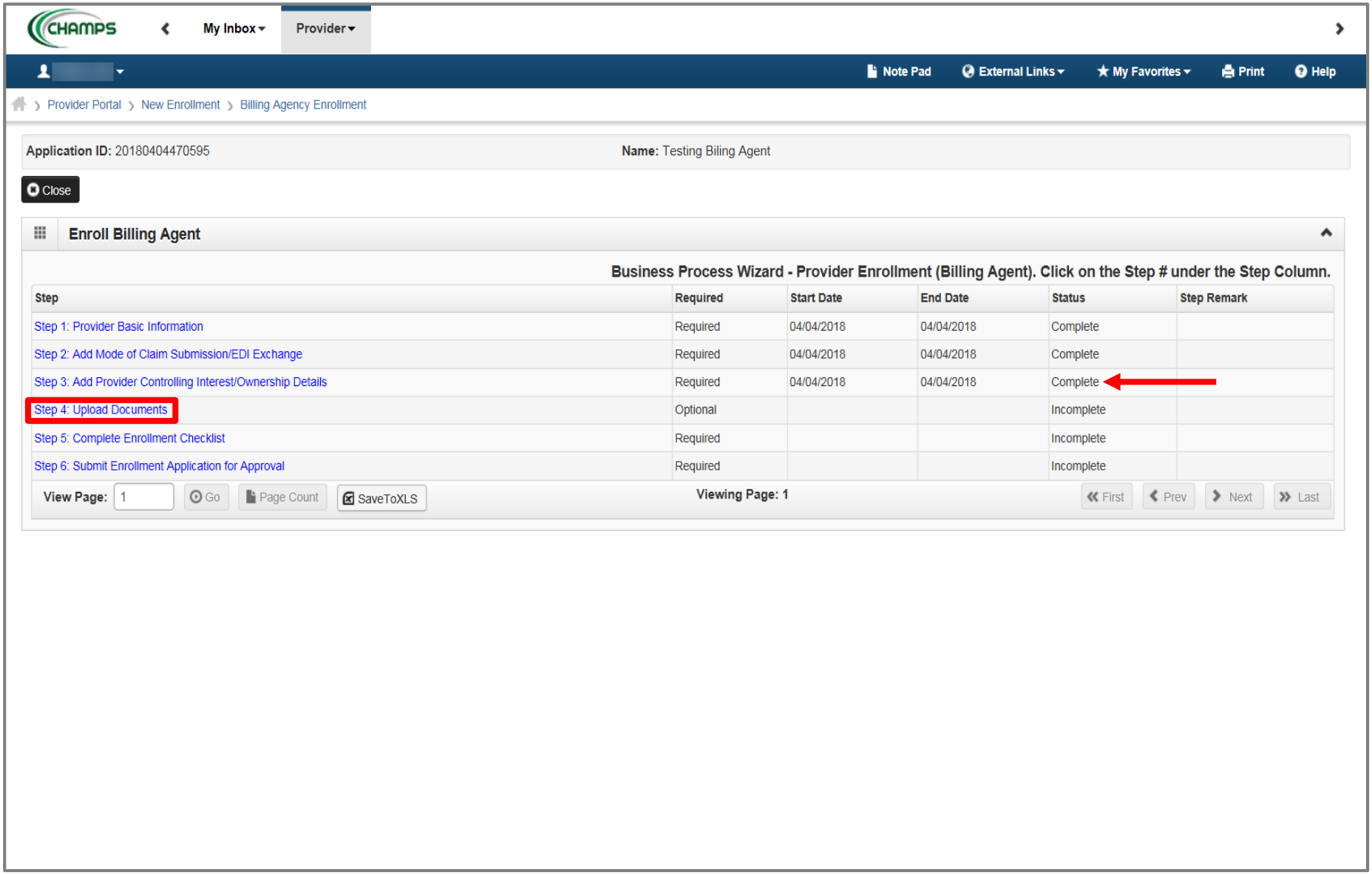


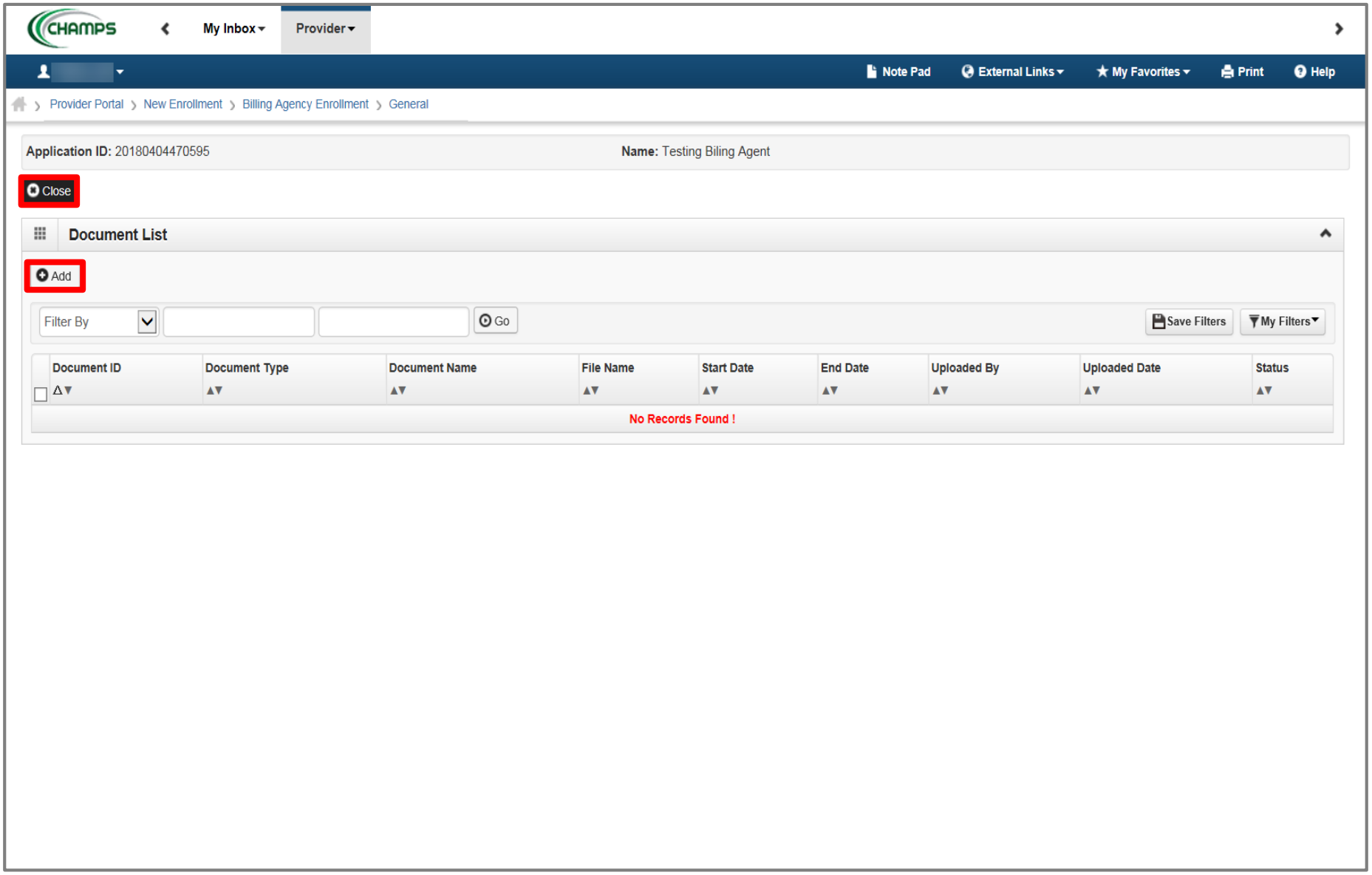
- After you have completed all required Relationships and read and completed Final Adverse Legal Actions/Convictions statement, click Save
- Click Close



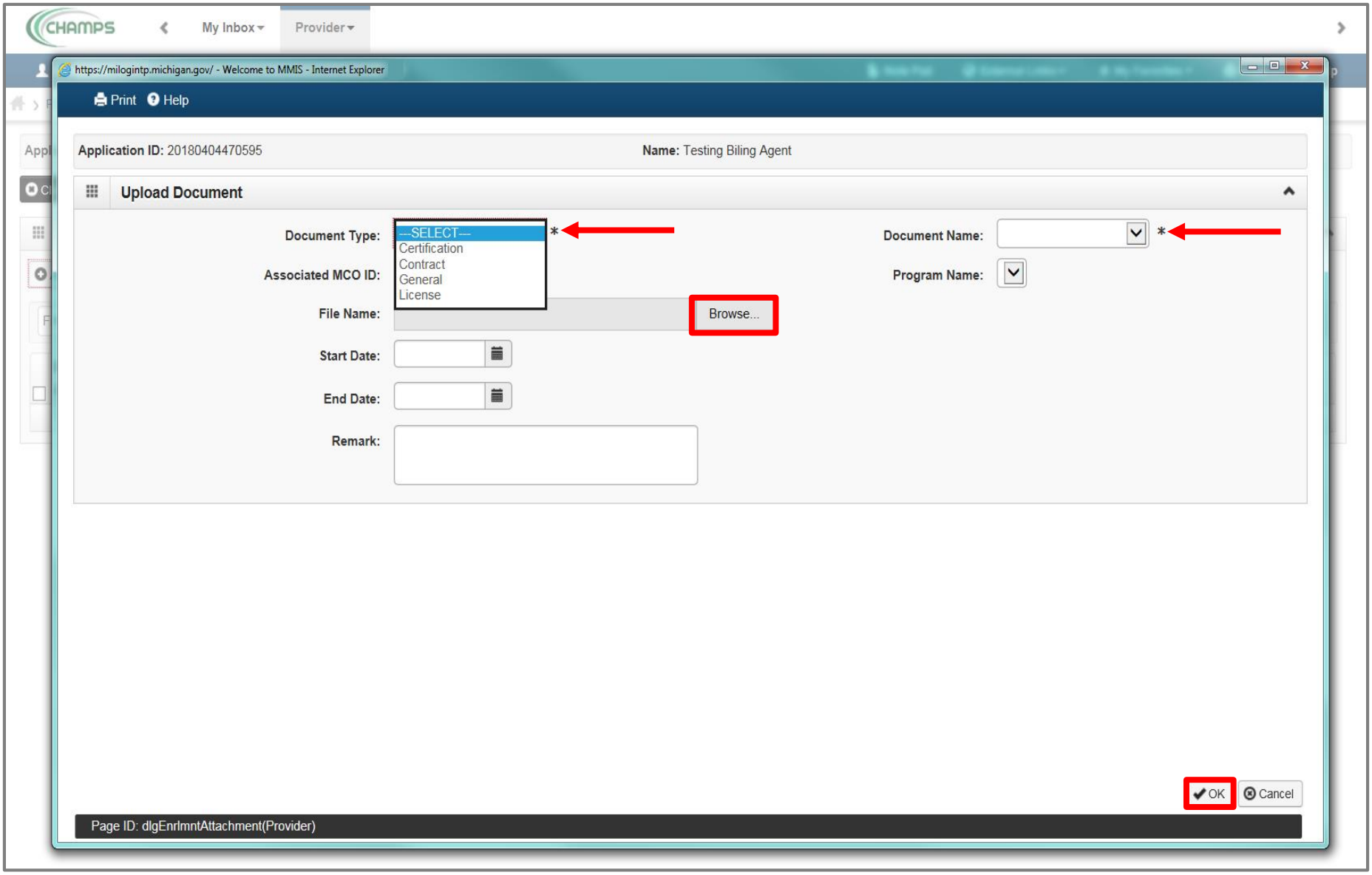
- After going through each Owner ID, completing the required Relationships and reading and completing the Final Adverse Legal Actions/Convictions statement, click Close



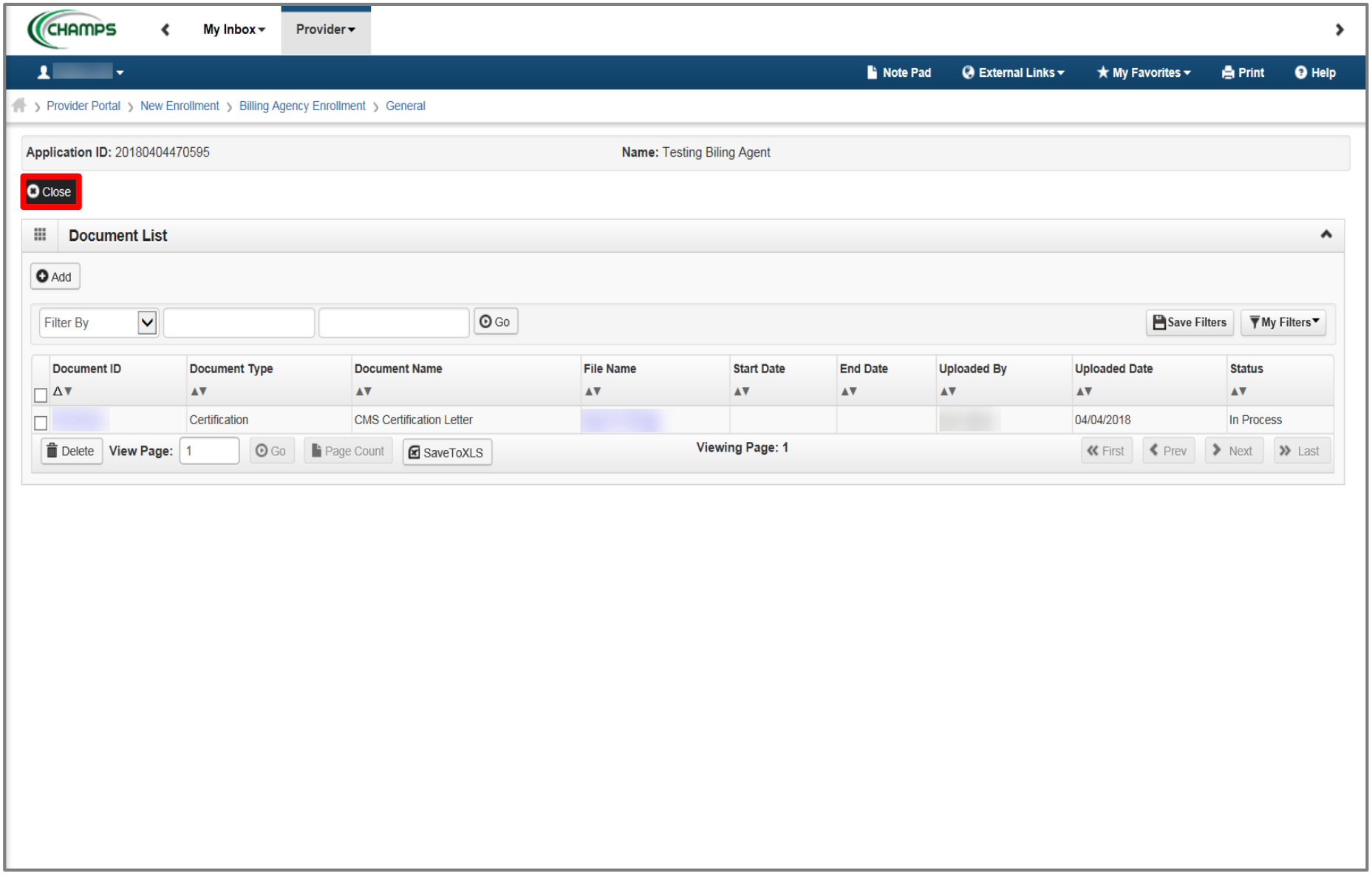
- Step 3 is complete
- Click on Step 4: Upload Documents *(Please Note: This step is optional)*



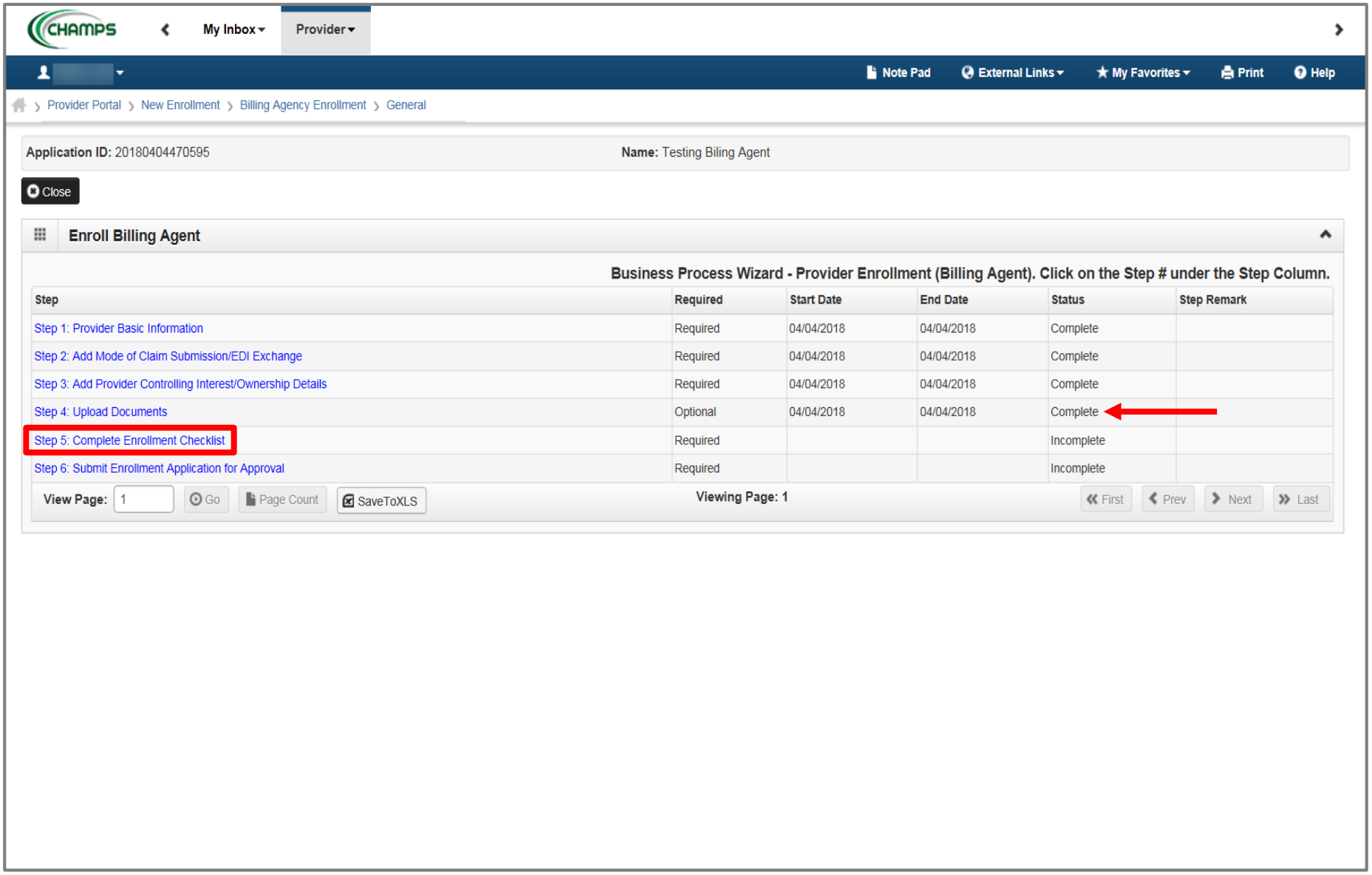
- This step is optional, if documentation needs to be uploaded, click Add
- If not, click Close



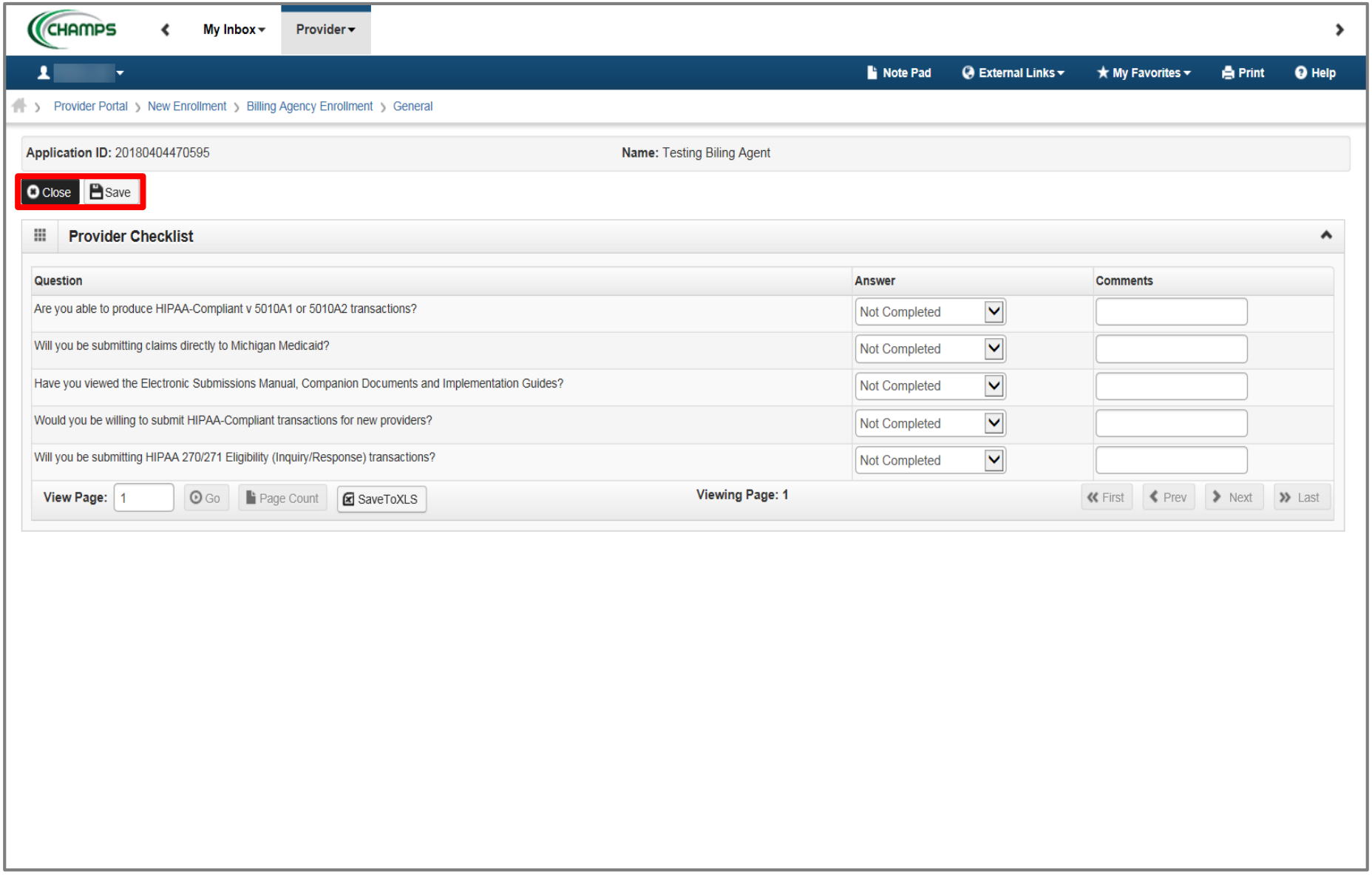
- If billing agent chooses to upload a document;
- Select the document type and document name
- Click Browse to find the saved document on your computer
- Enter any other additional information
- Click Ok



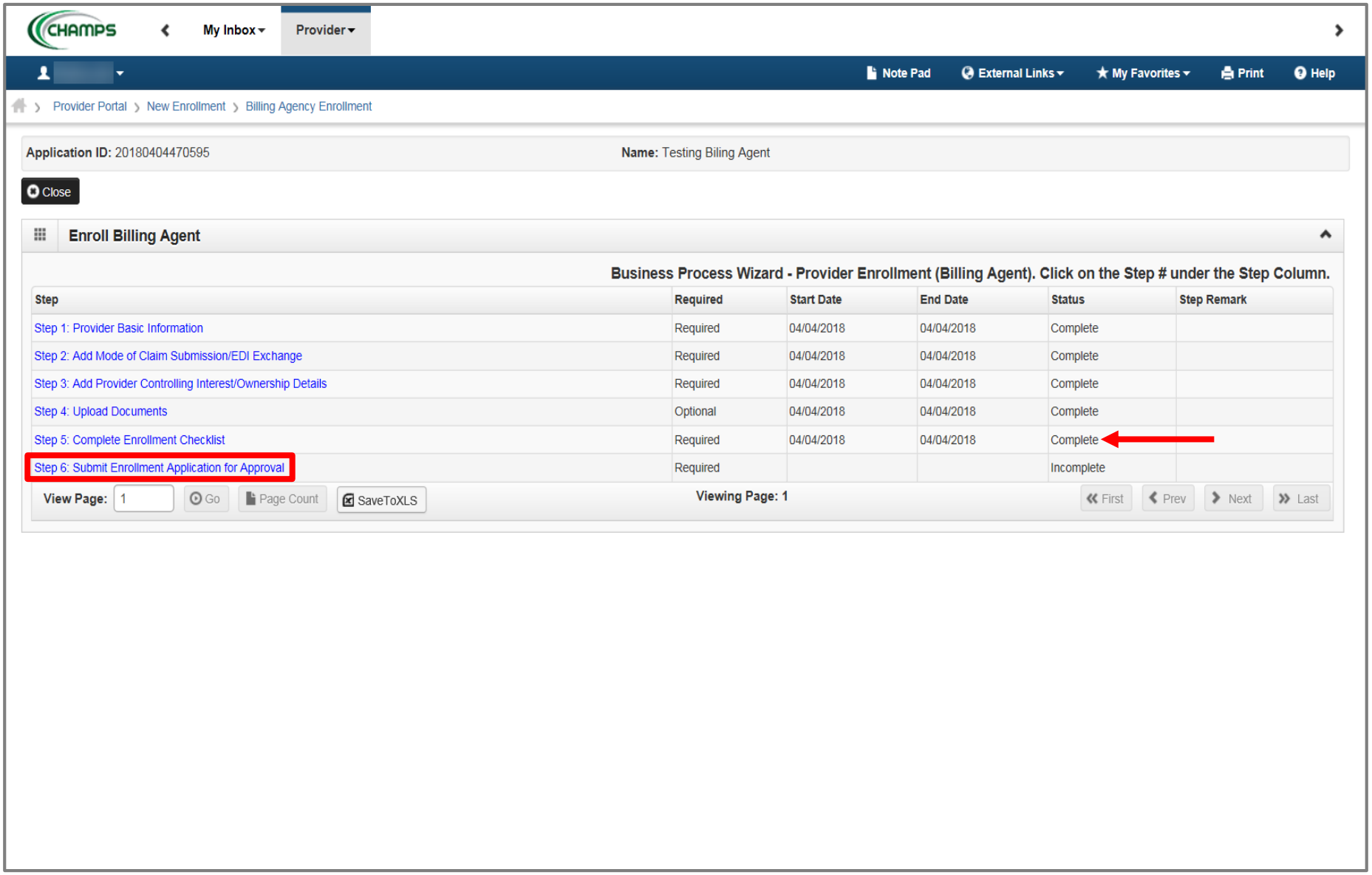
- The documentation has been added
- To return to the enrollment steps, click Close



- Step 4 is complete
- Click on Step 5: Complete Enrollment Checklist



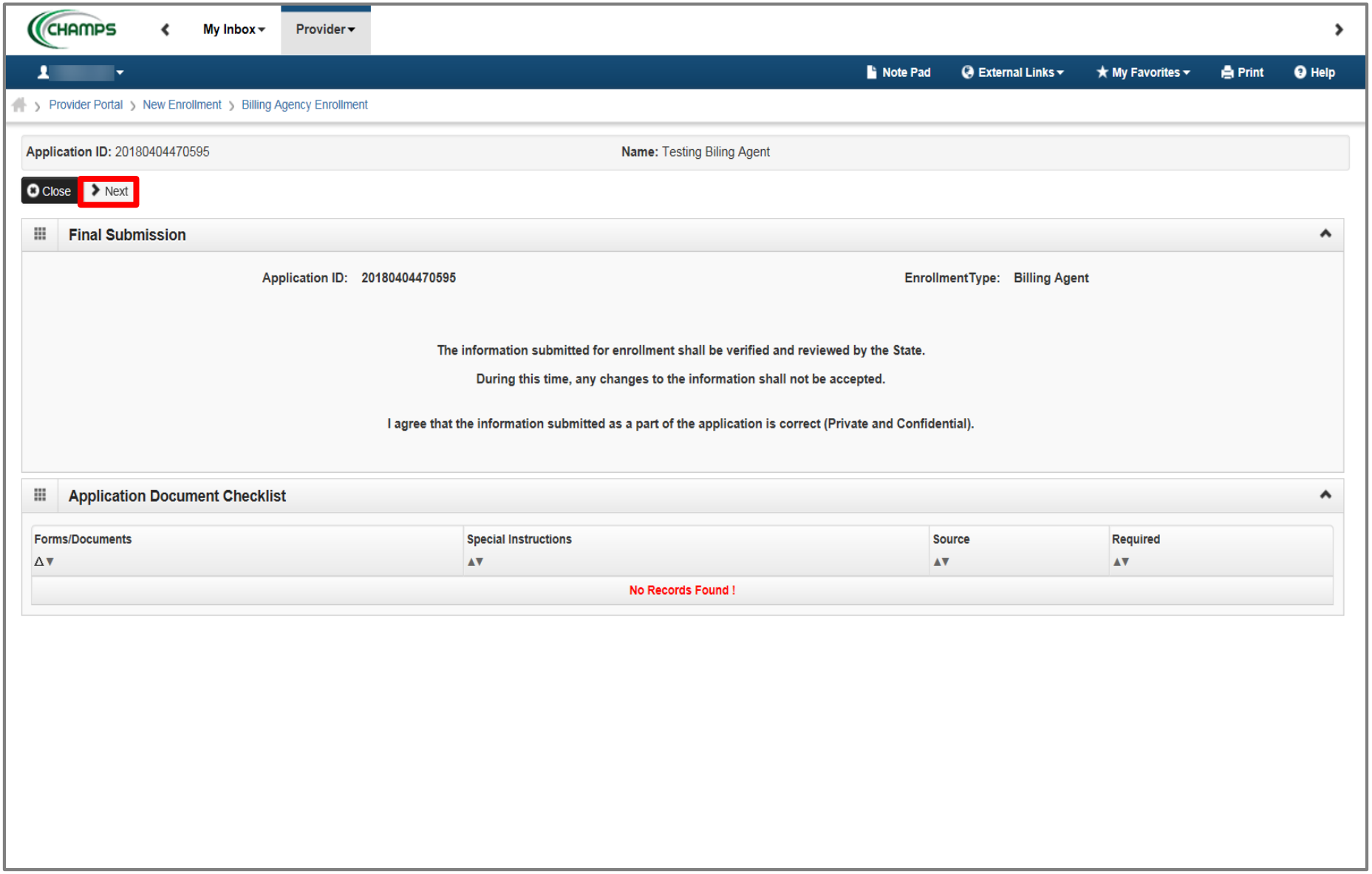
- Answer the questions in the Provider Checklist
- Add Comments when necessary
- Click Save
- Click Close



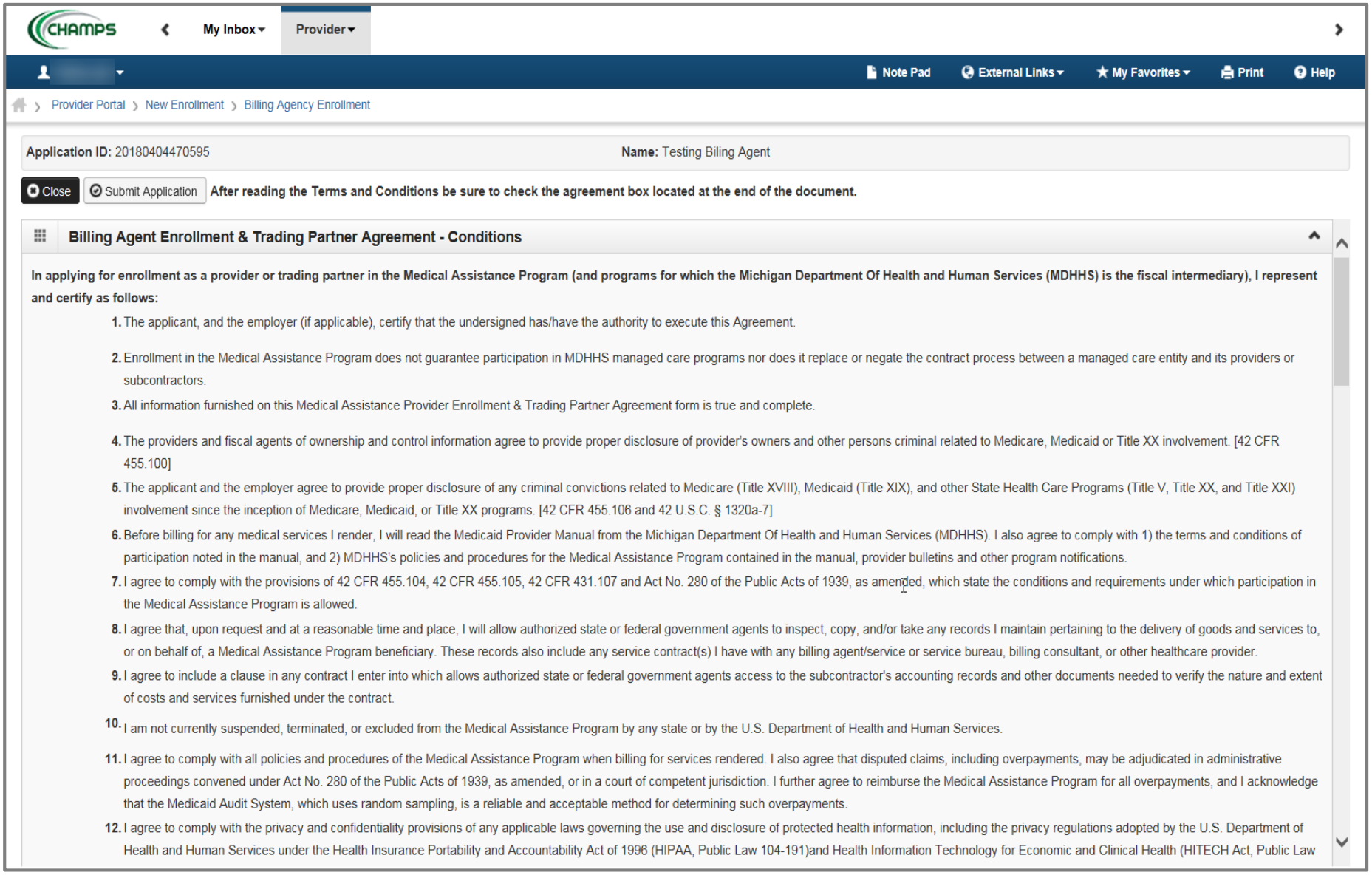
- Step 5 is complete
- Click on Step 6: Submit Enrollment Application for Approval

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

You must complete step 6 to submit your application



- Final Submission: Click Next



- Read through the entire list of Terms and Conditions

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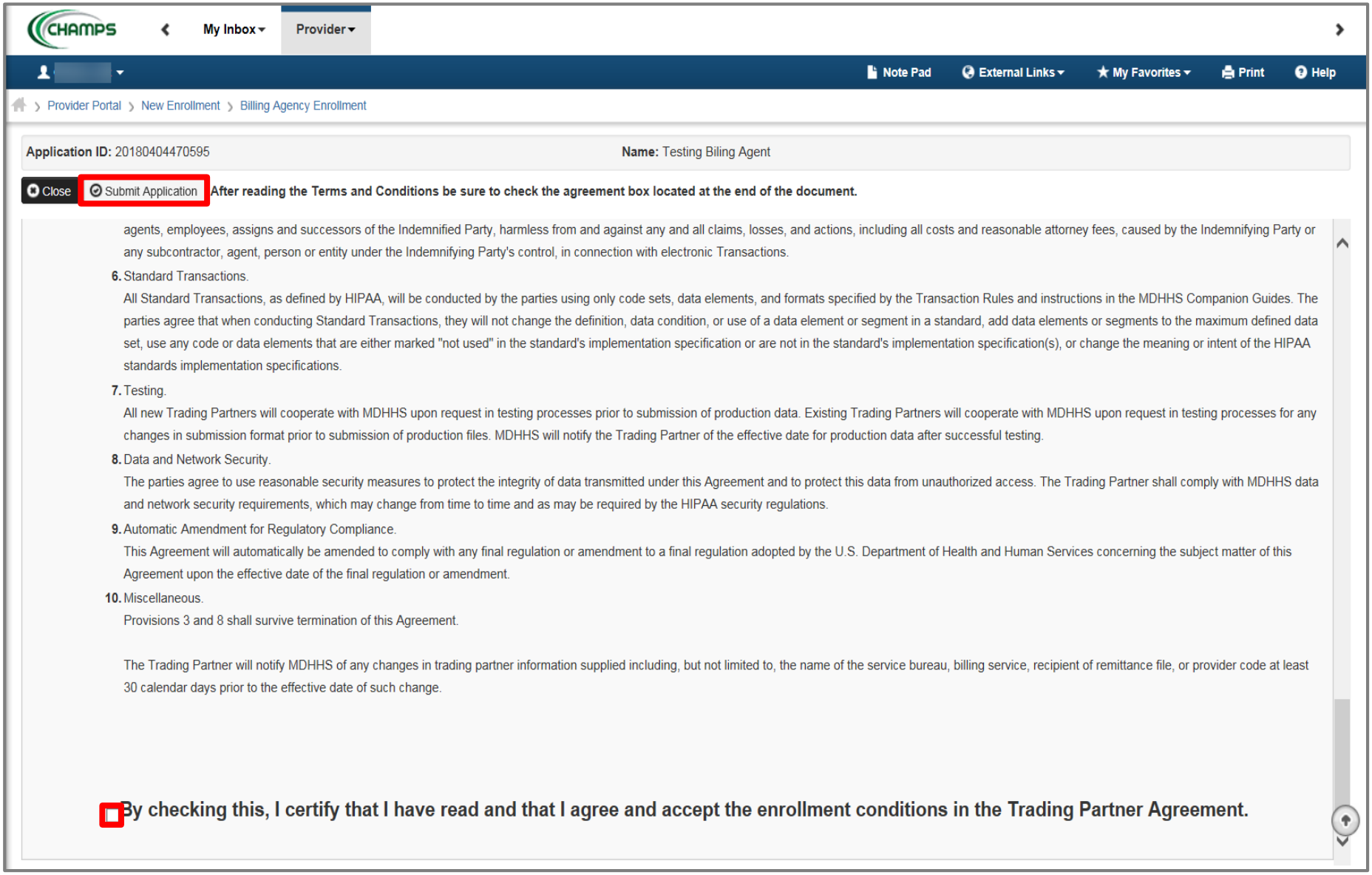

- Check the box at the end to agree to the Terms and Conditions
- Click Submit Application

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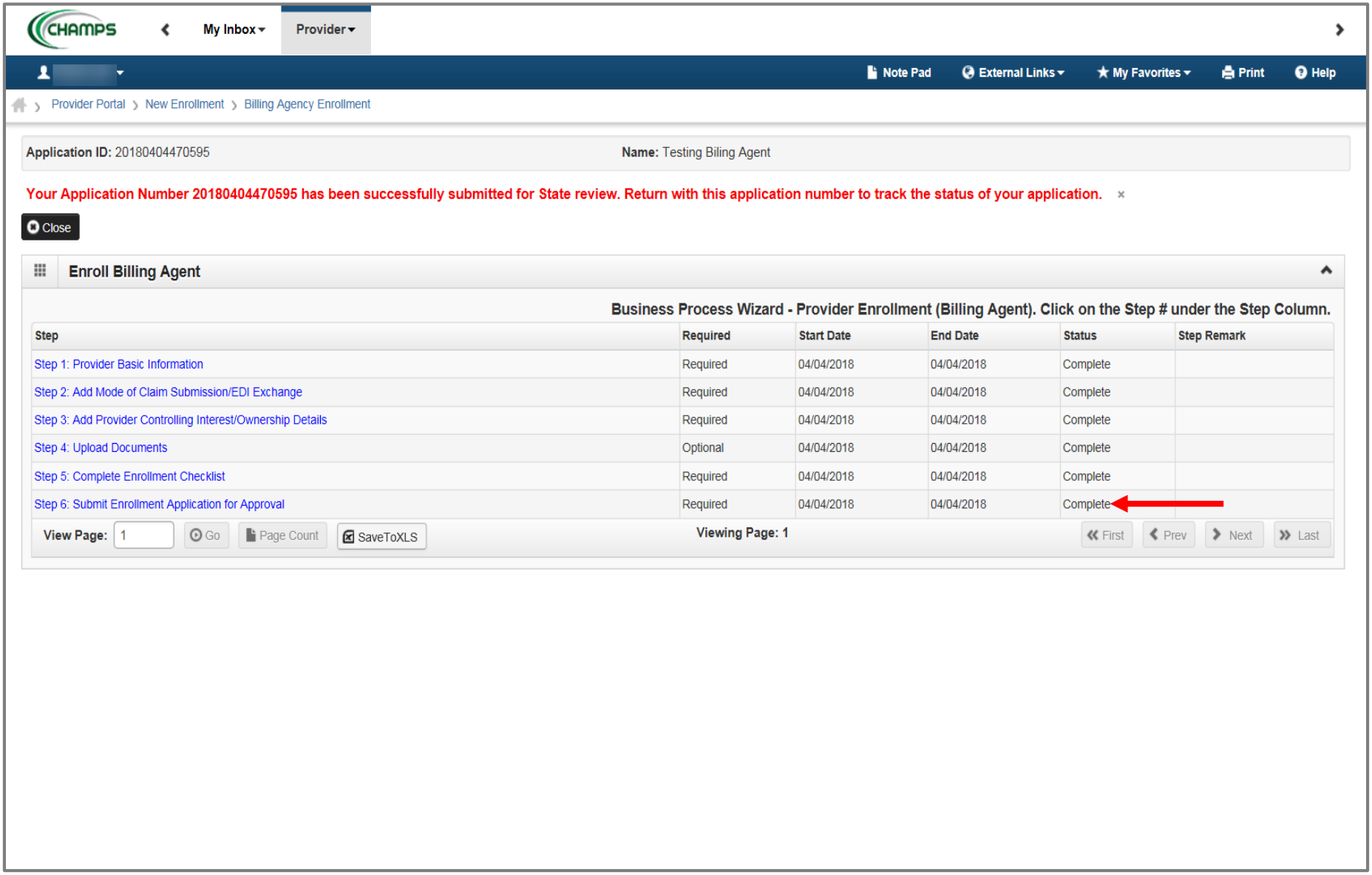
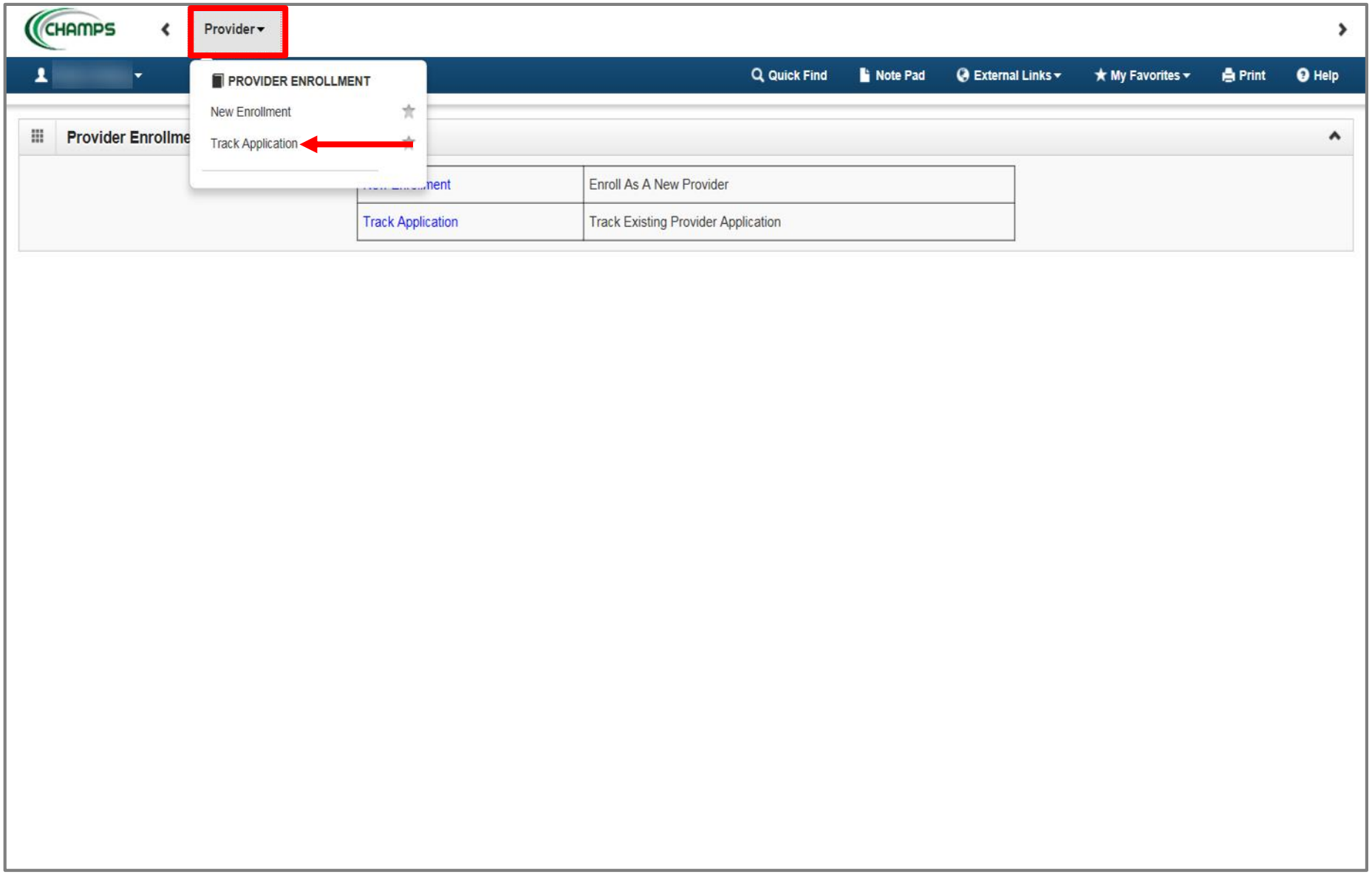


- Step 6 is now complete and the application has been submitted to the State for review
- Take note of your Application ID for further tracking
- Click Close

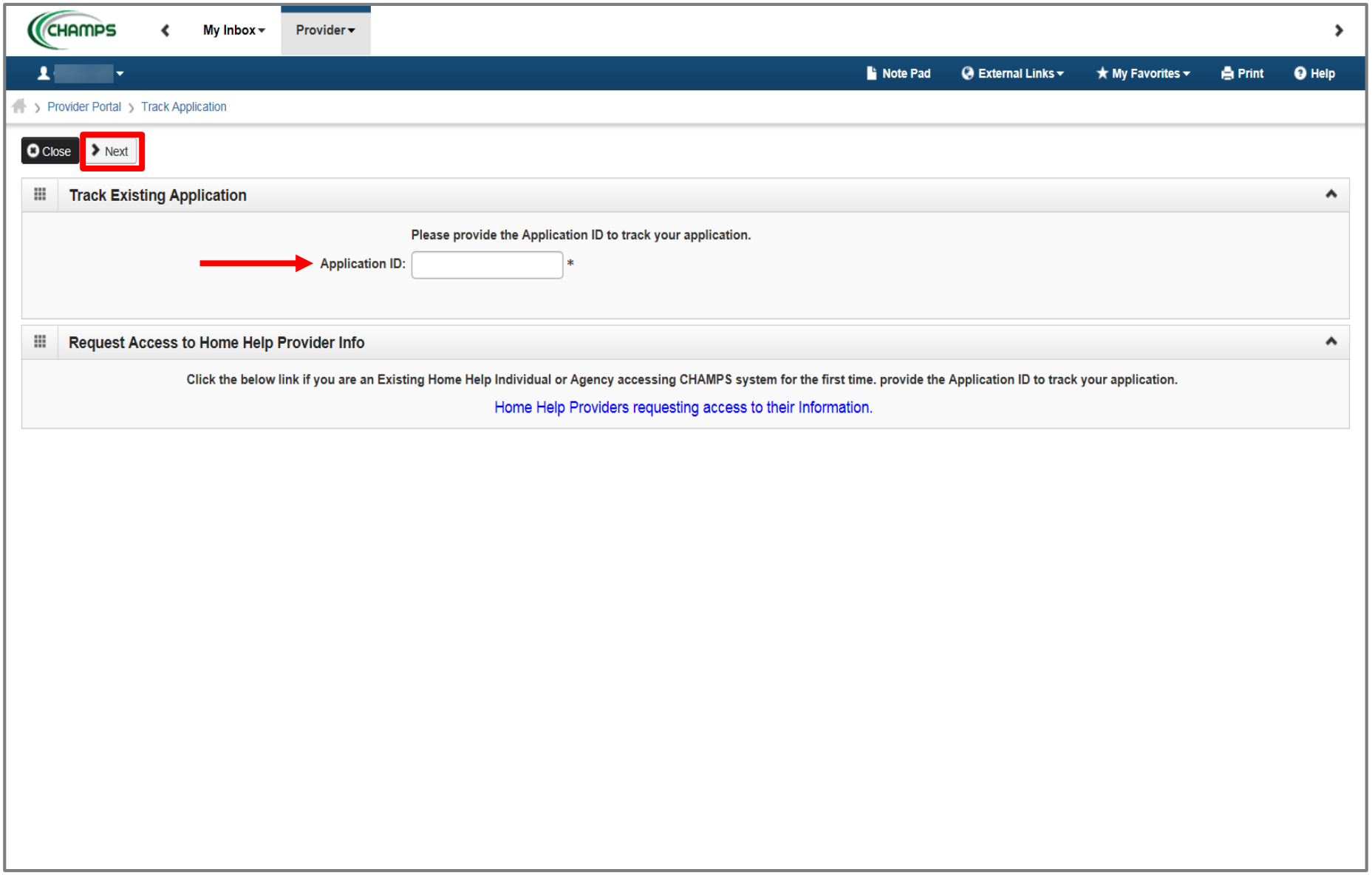
(Please Note: Optional steps may show as incomplete if you chose not to complete. This is ok.)

Track Existing Application

How to track a submitted application within CHAMPS



- Select Provider tab
- Click Track Application



- Fill in Application ID
- Click Next

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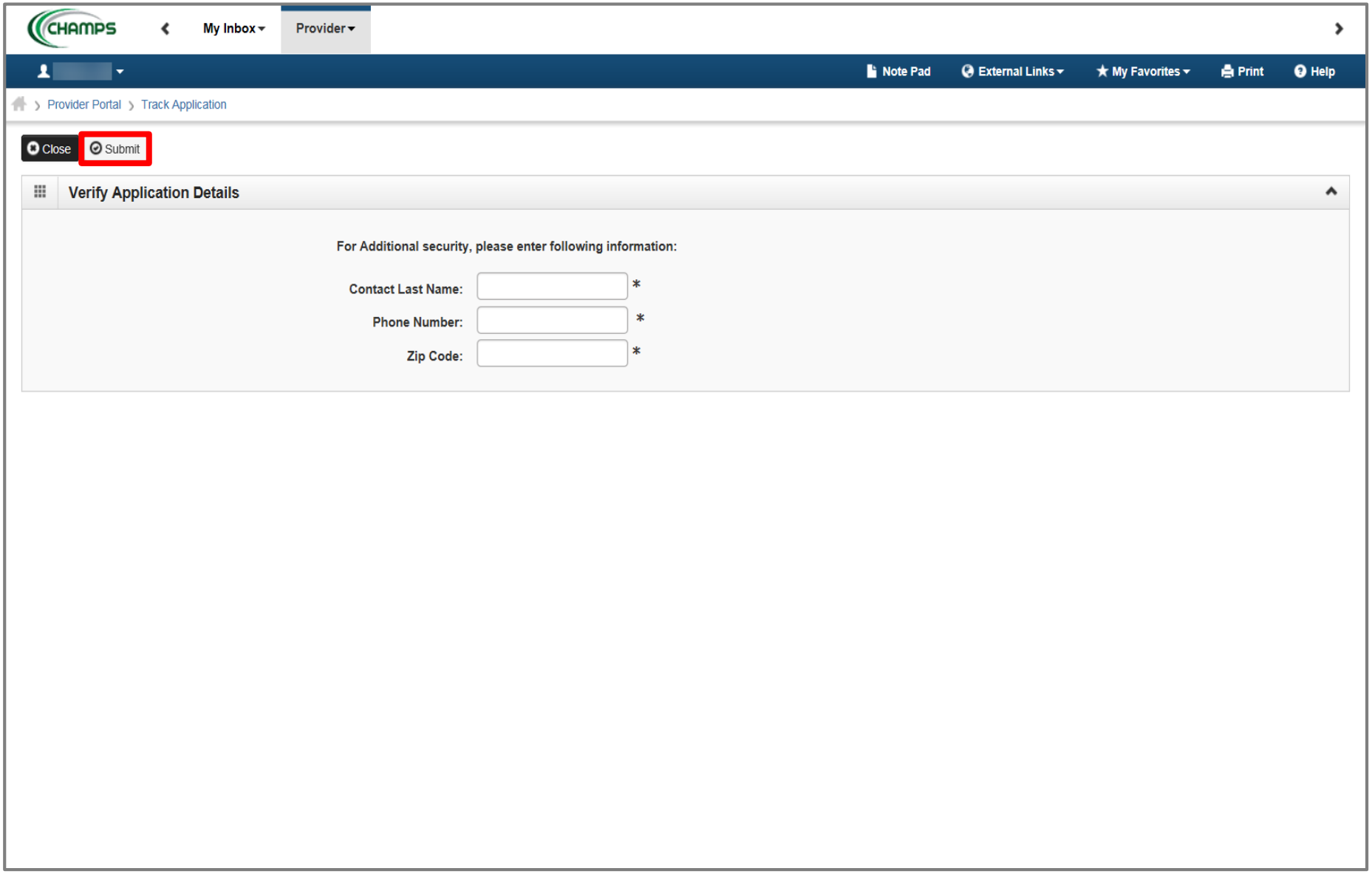
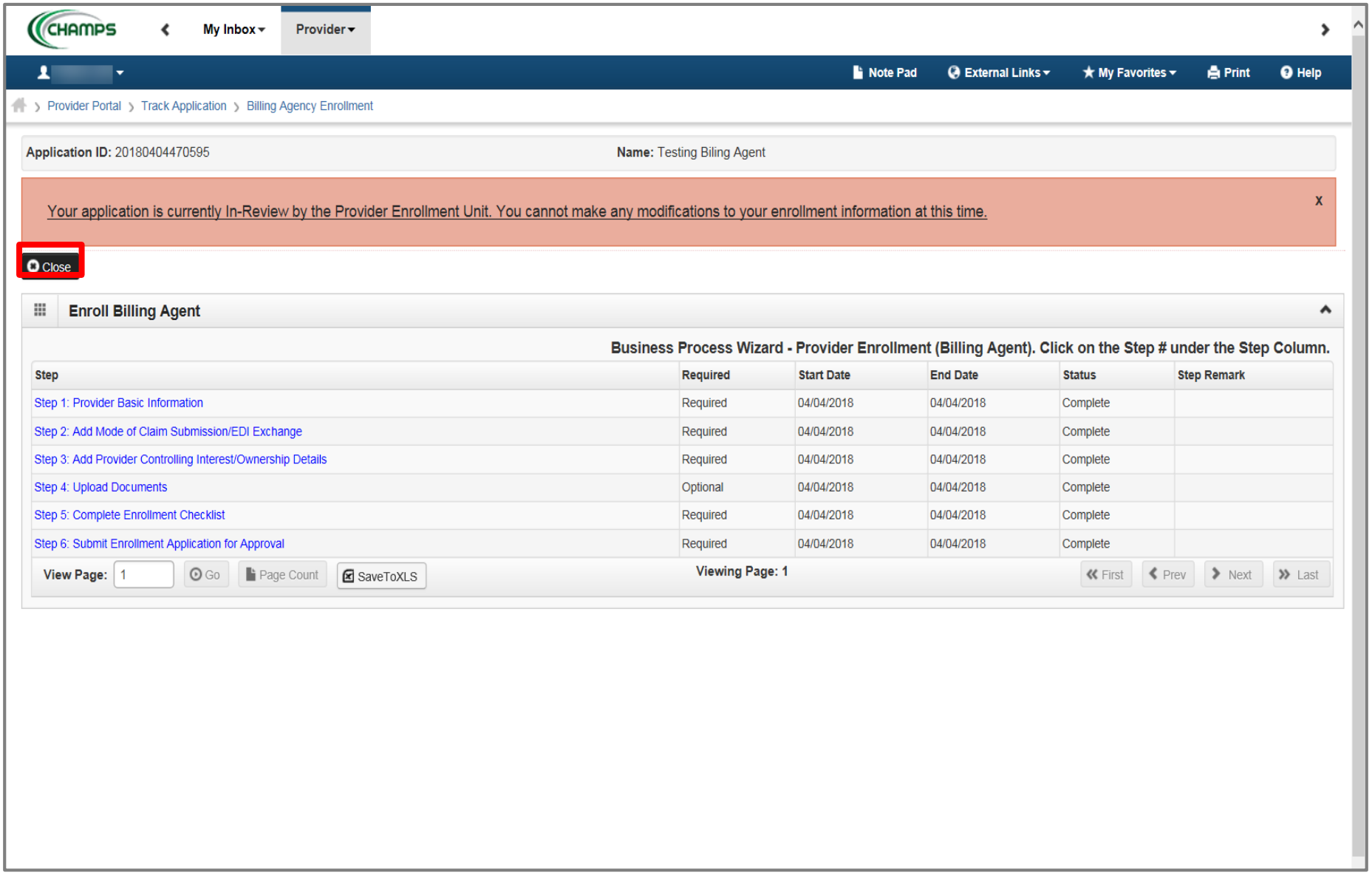


- Complete all fields marked with an asterisk (*)
- Click Submit



- Confirmation your Billing Agent Application has been submitted and is being reviewed by the state
- Click Close

Resources

- Trading Partner Resources
  - Michigan Department of Health & Human Services- Trading Partners
  - HIPAA Companion Guides
  - Electronic Submission Manual
- For electronic file submission and 835/ERA inquiries
  - automatedbilling@Michigan.gov
- For encounter file inquiries
  - MDHHSEncounterData@Michigan.gov
- Provider Support (claim adjudication/reimbursement questions)
  - www.michigan.gov/medicaidproviders
  - ProviderSupport@Michigan.gov or 1-800-292-2550

Thank you for participating in the Michigan Medicaid Program

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