Provider Relations

Modernizing Continuum of Care (MCC)
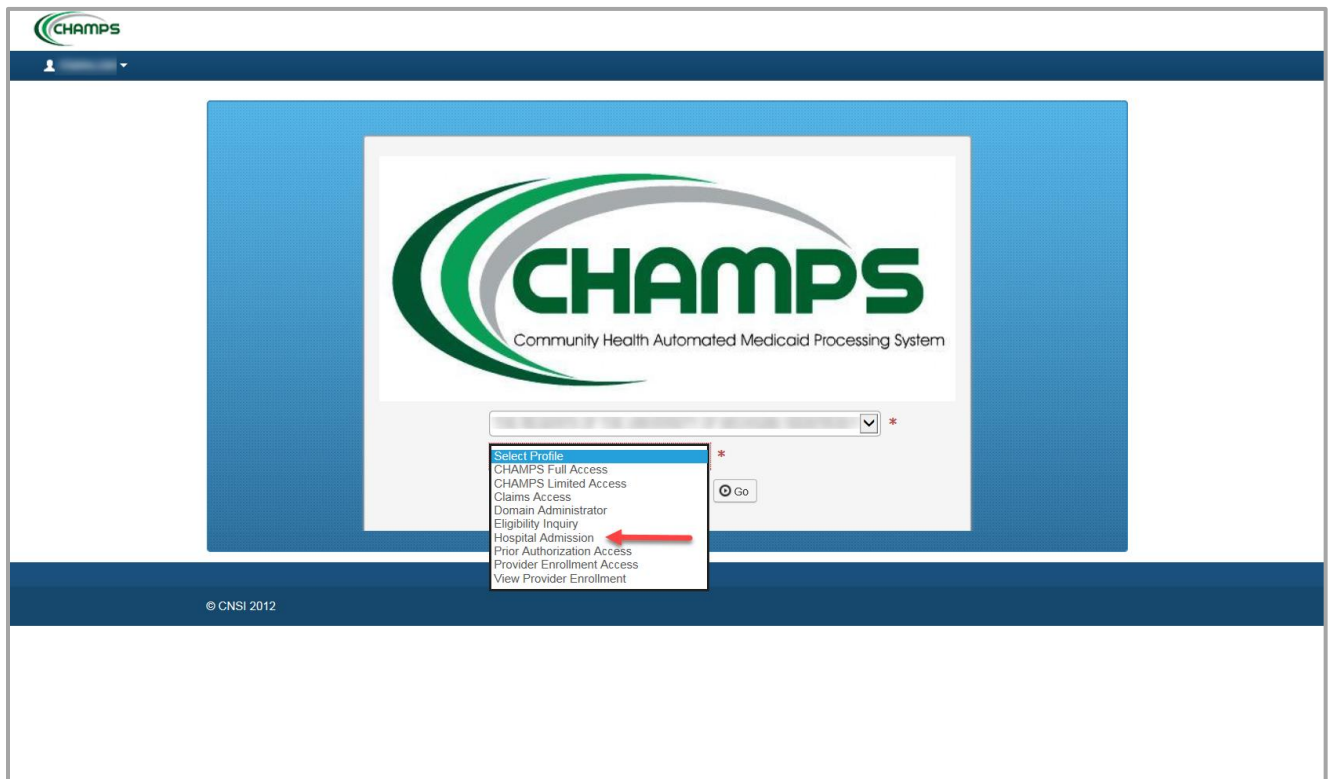
Overview of entering an Admission and Discharge

As of January 2, 2018, Hospice, Skilled Nursing Facility (SNF), Hospital, State Psychiatric Facilities (SPF) PACE and MI Choice providers are required to enter admission and discharge information directly in CHAMPS. The following are steps on the basics of entering an admission and discharge within CHAMPS.

Please note there are additional business rules based on Provider Specialty that could apply and are not covered in this document.

1. [Steps for entering an Admission](#)
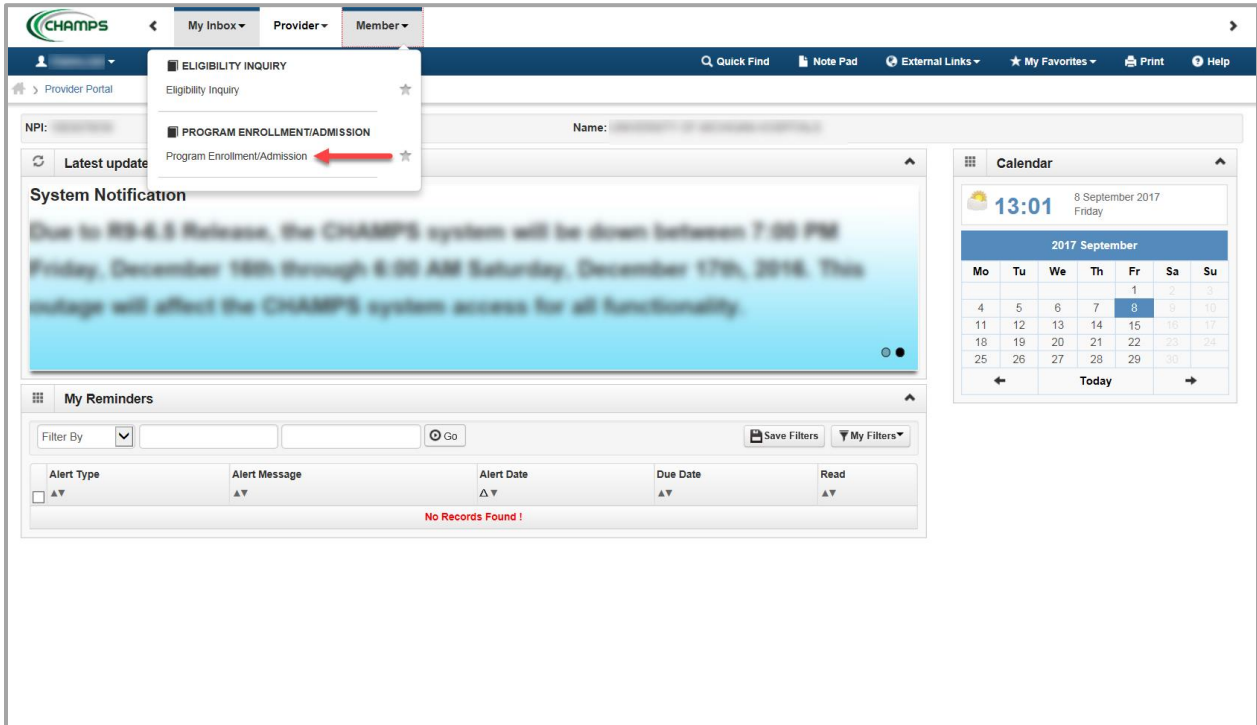2. [Steps for entering a Discharge](#)

Entering an Admission:

1. Select the Billing NPI from the domain dropdown
2. Select the appropriate profile based on the provider specialty: Hospital Admission, Hospice Admission, NF Admission, SPF Admin, PACE Enrollment or MI Choice Enrollment. In the examples we have used the Hospital Admission profile
3. Click Go

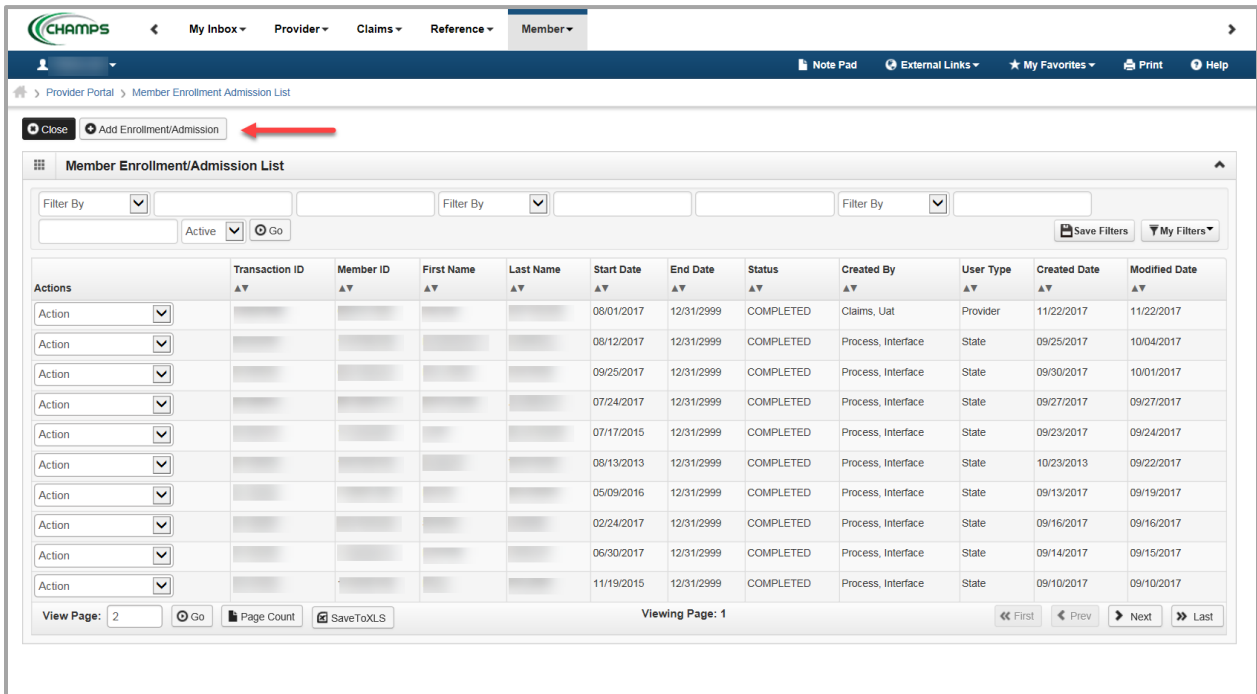4. After logging into CHAMPS
5. Click Member tab

6. Select Program Enrollment/Admission

7. Within the roster list page click the Add Enrollment/Admission button

Note: Throughout the entire admission/enrollment process all fields marked with a red asterisk (*) are required.
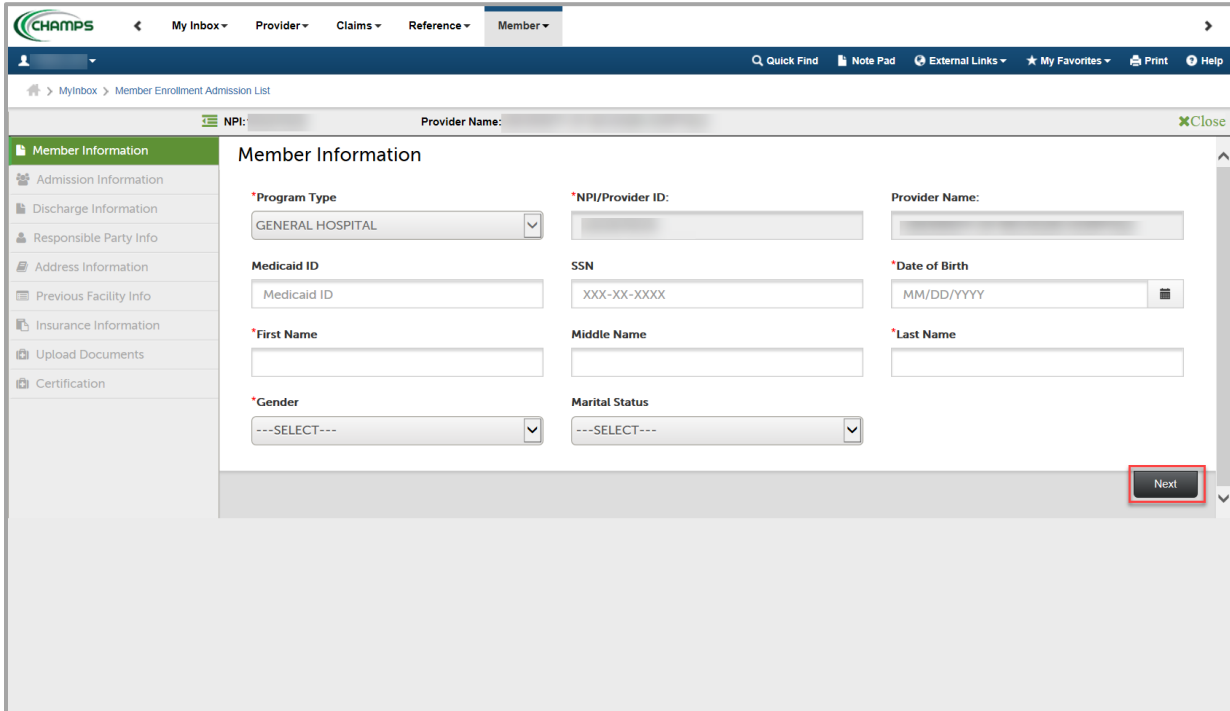
8. Enter the 10 digit Medicaid ID number, all the member demographic information will pre-populate
   a. If entering an admission for a member who has no Medicaid ID number all information will be required
9. Click Next

Note: The navigation bar on the left will indicate where the user is in completing the admission or discharge.
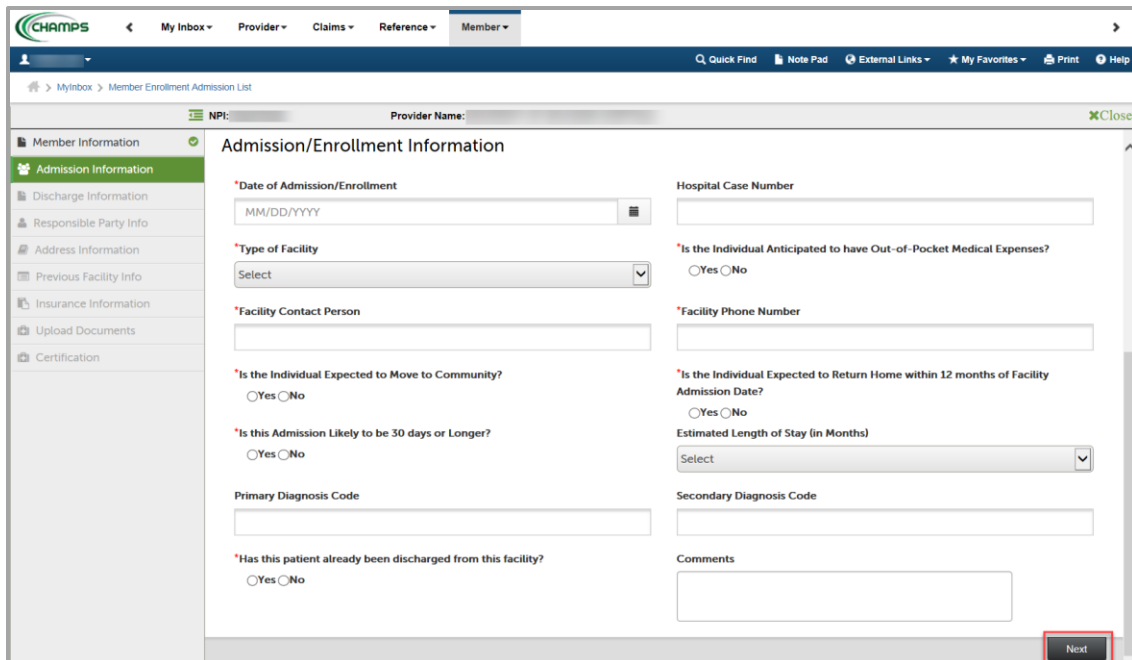
10. This is the Admission/Enrollment Information screen which needs all information as it relates to the admission being completed.
11. Click next
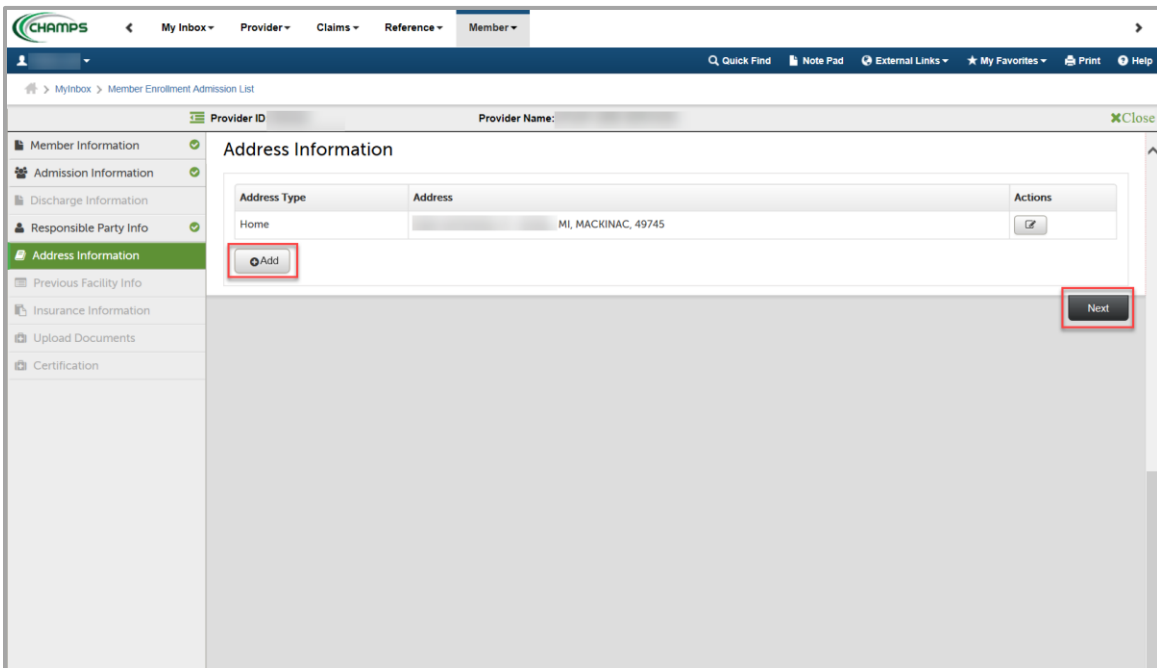
12. Optionally enter Responsible Party Information if different than the beneficiary/patient.
13. Click Next

14. Address Information will pre-populate when a Medicaid ID number is entered in the member information screen
15. Click Next
16. Click Add to enter any additional address information
    Note: Address information must be entered for submitting an admission for a patient who has no Medicaid ID number.
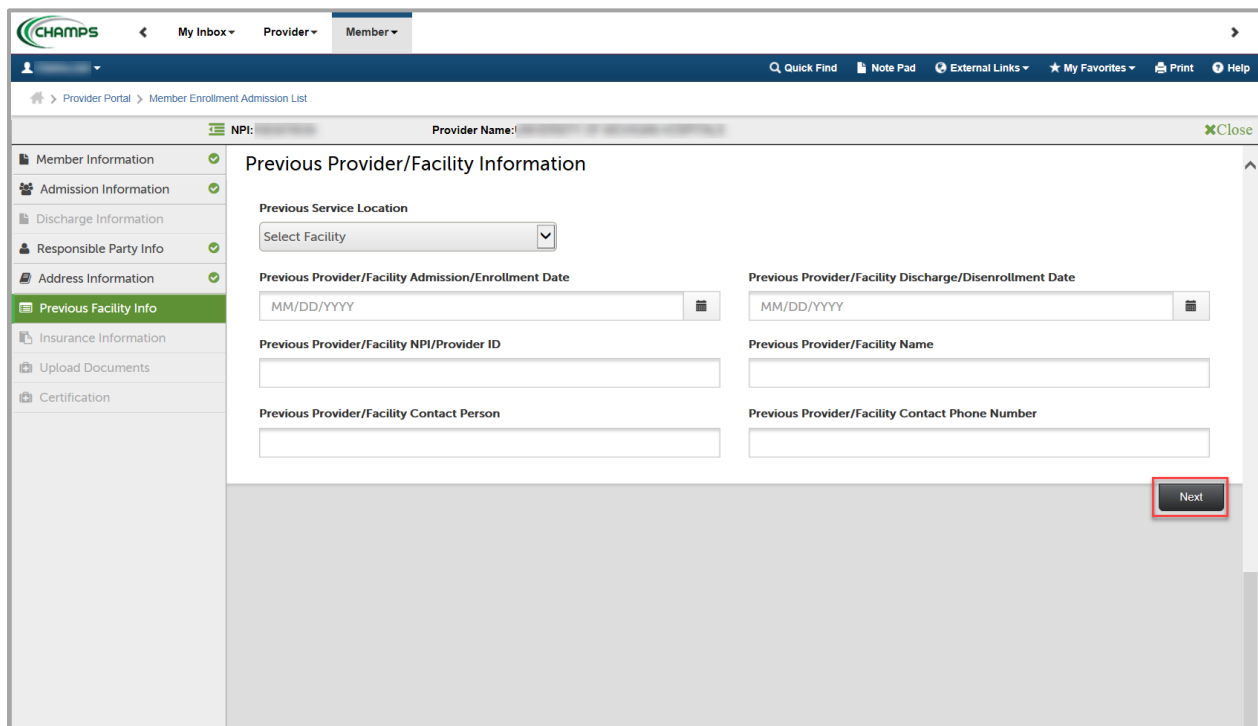
17. Select the address type and enter the required asterisked information
18. Click Validate Address
19. Click Save
20. Click Next

21. Enter the prior facility information if applicable
22. Click Next

23. Click View TPL if hyperlinked to review the other insurance information on file for the beneficiary
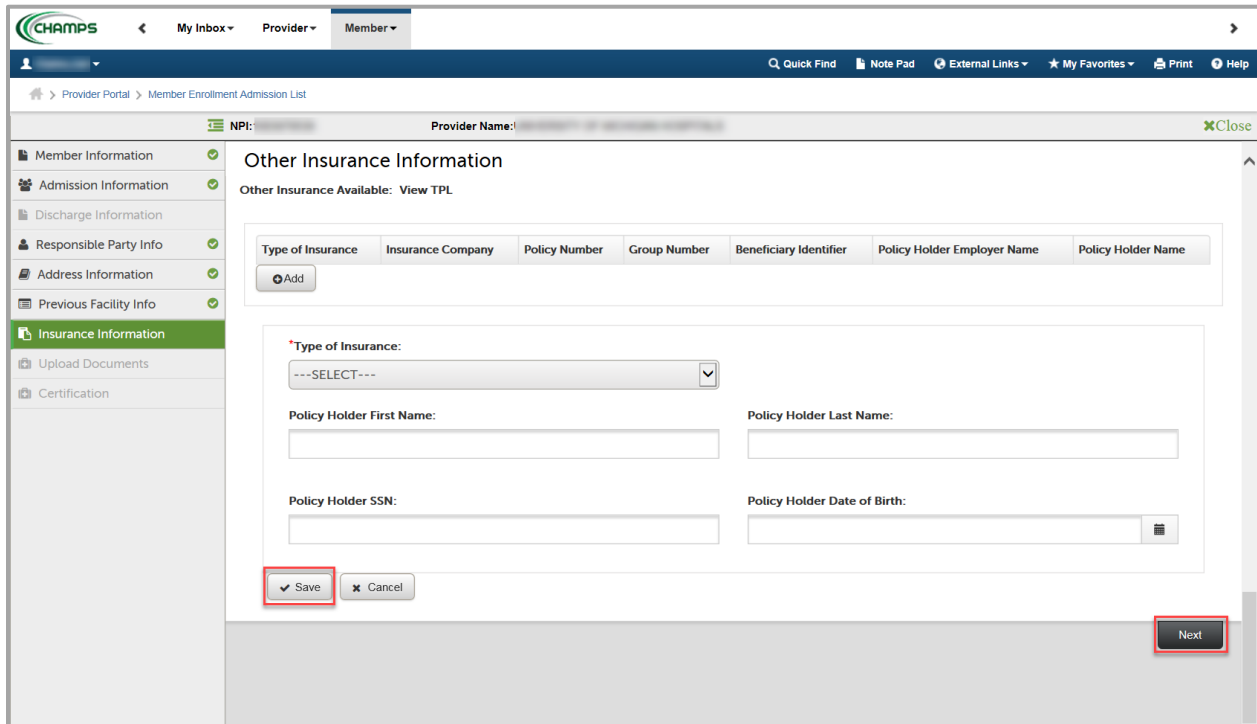24. Click Next

25. To create a lead for the MDHHS TPL Department to review a policy and payer:
26. Click Add

27. Select the type of insurance
28. Enter policy holder information
29. Click Save
30. Click Next

31. At this time the Upload Documents page is not being used
32. Click Next
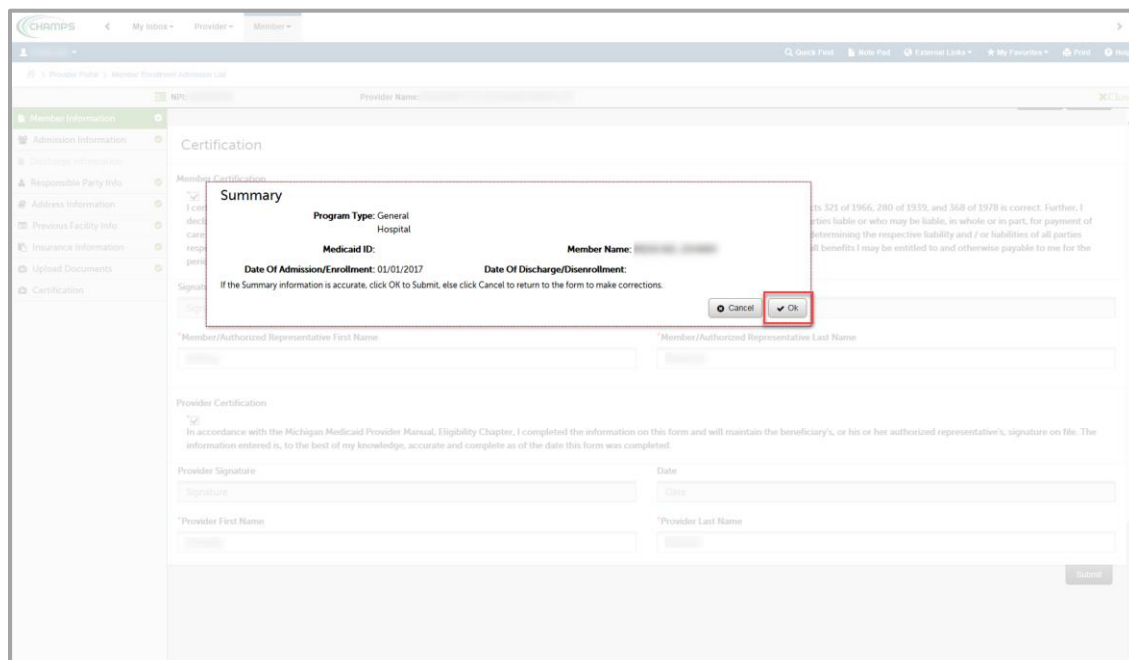
33. Place a check next to both the member and provider certification boxes
    Note: The fields for signature and date cannot be modified as these fields need to be completed once the admission notice is printed
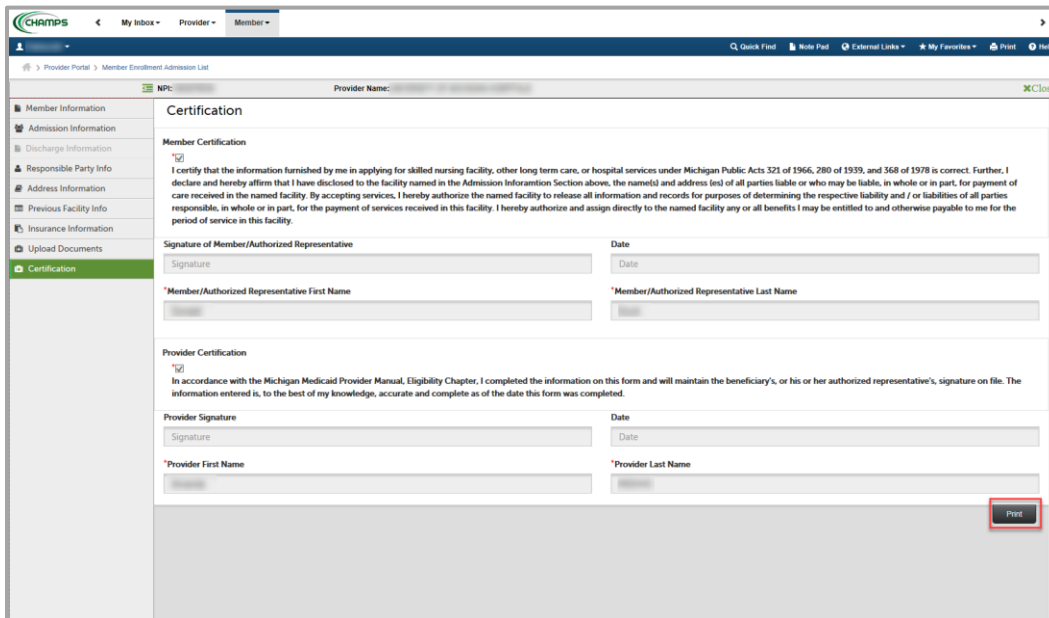34. Type the provider representative completing the admission
35. Click Submit

36. After clicking submit you will receive a confirmation summary page
    a. If all the information is correct click OK
    b. If not click cancel and correct the information
    Note: Providers are not be able to modify an admission or discharge record once submitted. Provider Support would need to be contacted if any corrections need to be made.
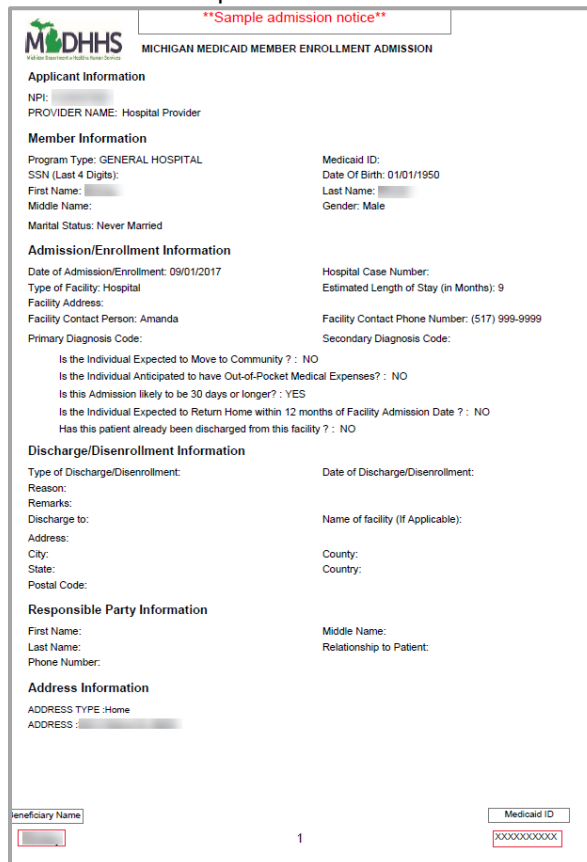
37. Click Print so the beneficiary or authorized representative and provider representative can sign the admission notice.
   a. It is the providers responsibility to retain the admission notice in the beneficiaries record

38. After clicking print the admission notice will pop-up as a PDF. (see below)
39. Click print from the PDF version to complete

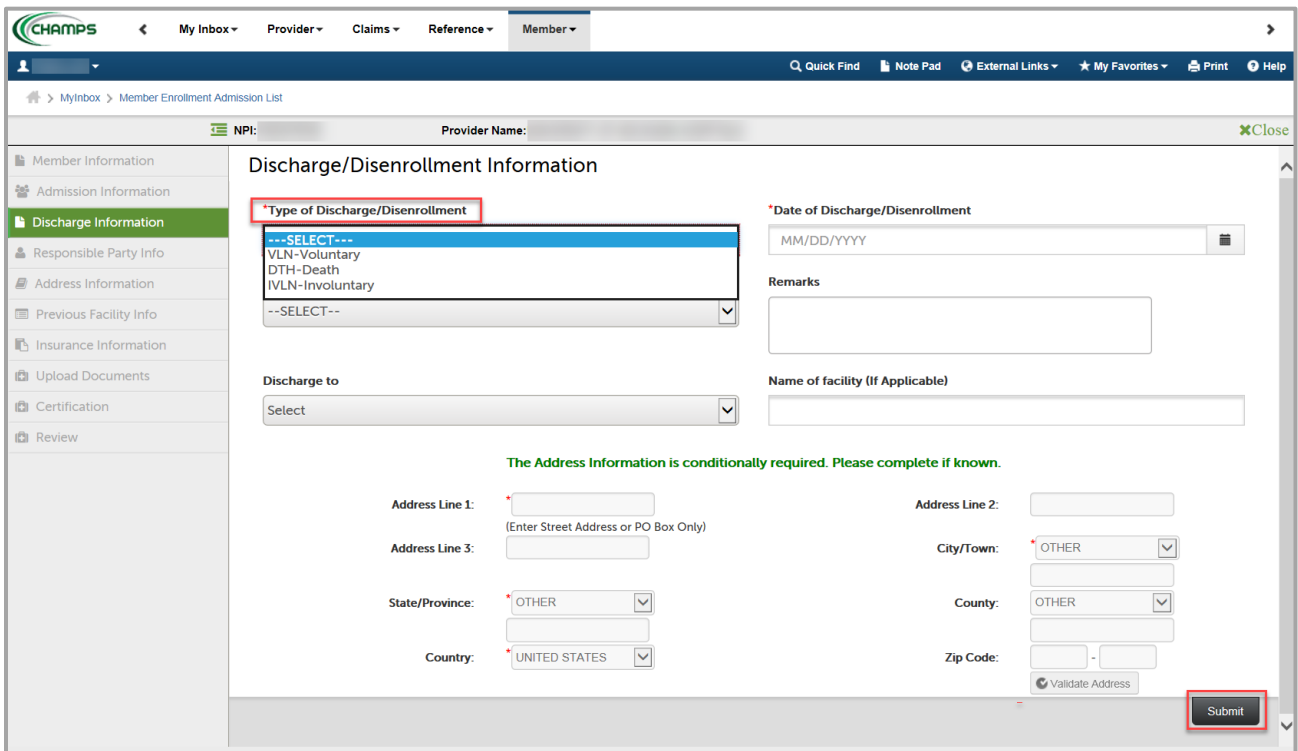40. Click Member Enrollment Admission List hyperlink or Close to return to the roster list page

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7. Within the Roster list page, next to the Member ID needing to be discharged, from the action column select Discharge/Disenroll.

8. Select the type of discharge from the dropdown
9. Enter the required asterisked information
10. Click Submit

11. After clicking submit you will receive the confirmation summary page
12. Click Ok
    a. If all the information is correct click OK
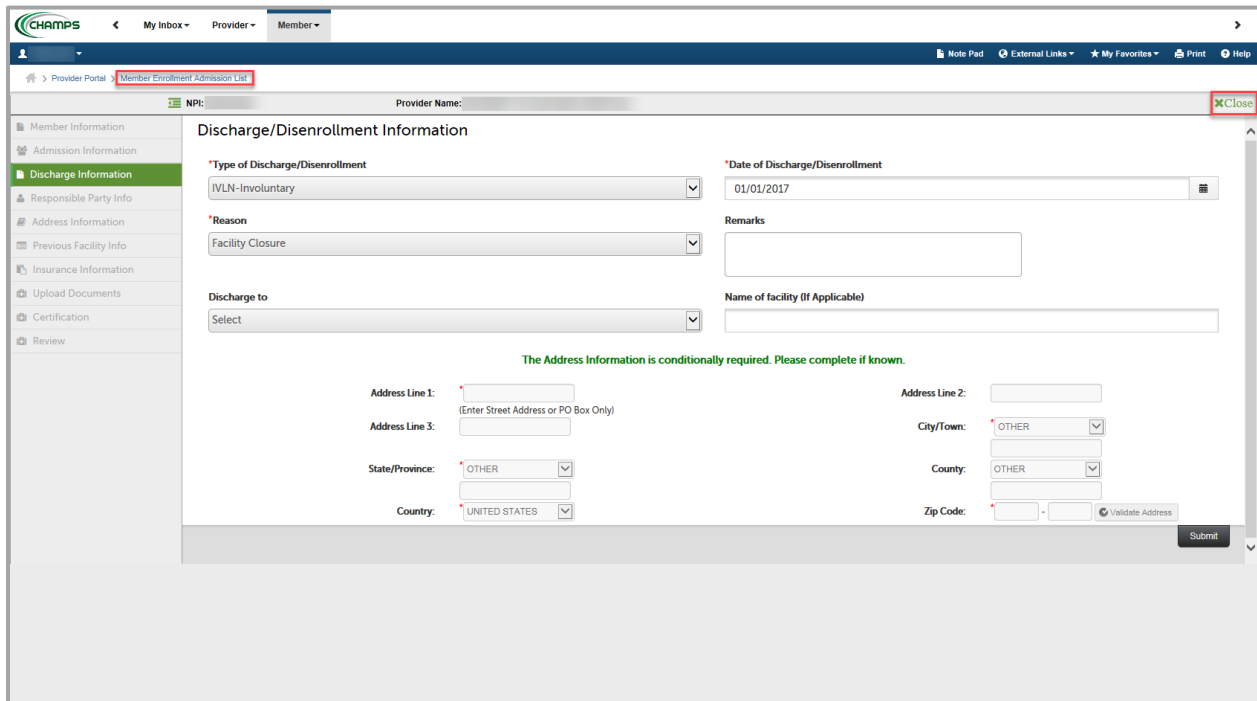   b. If not click cancel and correct the discharge information

13. Click Member Enrollment Admission List hyperlink or Close to return to the roster list page