

# Provider Enrollment New Individual/Sole Proprietor Step 1: Provider Basic Information

"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

## Table of Contents

- Provider Enrollment Process Overview
- Starting a New Provider Enrollment Application
  - Step 1: Provider Basic Information
- Provider Enrollment Resources



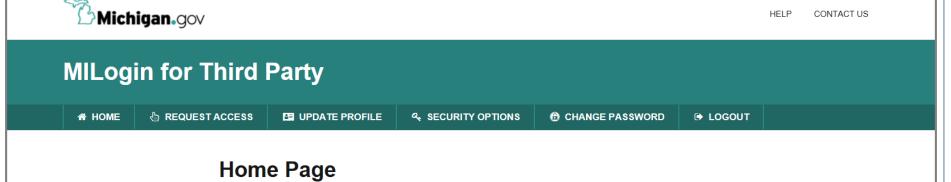
## Provider Enrollment Process Overview

- Step 1: Determine if provider needs to enroll with CHAMPS Michigan Medicaid
  - Policy Bulletin MSA: 13-17
  - Policy Bulletin MSA: <u>18-47</u>
  - Policy Bulletin MSA: <u>19-20</u>
- Step 2: <u>Determine CHAMPS Enrollment Type</u>
- Step 3: Register with SIGMA Vendor Self Service
  - After completing SIGMA registration allow 3-5 business days to begin and complete the CHAMPS application. If you attempt to enroll in CHAMPS during this time you may get an error when validating your information.
- Step 4: Register for a MILogin Account for Access to CHAMPS
- Providers wishing to elect another person to have Domain Administrator rights are required to submit:
  - Form: Electronic Signature Agreement Cover Sheet (MDHHS-5405)
  - Form: Electronic Signature Agreement (<u>DCH-1401</u>)



## Starting a New Provider Enrollment Application

Details to Step 1: Provider Basic Information



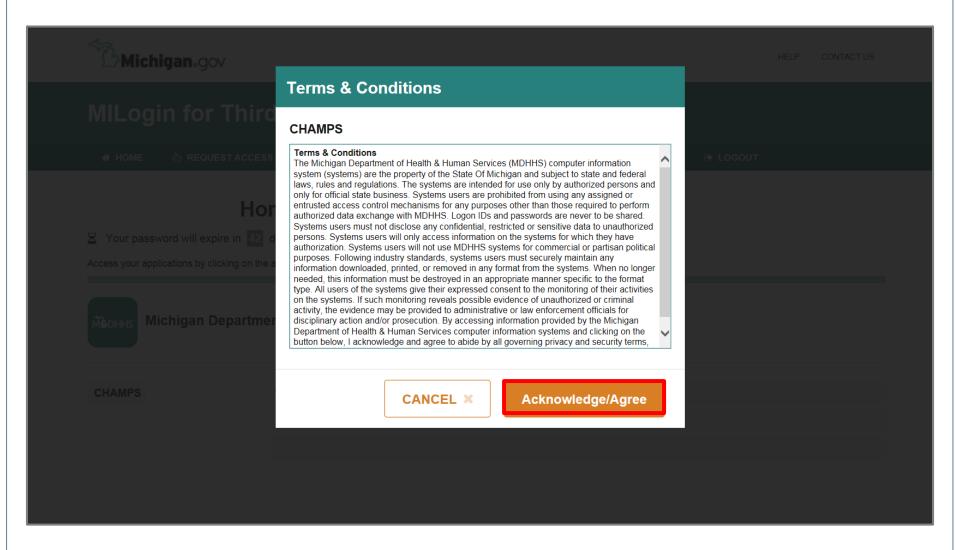
# Access your applications by clicking on the application links below Michigan Department of Health & Human Services (MDHHS)

CHAMPS

Click on the CHAMPS hyperlink

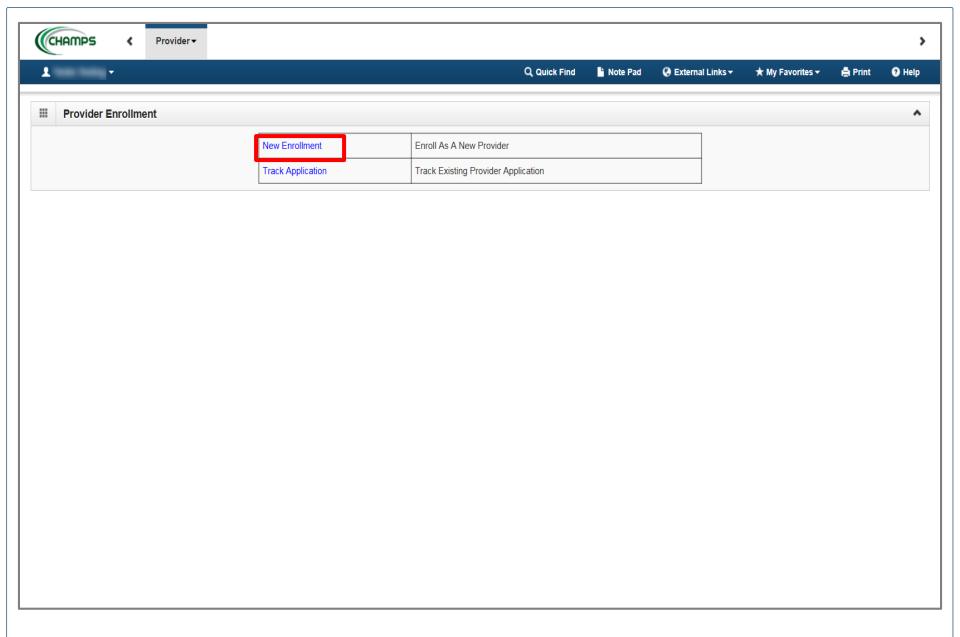
∑ Your password will expire in 48 days





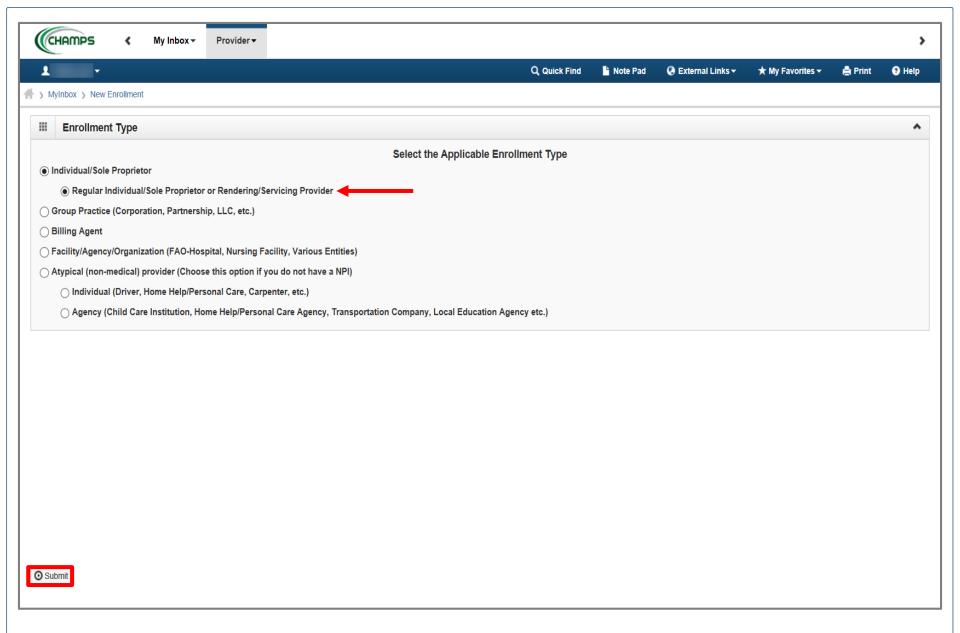
Click Acknowledge/Agree button to accept the Terms & Conditions to get into CHAMPS





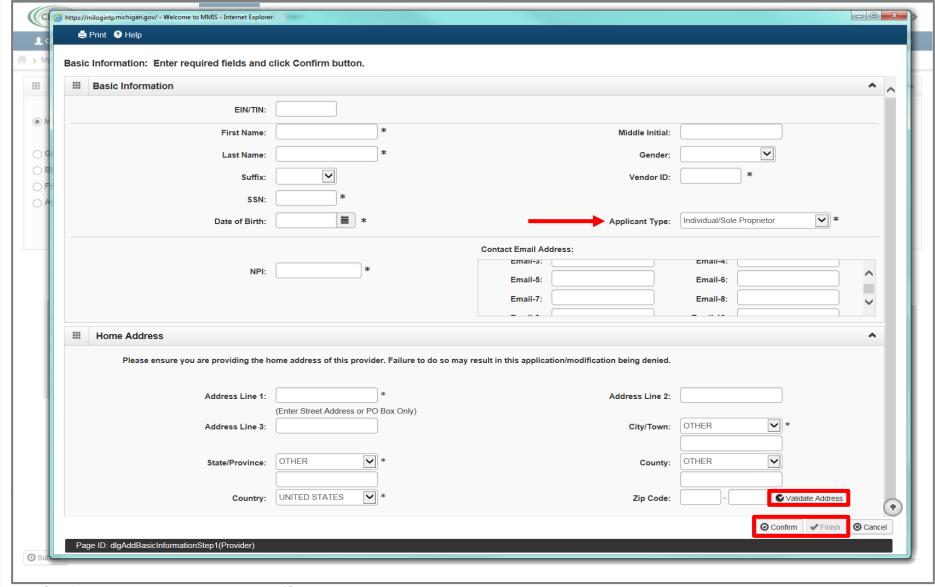
Click New Enrollment





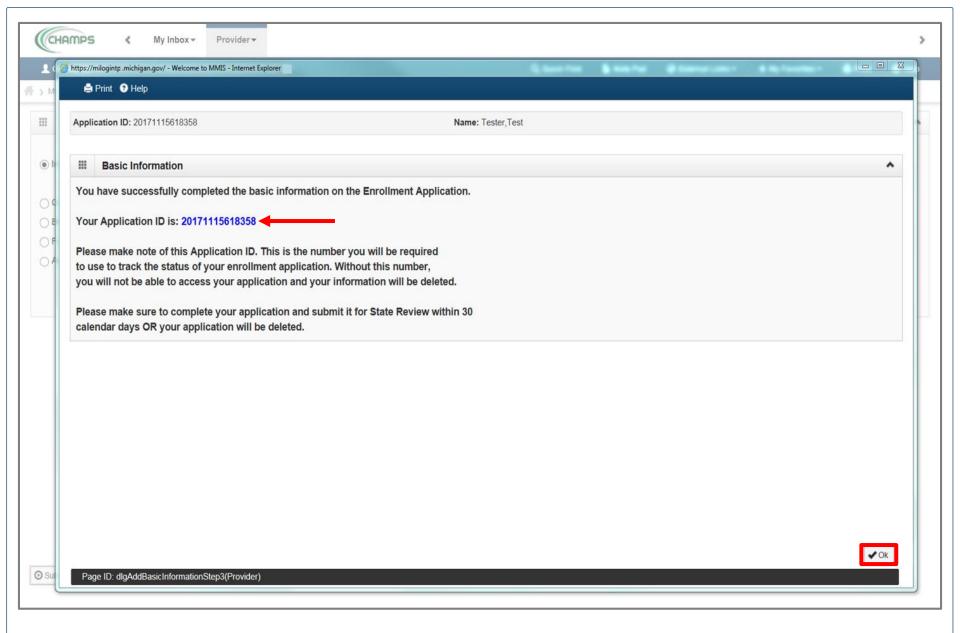
- Select Regular Individual/Sole Proprietor
- Click Submit





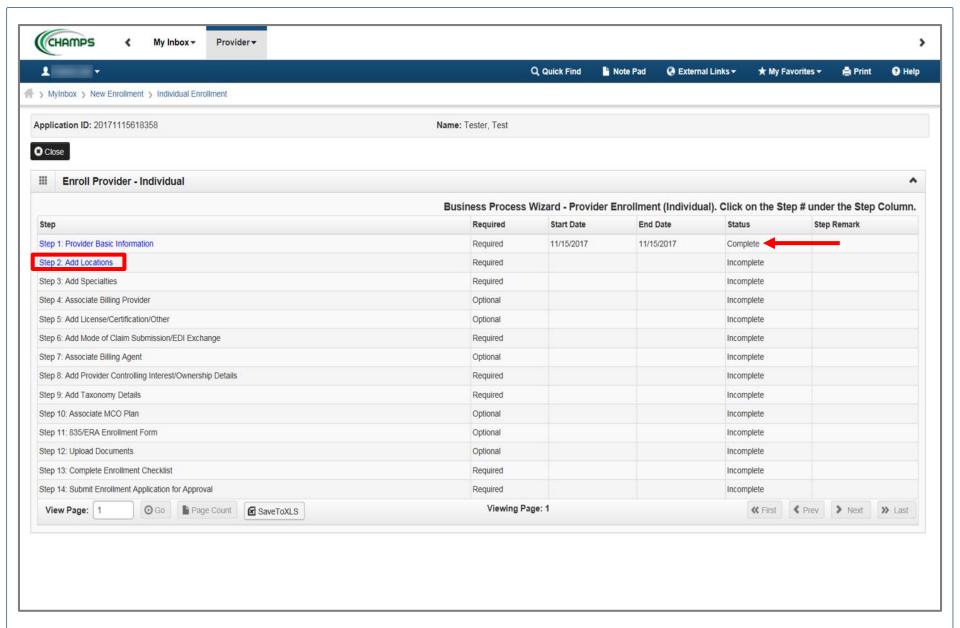
- Confirm Applicant Type: Individual/Sole Proprietor
- Provider information needing to enroll:
  - Basic Information: Fill in all fields marked with an asterisk (\*)
  - Home Address: Fill in Address Line 1 and Zip Code, Click Validate Address
     (Please Note: you should receive "Address Validation Successful")
  - Click Confirm, Click Finish





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





- Individual Provider Enrollment steps are listed (Please Note: some steps are required versus optional)
- Step 1 has a status of Complete
- Click on Step 2: Add Locations



## Provider Enrollment Resources

• **Provider Enrollment website:** <a href="http://www.michigan.gov/mdhhs/0,5885,7-339-71551\_2945\_42542\_42543\_42546\_85441---,00.html">http://www.michigan.gov/mdhhs/0,5885,7-339-71551\_2945\_42542\_42543\_42546\_85441---,00.html</a>

### Trainings:

- MILogin
- CHAMPS Enrollment Application: Individual/Sole Proprietor User Guide
- Domain Administrator Functions

#### • Forms:

- Electronic Signature Agreement Cover Sheet (MDHHS-5405)
- Electronic Signature Agreement (<u>DCH-1401</u>)

#### SIGMA:

- New Individual/Sole Proprietor Providers must register with SIGMA as Vendors
- Please visit: <u>Michigan.gov/SIGMAVSS</u>

### Provider Enrollment:

- (800) 292-2550
- ProviderEnrollment@Michigan.gov
- ProviderSupport@Michigan.gov

