

How to Save & Search Template

Templates within CHAMPS

Disclaimer: The following guideline was developed with the intent of the user having access to CHAMPS with a Full Access profile. Users may not be able to view all screens or functions of CHAMPS if they do not have a Full Access profile. Users would need to work with their Organization's Domain Administrator if they should have access to a CHAMPS Full Access profile or would like to change their Profile.

It is up to the Organization to determine the appropriate access a user should be granted. The Domain Administrator can assign the applicable profile to the User.

CHAMPS available profiles:

- CHAMPS Full Access
- CHAMPS Limited Access
- Claims Access
- Eligibility Inquiry
- FS LPHD
- FS Clinic
- FS LEA
- FS ISD
- FS THC Clinic
- Hospice Admission
- Hospital Admission
- MI Choice Enrollment
- NF Admission
- PACE Enrollment
- Prior Authorization Access
- Provider Enrollment Access
- SPF Admin

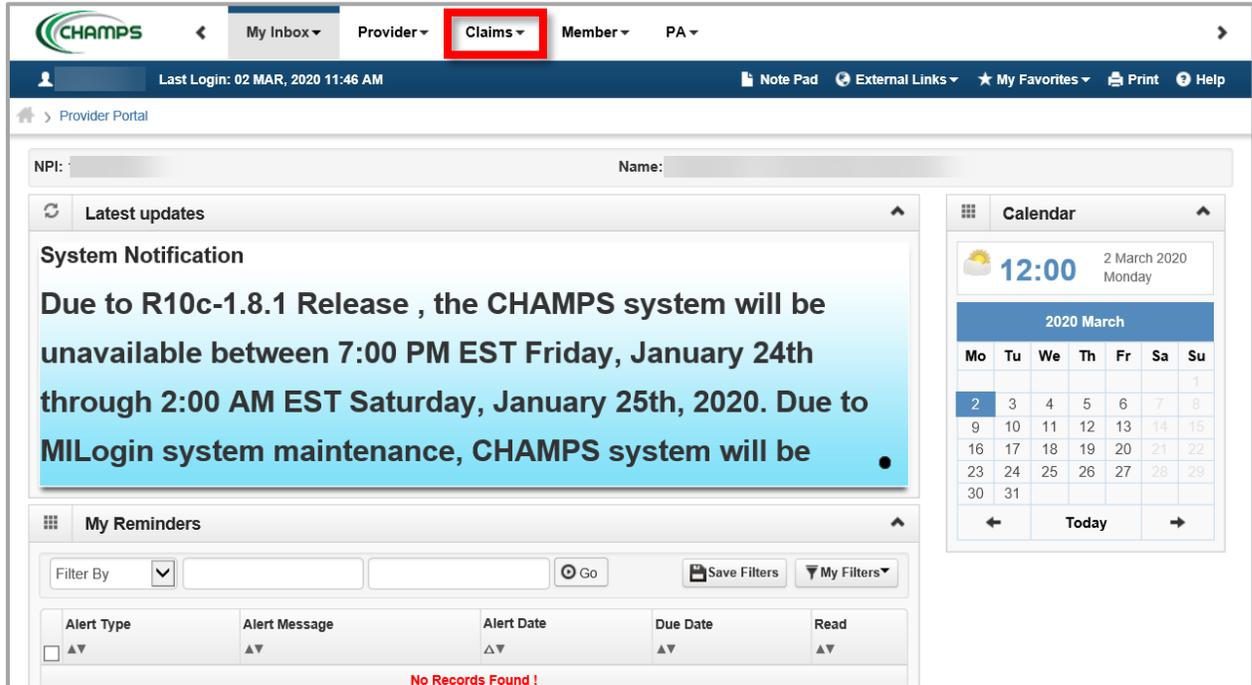
A template within CHAMPS is an electronic claim form that utilizes a specific invoice type (i.e., Institutional, Professional, or Dental) and saves certain entered data for future use. The template can then be used when entering in a claim via direct data entry.

Select one of the following to get started:

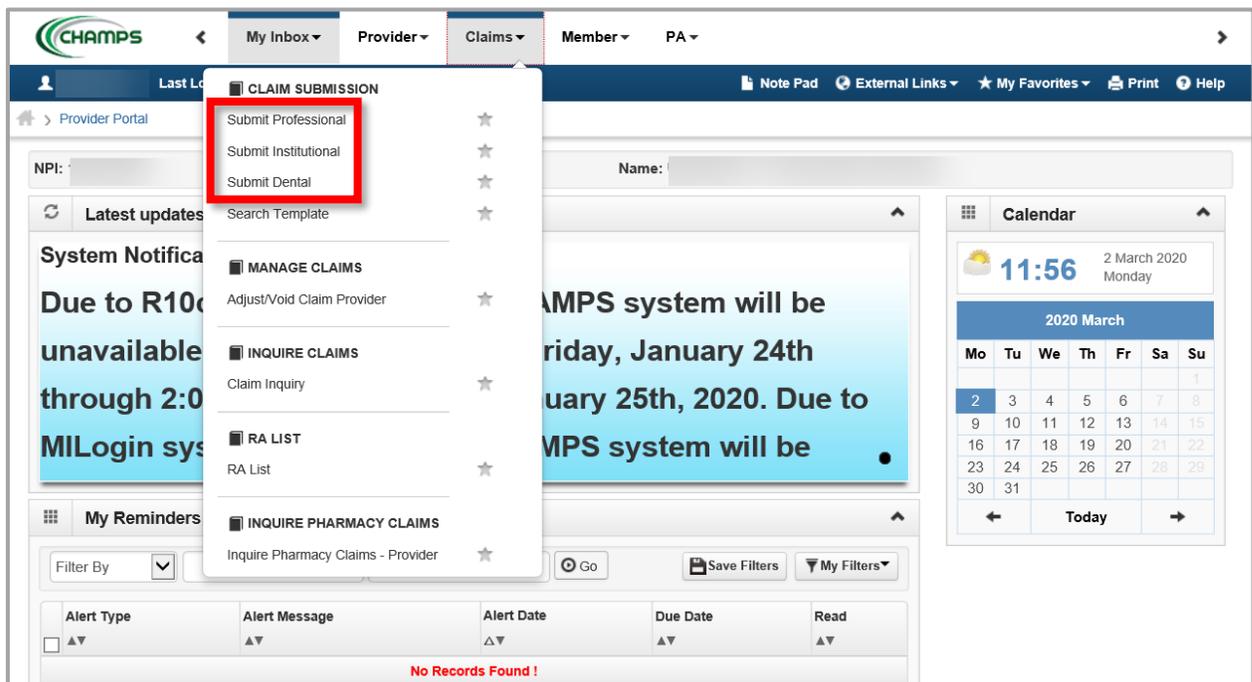
1. [Saving a Template](#)
2. [Search Template](#)

Saving a Template

1. To save a template, a user must have started to enter in a DDE claim by selecting the **Claims Tab**



2. Select the type of Claim Submission, Submit Professional, Submit Institutional, Submit Dental for the claim being entered.

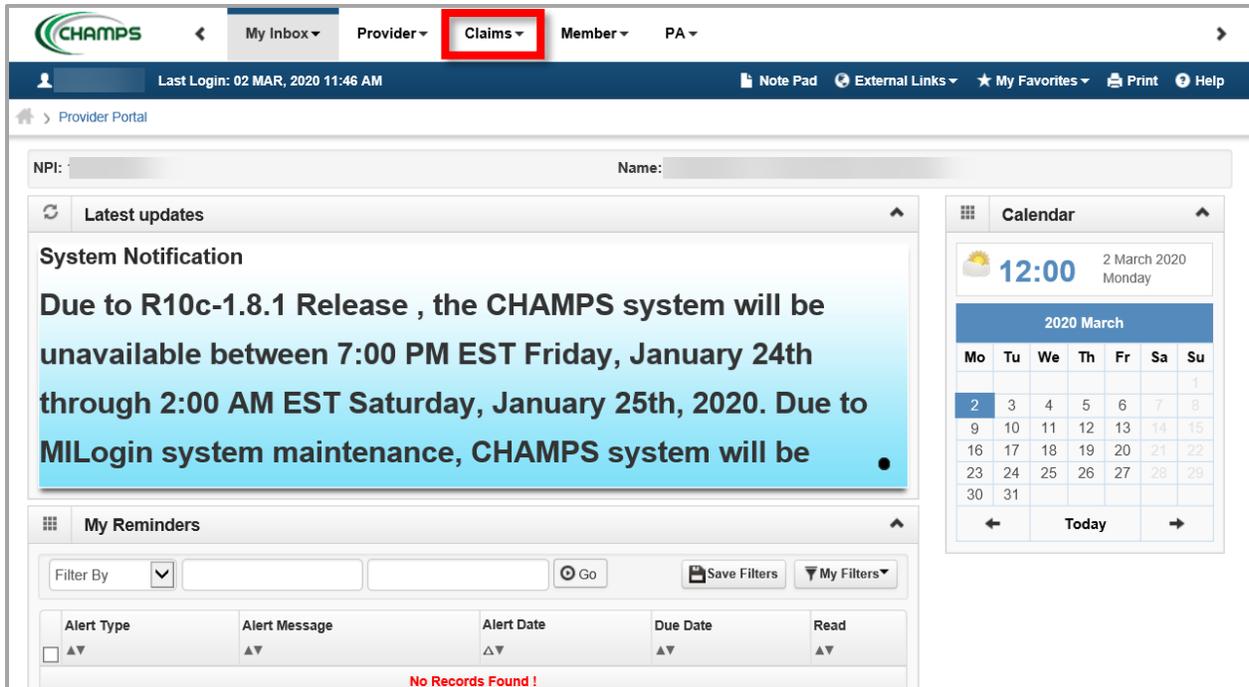


3. Start to enter in claim data, click **Save as Template** at anytime
 - a. This will allow you to save the claim to either submit later or to re-use this same template for other beneficiaries, dates of service, and/or CPT/HCPCS codes.

The screenshot shows the CHAMPS web application interface for submitting a Professional Claim. At the top, there is a navigation bar with 'My Inbox', 'Provider', 'Claims', 'Member', and 'PA' tabs. Below this is a header with 'Last Login: 02 MAR, 2020 01:35 PM' and utility icons for 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area is titled 'Submit Professional Claim' and contains a toolbar with 'Close', 'Submit Claim', 'Save as Template' (highlighted with a red box), and 'Reset' buttons. The form is divided into sections: 'Basic Claim Info' (with sub-tabs for Provider, Beneficiary, Claim, and Service) and 'PROVIDER INFORMATION'. The 'PROVIDER INFORMATION' section includes 'BILLING PROVIDER INFORMATION' with fields for Provider ID, Type (NPI), Taxonomy Code, Address Line 1, Address Line 2, Address Line 3, State/Province (MICHIGAN), Country (UNITED STATES), City/Town, County, and Zip Code. There are also two questions at the bottom: 'Is the Billing Location also the Service Facility Location?' and 'Is the Billing Provider also the Rendering Provider?', each with Yes/No radio buttons. A 'Validate Address' button is located below the zip code field.

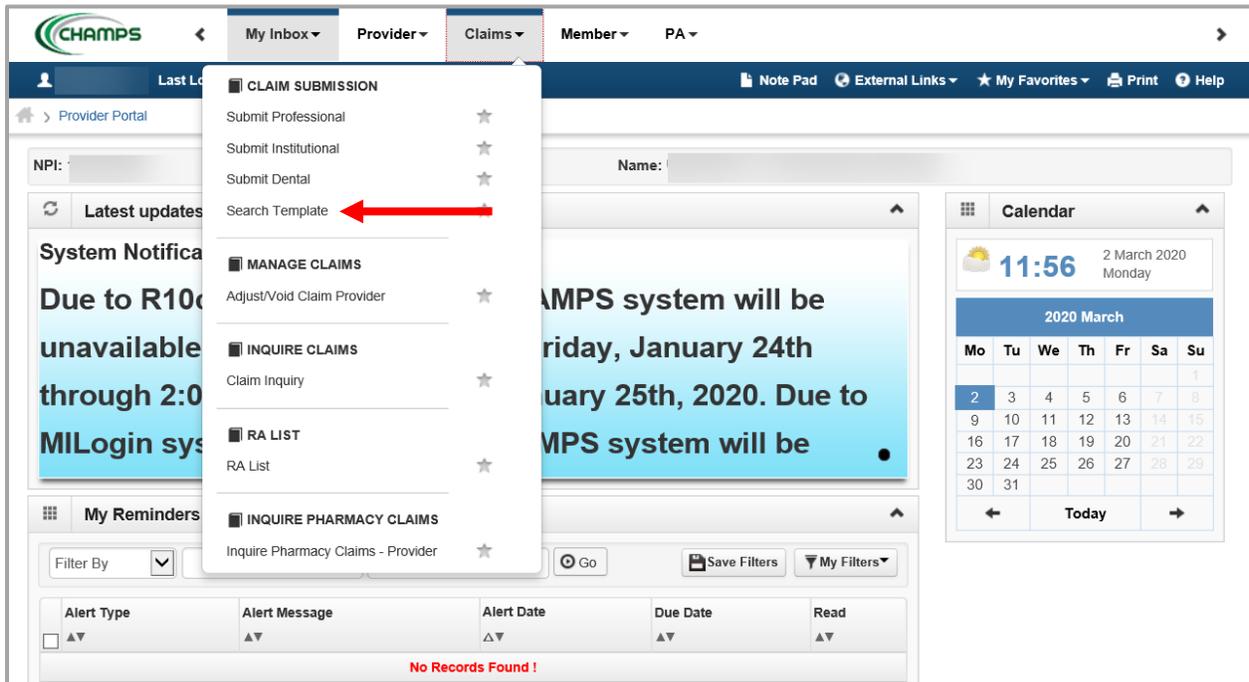
Searching for a Template

1. Click on the **Claims** Tab



The screenshot shows the CHAMPS Provider Portal interface. The navigation tabs at the top are 'My Inbox', 'Provider', 'Claims', 'Member', and 'PA'. The 'Claims' tab is highlighted with a red box. Below the navigation bar, there is a header with 'Last Login: 02 MAR, 2020 11:46 AM' and utility icons for 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area includes a search bar for 'NPI' and 'Name', a 'Latest updates' section with a system notification about R10c-1.8.1 release, a 'My Reminders' table with filter options, and a 'Calendar' widget for March 2020. A red message at the bottom of the reminders table states 'No Records Found!'.

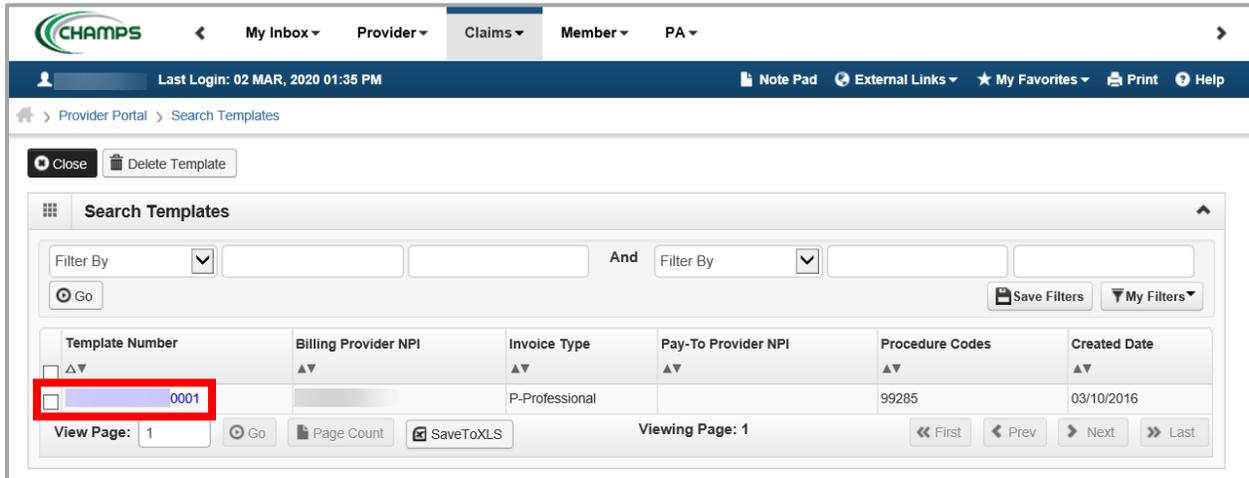
2. Select the **Search Template** option



This screenshot shows the same CHAMPS Provider Portal interface, but with the 'Claims' dropdown menu open. The menu items are: 'CLAIM SUBMISSION' (with sub-items: Submit Professional, Submit Institutional, Submit Dental, Search Template), 'MANAGE CLAIMS' (with sub-item: Adjust/Void Claim Provider), 'INQUIRE CLAIMS' (with sub-item: Claim Inquiry), 'RA LIST' (with sub-item: RA List), and 'INQUIRE PHARMACY CLAIMS' (with sub-item: Inquire Pharmacy Claims - Provider). A red arrow points to the 'Search Template' option. The background content is partially obscured by the dropdown menu.

- A list of previously saved templates will display based on the NPI the user originally saved the template under and is logged into CHAMPS under.

To use the saved template click the **Template Number** hyperlink. The saved template will then open for use.



CHAMPS My Inbox Provider Claims Member PA

Last Login: 02 MAR, 2020 01:35 PM Note Pad External Links My Favorites Print Help

Provider Portal Search Templates

Close Delete Template

Search Templates

Filter By [] And Filter By [] Save Filters My Filters

Template Number	Billing Provider NPI	Invoice Type	Pay-To Provider NPI	Procedure Codes	Created Date
0001		P-Professional		99285	03/10/2016

View Page: 1 Go Page Count SaveToXLS Viewing Page: 1 First Prev Next Last