

Community Transition Services: Rendering/Servicing Only Enrollment

December 2021



“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



Policy Background



Provider Enrollment Webpage



CHAMPS Provider Enrollment Type: Rendering/Serviceing Only



Billing Overview



Provider Resources

Overview

- [MSA 21-11](#)

Community Transition Services (CTS) are Home and Community-Based Services (HCBS) for Medicaid beneficiaries who meet eligibility criteria.

The benefit is administered by the Michigan Department of Health and Human Services (MDHHS) on a fee-for-service (FFS) basis through transition agencies including Area Agencies on Aging (AAA), Centers for Independent Living (CIL), and other qualified community-based organizations.

Beneficiaries eligible for CTS include nursing facility and institutional residents who meet needs-based criteria and have at least one risk factor as described in the Medicaid Provider Manual.

- The intent of this webinar is to promote the requirement of provider enrollment for CTS providers through our Medicaid system, CHAMPS.

CHAMPS Enrollment Types

Facility Agency Organization (FAO)

- Center for Independent Living (CIL)
- Area Agencies on Aging (AAA)
- Community Based Organization

Rendering/ Servicing Only

- Registered Nurse (RN)
- Limited License Bachelor of Social Worker
- Limited License Master of Social Worker
- Licensed Baccalaureate Social Worker
- Licensed Master Social Worker
- Community Health Worker

Atypical

- Agency
- Individual:
 - Individual Driver
 - Home and Community Based Personal Care

Provider Enrollment Webpage

www.Michigan.gov/MedicaidProviders >>
Provider Enrollment

Provider Enrollment Webpage

- Medicaid Providers Main webpage
- Click Provider Enrollment

Medicaid Provider Information - www.michigan.gov/medicaidproviders

This page provides information for healthcare providers who provide services to Medicaid beneficiaries or would like to enroll as a Medicaid provider.

It provides links to CHAMPS, billing and reimbursement resources, training, policy documents, and much more.



Provider Enrollment Webpage

- [Step 1: Determine if the provider needs to enroll](#)
- Step 2: [Determine CHAMPS Enrollment Type](#)
- Step 3: Register for SIGMA Not necessary for Rendering/Serviceing Provider Enrollment Types
- 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 ([DCH-1401](#))

Provider Enrollment

URGENT:

Learn about our responses to Coronavirus and find the latest program guidance. www.Michigan.gov/Coronavirus >> Resources >> For Health Professionals

MDHHS advises review of "Actions for Caregivers of Older Adults During COVID-19" and supporting [Frequently Asked Questions \(FAQ\)](#) document.

Michigan's stay at home order has been lifted, learn about each phase of the [MI Safe Start Plan](#)

[Resuming Standard Operations for Case Management and Home and Community Based Services](#)

All providers who serve Michigan Medicaid beneficiaries are required to be screened and enrolled in the Community Health Automated Medicaid Processing System (CHAMPS). For assistance in enrolling please call 1-800-292-2550 option 4.

Effective October 1, 2019, providers who prescribe drugs to Medicaid beneficiaries must be actively enrolled in CHAMPS. The Michigan Department of Health and Human Services (MDHHS) will prohibit payment for prescription drug claims written by a prescriber who is not enrolled in CHAMPS.

All documents are provided in Acrobat format. To install Acrobat Reader, click on the icon.



Getting Started - Enrollment

- Step 1: Determine if Provider needs to enroll
- Step 2: Determine CHAMPS Enrollment Type
- Step 3: Register for SIGMA
- Step 4: Register for MILogin Account for access to CHAMPS

Step-by-Step CHAMPS Enrollment Guides

Medicaid Resources

Provider Enrollment Webpage

- Community Transition Service Navigators will select the Rendering/Servicing hyperlink.

Provider Enrollment

URGENT:

Learn about our responses to Coronavirus and find the latest program guidance. www.Michigan.gov/Coronavirus >> Resources >> For Health Professionals

MDHHS advises review of "Actions for Caregivers of Older Adults During COVID-19" and supporting [Frequently Asked Questions \(FAQ\)](#) document.

Michigan's stay at home order has been lifted, learn about each phase of the [MI Safe Start Plan](#)

[Resuming Standard Operations for Case Management and Home and Community Based Services](#)

All providers who serve Michigan Medicaid beneficiaries are required to be screened and enrolled in the Community Health Automated Medicaid Processing System (CHAMPS). For assistance in enrolling please call 1-800-292-2550 option 4.

Effective October 1, 2019, providers who prescribe drugs to Medicaid beneficiaries must be actively enrolled in CHAMPS. The Michigan Department of Health and Human Services (MDHHS) will prohibit payment for prescription drug claims written by a prescriber who is not enrolled in CHAMPS.

All documents are provided in Acrobat format. To install Acrobat Reader, click on the icon.



Getting Started - Enrollment

Step-by-Step CHAMPS Enrollment Guides

- Individual/Sole Proprietor
- Rendering/Servicing
- Group
- Billing Agent
- Facility/Agency/Organization (FAO)
- Atypical

Medicaid Resources

Provider Enrollment Webpage

- For complete instructions on entering a Rendering/Serviceing enrollment please click the [CHAMPS Enrollment Application: Rendering/Serviceing User Guide](#) hyperlink.
- Additional Rendering/Serviceing resources listed can be utilized to assist providers in completing the CHAMPS Rendering/Serviceing enrollment.
- For Rendering/Serviceing providers needing access to the FAO domain be sure to contact the domain administrator for the FAO.

Rendering/Serviceing

A Rendering/Serviceing provider is one who provides services through a Group, Facility, Agency, Organization or an Individual/Sole Proprietor. A Rendering/Serviceing provider does not bill directly to Michigan Medicaid. The Billing Provider that is associated to this applicant type, submits claims and receives payments for the Rendering/Serviceing provider. This Billing Provider must be approved in CHAMPS prior to the submission of a new enrollment application for a Rendering/Serviceing provider.

- Rendering Enrollment Checklist - PDF (The intent of this resource is to provide a document that can be prefilled with the required information for completing a provider enrollment application to allow for ease of completion.)
- CHAMPS Enrollment Application: Rendering/Serviceing User Guide
 - Step 1: Provider Basic Information - PDF, Recording
 - Step 2: Add Specialties -PDF, Recording
- Primary Specialty - PDF
- Quick Reference Guide - PDF
- Track Application- PDF, Recording

- Prescriber Requirement Information - PDF, Recording

Domain Administrator Resources

- Domain Administrator Functions- PDF
 - Quick Reference Guide
 - Manage User List Page for Domain Administrators
- Electronic Signature Agreement Cover Sheet MDHHS-5405
- Electronic Signature Agreement DCH-1401

CHAMPS Enrollment Type: Rendering/Serviceing

Community navigator providers will be required to enroll in CHAMPS as a Rendering/Serviceing enrollment type.

The following slides will walk through the CHAMPS Rendering/Serviceing enrollment resources and the specific specialty needed for CTS.

All resources can be found on the Medicaid Provider Enrollment website:

www.Michigan.gov/MedicaidProviders >> Provider Enrollment

MILogin

- A MILogin user ID and password is required to subscribe and access the Community Health Automated Medicaid Processing System (CHAMPS) application.
- How to access:
 - <https://MILogintp.Michigan.gov>
- For complete instructions on how to register for MILogin and access CHAMPS reference the below resources:
 - [MILogin Instructions](#)
 - [MILogin Help Page](#)
 - [Access CHAMPS](#)

The screenshot shows the Michigan.gov MILogin for Third Party login page. At the top left is the Michigan.gov logo, and at the top right are links for HELP and CONTACT US. The main heading is "MILogin for Third Party". Below this are two input fields: "User ID" and "Password". Below the input fields is an orange "LOGIN" button. Below the login button is a link "Don't have an account?" and a blue "SIGN UP" button. At the bottom, there are links for "Forgot your User ID?", "Need Help?", and "Forgot your password?". The footer contains the text "Copyright 2015-2019 State of Michigan".

Rendering/Servicing

- Click New Enrollment

- Refer to [Enrollment Guide for Rendering/Servicing Providers](#) for complete step-by-step instructions.

The screenshot shows the CHAMPS web application interface. At the top, there is a navigation bar with the CHAMPS logo, a 'Provider' dropdown menu, and utility links: 'Quick Find', 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. Below the navigation bar, the main content area is titled 'Provider Enrollment'. A table is displayed with two rows of options. A red arrow points to the 'New Enrollment' link in the first row.

New Enrollment	Enroll As A New Provider
Track Application	Track Existing Provider Application

Rendering/Servicing

- Select Regular Individual/Sole Proprietor
- Click Submit

The screenshot shows the CHAMPS web application interface. At the top, there is a navigation bar with the CHAMPS logo, a 'Provider' dropdown menu, and utility icons for Quick Find, Note Pad, External Links, My Favorites, Print, and Help. Below the navigation bar, the breadcrumb path is 'New Enrollment'. The main content area is titled 'Enrollment Type' and contains the instruction 'Select the Applicable Enrollment Type'. The options are as follows:

- Individual/Sole Proprietor
 - Regular Individual/Sole Proprietor or Rendering/Servicing Provider
- Group Practice (Corporation, Partnership, LLC, etc.)
- Billing Agent
- Facility/Agency/Organization (FAO-Hospital, Nursing Facility, Various Entities)
- Atypical (non-medical) provider (Choose this option if you do not have a NPI)
 - Individual (Driver, Home Help/Personal Care, Carpenter, etc.)
 - Agency (Child Care Institution, Home Help/Personal Care Agency, Transportation Company, Local Education Agency etc.)

At the bottom left of the form, there is a 'Submit' button, which is highlighted with a red rectangular box.

Rendering/Servicing Step 1: Basic Information

Select Applicant Type:
Rendering/Servicing Only

Information needed:

- First Name
- Last Name
- Social Security Number (SSN)
- Date of Birth
- NPI
- Contact Email Address
- Home Address
- City/Town
- State/Province
- Country
- Zip Code

- Refer to [Enrollment Guide for Rendering/Servicing Providers](#) for complete step-by-step instructions.

The screenshot shows a web browser window with the URL <https://milogintp.michigan.gov/>. The page title is "Welcome to MMS - Internet Explorer". The browser's address bar shows "Print" and "Help" icons. The main content area is divided into two sections: "Basic Information" and "Home Address".

Basic Information Section:

- First Name: *
- Last Name: *
- Middle Initial:
- Suffix: ▼
- Gender: ▼
- SSN: *
- Date of Birth: 📅 *
- Applicant Type: Rendering/Servicing Only ▼ *
- NPI: *
- Contact Email Address: * (Email-1), (Email-2), (Email-3), (Email-4)

Home Address Section:

Please ensure you are providing the home address of this provider. Failure to do so may result in this application/modification being denied.

- Address Line 1: * (Enter Street Address or PO Box Only)
- Address Line 2:
- Address Line 3:
- City/Town: OTHER ▼ *
- State/Province: OTHER ▼ *
- County: OTHER ▼
- Country: UNITED STATES ▼ *
- Zip Code: -

At the bottom right, there are "Finish" and "Cancel" buttons.

Rendering/Servicing

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

Application ID: 20171106241608 Name: Tester, Testing

Basic Information

You have successfully completed the basic information on the Enrollment Application.

Your Application ID is: [20171106241608](#)

Please make note of this Application ID. This is the number you will be required to use to track the status of your enrollment application. Without this number, you will not be able to access your application and your information will be deleted.

Please make sure to complete your application and submit it for State Review within 30 calendar days OR your application will be deleted.

Ok

Rendering/Servicing Step 2: Add Specialties

- Information needed:
 - Provider Type
 - Specialty
 - Subspecialties: range dependent on specialty chosen
- Refer to [Enrollment Guide for Rendering/Servicing Providers](#) for complete step-by-step instructions.

Application ID: 20171106241608 Name: Tester, Testing

Close

Enroll Provider - Individual

Business Process Wizard - Provider Enrollment (Individual). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	11/06/2017	11/06/2017	Complete	
Step 2: Add Specialties	Required			Incomplete	
Step 3: Associate Billing Provider	Required			Incomplete	
Step 4: Add License/Certification/Other	Optional			Incomplete	
Step 5: Add Provider Controlling Interest/Ownership Details	Optional			Incomplete	
Step 6: Add Taxonomy Details	Required			Incomplete	
Step 7: Associate MCO Plan	Optional			Incomplete	
Step 8: Upload Documents	Optional			Incomplete	
Step 9: Complete Enrollment Checklist	Required			Incomplete	
Step 10: Submit Enrollment Application for Approval	Required			Incomplete	

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

Rendering/Servicing Step 2: Add Specialties

- Click Add
- Refer to [Step 2: Add Specialties](#) for Rendering/Servicing providers for complete instructions.

The screenshot shows the CHAMPS web application interface for managing provider specialties. At the top, the CHAMPS logo is on the left, and navigation links for 'Quick Find', 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help' are on the right. Below the navigation bar, the breadcrumb trail reads 'New Enrollment > Individual Enrollment'. The main content area displays 'Application ID: 20171106241608' and 'Name: Tester, Testing'. A toolbar contains 'Close', 'Add' (highlighted with a red box), and 'Primary Speciality' buttons. Below this is a 'Specialty/Subspecialty List' section with a 'Filter By' dropdown, a 'Go' button, and 'Save Filters' and 'My Filters' options. The list table has columns for 'Specialty/Subspecialty', 'Provider Type', and 'End Date'. The table is currently empty, with a red message 'No Records Found!' displayed below it.

Rendering/Servicing Step 2: Add Specialties

- From the Provider Type dropdown menu select Non-Physicians in the Provider Type.
- From the Specialty dropdown menu select Community Transition Services Navigator.
- From the Available Subspecialties select one of the following :
 - Community Health Waiver
 - Licensed Baccalaureate Social worker
 - Licensed Master Social Worker
 - Limited License Bachelor of Social Worker
 - Limited License Master of Social worker
 - Registered Nurse (RN)

(Please Note: There is no need to fill in an End Date)

- Click Ok

The screenshot shows the CHAMPS Provider Portal interface. The main form is titled "Add Specialty/Subspecialty". It contains the following fields:

- Application ID: [Redacted]
- Name: [Redacted]
- Provider Type: NON-PHYSICIANS *
- Specialty: Community Transition Services Navigator *
- End Date: [Empty]

Below the main form is a section titled "Add Subspecialty" with two columns:

- Available Subspecialties:** Community Health Worker, Licensed Baccalaureate Social Worker, Licensed Master Social Worker, Limited License Bachelor of Social Worker, Limited License Master of Social Worker, Registered Nurse (RN).
- Associated Subspecialties *:** [Empty]

Navigation arrows are present between the columns, with the right arrow button highlighted by a red box. At the bottom right of the form, there are "OK" and "Cancel" buttons, with the "OK" button also highlighted by a red box. The page ID is dlgEmrAddSpecialties(Provider).

Rendering/Servicing Step 2: Add Specialties

- Once the Specialties/Subspecialties have been added, click Primary Specialty.

The screenshot shows the CHAMPS web application interface. At the top, there is a navigation bar with the CHAMPS logo, a 'Provider' dropdown, and a user profile section showing 'Last Login: 09 NOV, 2021 10:19 AM'. Below the navigation bar, there are utility links for 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area is titled 'New Enrollment > Individual Enrollment'. It features an 'Application ID:' field and a 'Name:' field. Below these fields, there are 'Close' and 'Add' buttons, with the 'Add' button containing a 'Primary Specialty' option that is highlighted with a red box. The main section is titled 'Specialty/Subspecialty List' and includes a 'Filter By' dropdown, a 'Go' button, and 'Save Filters' and 'My Filters' buttons. A table lists the following data:

Specialty/Subspecialty	Provider Type	End Date
<input type="checkbox"/> Community Transition Services Navigator/Community Health Worker	NON-PHYSICIANS	12/31/2999

At the bottom of the table, there are 'Delete', 'View Page: 1', 'Go', 'Page Count', and 'SaveToXLS' buttons. The status 'Viewing Page: 1' is displayed, along with navigation buttons for 'First', 'Prev', 'Next', and 'Last'.

Rendering/Servicing Step 2: Primary Specialty

- From the Primary Specialty/Subspecialty select the specialty that has been added for the provider from the dropdown menu.
- Click Save when complete to return to the Specialty/Subspecialty screen.

(Please Note: There is no need to fill in an End Date)

The screenshot displays the CHAMPS web application interface. At the top, the CHAMPS logo is visible on the left, and a navigation bar contains 'Provider', 'Last Login: 09 NOV, 2021 10:19 AM', and utility icons for 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. Below the navigation bar, the breadcrumb trail reads 'New Enrollment > Individual Enrollment'. The main content area features an 'Application ID:' field and a 'Name:' field. A 'Close' button and a 'Save' button (highlighted with a red box) are positioned below these fields. The primary section is titled 'Primary Specialty For Enrollment'. It contains a dropdown menu for 'Primary Specialty/Subspecialty' with the selected value 'NON-PHYSICIANS/Community Transition Services Navigator/Corr *'. A red arrow points to this dropdown. To the right of the dropdown, a note states: 'Your designation and attestation of a primary specialty will be utilized to identify and evaluate your eligibility for the Primary Care Rate Increase. (If Board Certified, please provide Board Certification No. in License/Certification/Other step.)'. Below this note are two radio button options: 'Board Certified: Yes No' and 'Board Eligible: Yes No'. At the bottom of the form, there are 'Start Date:' and 'End Date:' fields. The 'Start Date' is set to '01/01/2015' and the 'End Date' is empty. A red asterisk is placed to the right of the 'Start Date' field.

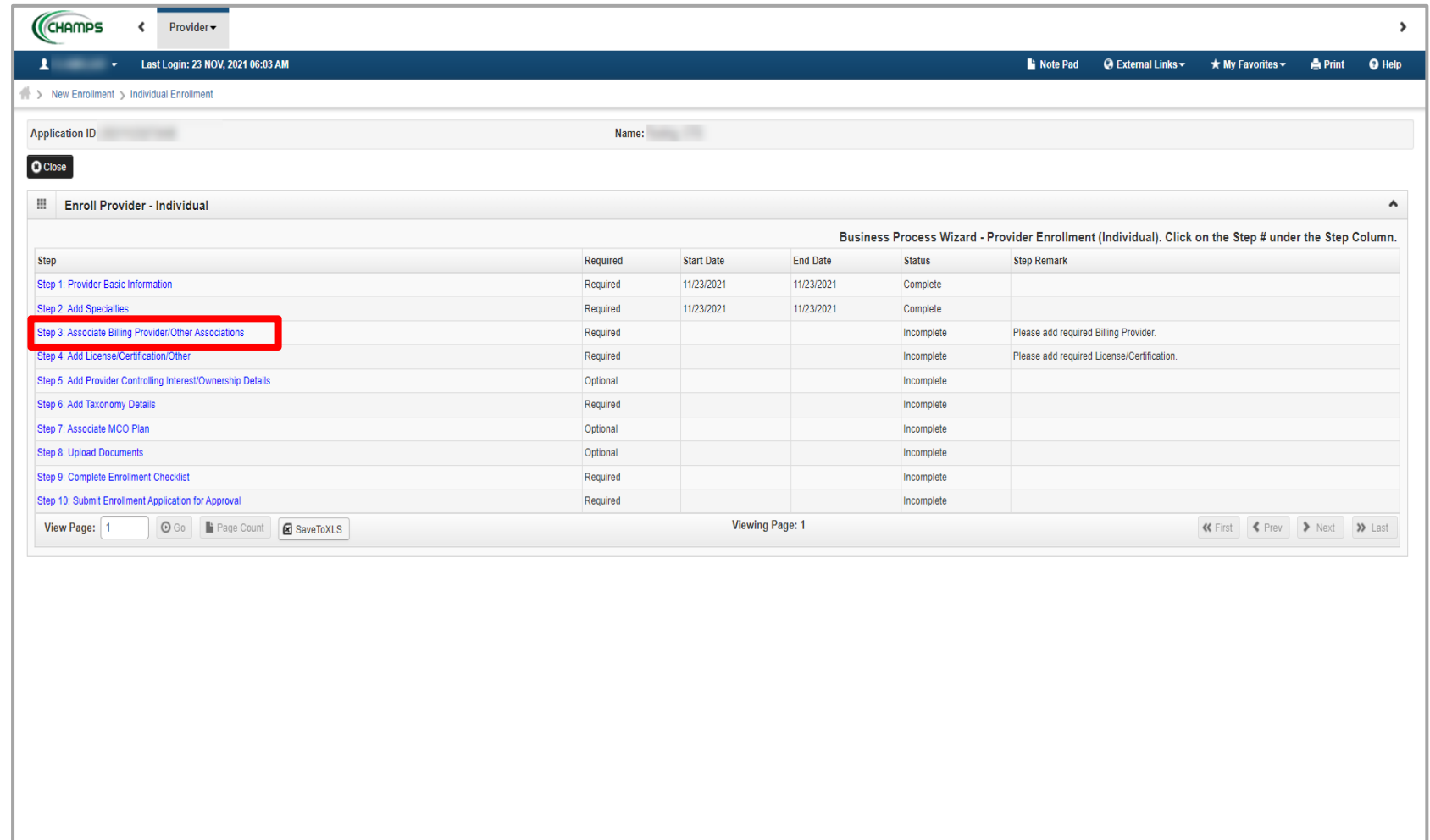
Rendering/Servicing Step 2: Add Specialties

- Click close to return to the Business Process Wizard or list of enrollment steps.

The screenshot displays the CHAMPS web application interface. At the top, there is a navigation bar with the CHAMPS logo, a 'Provider' dropdown menu, and a user profile section showing 'Last Login: 09 NOV, 2021 10:19 AM'. To the right of the navigation bar are utility icons for 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. Below the navigation bar, the breadcrumb trail reads 'New Enrollment > Individual Enrollment'. The main content area features an 'Application ID' and 'Name' field at the top. Below these fields are buttons for 'Close', 'Add', and 'Primary Specialty'. The 'Close' button is highlighted with a red box. The central part of the interface is titled 'Specialty/Subspecialty List' and includes a 'Filter By' dropdown menu, a 'Go' button, and 'Save Filters' and 'My Filters' buttons. A table with the following columns is visible: 'Specialty/Subspecialty', 'Provider Type', and 'End Date'. The table contains one entry: 'Community Transition Services Navigator/Community Health Worker' with 'NON-PHYSICIANS' as the provider type and '12/31/2999' as the end date. At the bottom of the table area, there are 'Delete', 'View Page: 1', 'Go', 'Page Count', 'SaveToXLS', and 'Viewing Page: 1' options, along with navigation buttons for 'First', 'Prev', 'Next', and 'Last'.

Rendering/Servicing Step 3: Associate Billing Provider

- Rendering/Servicing only enrollment types will need to associate to a billing provider. This is the NPI/provider you are rendering services for or on behalf of.
- Click step 3: Associate Billing Provider/Other Associations
- Information needed:
 - NPI of Billing Provider
 - Start Date
- Refer to [Enrollment Guide for Rendering/Servicing Providers](#) for complete step-by-step instructions.



CHAMPS Provider

Last Login: 23 NOV, 2021 06:03 AM

Note Pad External Links My Favorites Print Help

New Enrollment Individual Enrollment

Application ID: [REDACTED] Name: [REDACTED]

Close

Enroll Provider - Individual

Business Process Wizard - Provider Enrollment (Individual). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	11/23/2021	11/23/2021	Complete	
Step 2: Add Specialties	Required	11/23/2021	11/23/2021	Complete	
Step 3: Associate Billing Provider/Other Associations	Required			Incomplete	Please add required Billing Provider.
Step 4: Add License/Certification/Other	Required			Incomplete	Please add required License/Certification.
Step 5: Add Provider Controlling Interest/Ownership Details	Optional			Incomplete	
Step 6: Add Taxonomy Details	Required			Incomplete	
Step 7: Associate MCO Plan	Optional			Incomplete	
Step 8: Upload Documents	Optional			Incomplete	
Step 9: Complete Enrollment Checklist	Required			Incomplete	
Step 10: Submit Enrollment Application for Approval	Required			Incomplete	

View Page: 1 Go Page Count SaveToXLS Viewing Page: 1

« First < Prev > Next » Last

Rendering/Servicing Step 3: Associate Billing Provider

- Click Add to associate to the CTS FAO enrollment provider.

The screenshot displays the CHAMPS web application interface. At the top, the CHAMPS logo is visible on the left, and a navigation menu includes 'Provider'. The user's last login is shown as '23 NOV, 2021 06:03 AM'. The breadcrumb trail indicates the current location: 'New Enrollment > Individual Enrollment'. Below this, there are input fields for 'Application ID:' and 'Name:'. A 'Close' button and an 'Add' button (highlighted with a red box) are positioned below these fields. The main section is titled 'Billing Provider/Other Associations List' and contains a filter section with a 'Filter By' dropdown, two input fields, and a 'Go' button. To the right of the filter section are 'Save Filters' and 'My Filters' buttons. Below the filter section is a table with the following columns: 'NPI/Provider ID', 'Provider Name', 'Enrollment Type', 'Start Date', 'End Date', and 'Status'. The table is currently empty, and a red message 'No Records Found!' is displayed below the table headers.

Rendering/Servicing Step 3: Associate Billing Provider

- Select NPI from the Type dropdown menu.
- Enter the NPI in the ID field.
- Enter the start date.
- Click confirm provider.

The screenshot displays the CHAMPS web application interface. At the top, the CHAMPS logo and a navigation menu are visible. The browser address bar shows the URL: `milogintpqa.michigan.gov/champs-5010uat/ecams/CNSControlServlet`. The main content area is titled "Associate Billing Provider/Other Associations" and contains the following fields:

- Type:** A dropdown menu with a red arrow pointing to it.
- ID:** A text input field with a red arrow pointing to it.
- Start Date:** A date picker field with a red arrow pointing to it.
- Provider Name:** A text input field.
- Enrollment Type:** A text input field.
- Applicant Type:** A text input field.
- End Date:** A date picker field.

At the bottom right of the form, the "Confirm Provider" button is highlighted with a red box. The page ID is displayed as `dlgBillingProviderID(Provider)` at the bottom of the browser window.

Rendering/Servicing Step 3: Associate Billing Provider

- After clicking the confirm provider button the screen will display the provider's name and enrollment type .
- Click Ok.
- Refer to [Enrollment Guide for Rendering/Servicing Providers](#) for complete step-by-step instructions.

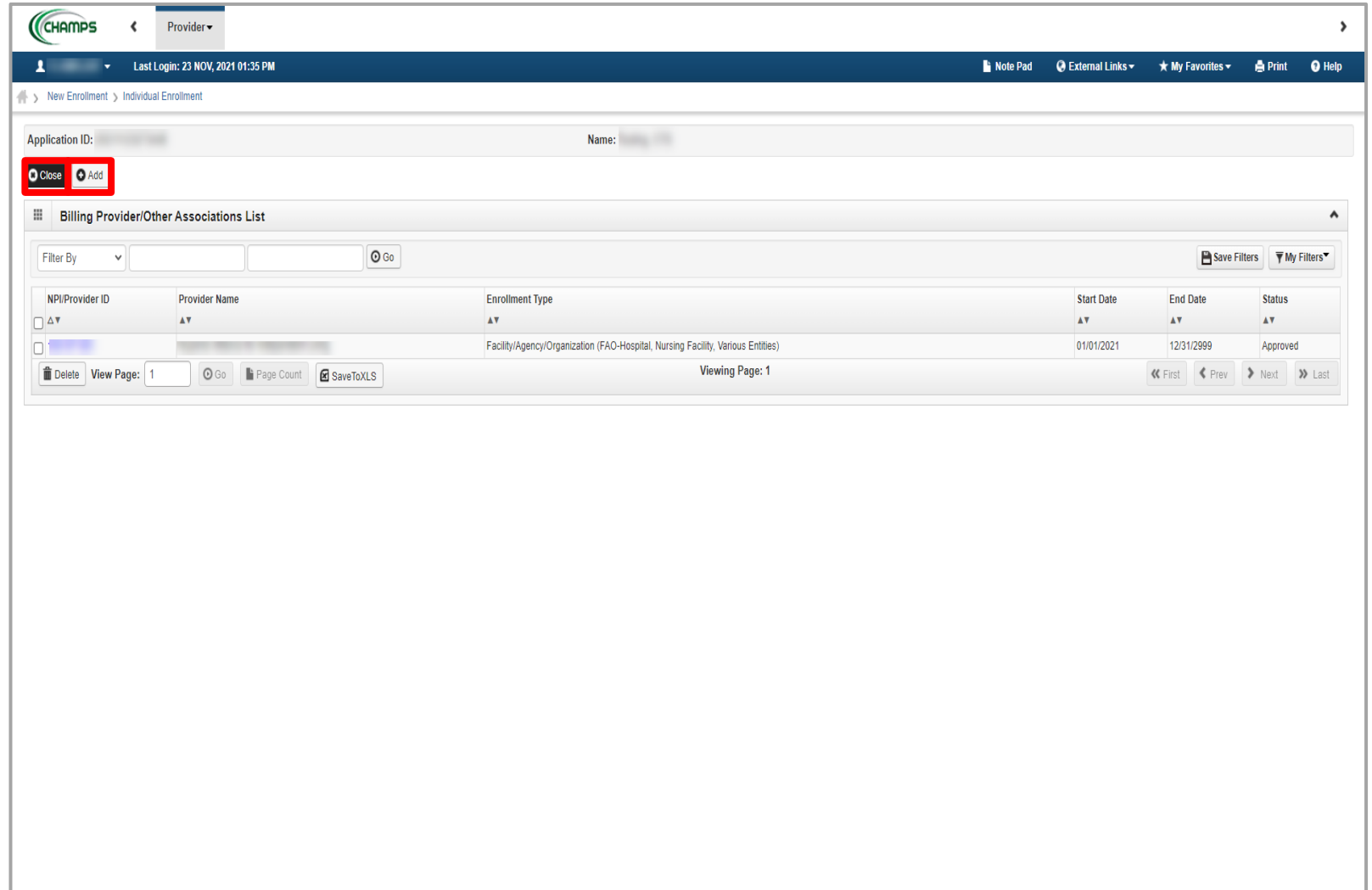
The screenshot shows a web browser window displaying the CHAMPS application. The browser address bar shows the URL: `milogintpqa.michigan.gov/champs-5010uat/ecams/CNSIControlServlet`. The application header includes the CHAMPS logo and a user profile with the text "Last Login: 23 NOV, 2021 11:24 AM". The main content area is titled "Associate Billing Provider/Other Associations" and contains the following form fields:

- Type:** A dropdown menu with "NPI" selected.
- ID:** A text input field.
- Provider Name:** A text input field.
- Enrollment Type:** A text input field.
- Applicant Type:** A text input field.
- Start Date:** A date picker showing "01/01/2021".
- End Date:** A date picker.

At the bottom of the form, there are three buttons: "Confirm Provider", "Ok" (highlighted with a red box), and "Cancel". The "Ok" button has a checkmark icon. The footer of the application displays "Page ID: dlgBillingProviderID(Provider)".

Rendering/Servicing Step 3: Associate Billing Provider

- To add additional Billing Provider/NPI information click Add.
- Click Close to return to the business process wizard.



The screenshot displays the CHAMPS web application interface. At the top, the CHAMPS logo is visible on the left, and a navigation menu includes 'Provider'. The user's last login is shown as '23 NOV, 2021 01:35 PM'. The breadcrumb trail indicates the current location: 'New Enrollment > Individual Enrollment'. Below this, there are input fields for 'Application ID' and 'Name'. A red box highlights the 'Close' and 'Add' buttons. The main section is titled 'Billing Provider/Other Associations List' and features a table with columns for NPI/Provider ID, Provider Name, Enrollment Type, Start Date, End Date, and Status. A single row is visible in the table with the following data: NPI/Provider ID (redacted), Provider Name (redacted), Enrollment Type 'Facility/Agency/Organization (FAO-Hospital, Nursing Facility, Various Entities)', Start Date '01/01/2021', End Date '12/31/2999', and Status 'Approved'. Below the table, there are controls for 'View Page: 1', 'Page Count', 'SaveToXLS', and navigation buttons for 'First', 'Prev', 'Next', and 'Last'.

Rendering/Servicing

- Providers will need to complete all the required enrollment steps and submit the application for approval.
 - Refer to [Enrollment Guide for Rendering/Servicing Providers](#) for complete step-by-step instructions.
- To track the status of the application it's important to take note of the Application ID—[Track Application Resource](#)

Application ID: [REDACTED] Name: [REDACTED]

Close

Enroll Provider - Individual

Business Process Wizard - Provider Enrollment (Individual). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	11/23/2021	11/23/2021	Complete	
Step 2: Add Specialties	Required	11/23/2021	11/23/2021	Complete	
Step 3: Associate Billing Provider/Other Associations	Required	12/01/2021	12/01/2021	Complete	
Step 4: Add License/Certification/Other	Required			Incomplete	Please add required License/Certification.
Step 5: Add Provider Controlling Interest/Ownership Details	Optional			Incomplete	
Step 6: Add Taxonomy Details	Required			Incomplete	
Step 7: Associate MCO Plan	Optional			Incomplete	
Step 8: Upload Documents	Optional			Incomplete	
Step 9: Complete Enrollment Checklist	Required			Incomplete	
Step 10: Submit Enrollment Application for Approval	Required			Incomplete	

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

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

Billing Information

All claims must be submitted in accordance with the policies, rules, and procedures as stated in the [Michigan Medicaid Provider Manual](#) and in compliance with applicable coding guidelines and conventions.

The following slide will include resources for direct data entry (DDE) and electronic submission.

Claim Submission

- Claims must be submitted under the FAO domain using either a Claims Access or Full Access profile.
- Click on any of the below hyperlinks for detailed instructions.
- [CHAMPS Claims Resources](#)
- Direct Data Entry:
 - [Professional](#)
 - [Search Template](#)
- Electronic Billing:
 - [Electronic Submissions Transactions](#)
 - [HIPAA – Companion Guides](#)
 - [Submitting Files Electronically](#)
- [Community Transition Services Program Grid & Fee Schedule](#)

The screenshot displays the CHAMPS Provider Portal interface. At the top, there are navigation tabs for 'My Inbox', 'Provider', 'Claims', 'Member', and 'PA'. The 'Claims' tab is selected, and a dropdown menu is open, showing options: 'CLAIM SUBMISSION' (highlighted with a red box), 'Submit Professional', 'Submit Institutional', 'Submit Dental', and 'Search Template'. Below the dropdown, there are sections for 'System Notifications' (including a notice about system downtime on November 2nd, 2019), 'My Reminders', and a table for 'Alerts'. The table currently shows 'No Records Found!'. On the right side, there is a 'Calendar' widget showing the date 7 November 2019 (Thursday) and a calendar grid for November 2019.

This presentation, including screen images, is based on a CHAMPS Full Access Profile. Additional features/tabs will vary based upon profiles selected.

Provider Resources



CTS website: https://www.michigan.gov/mdhhs/0,5885,7-339-71551_2945_42542_42543_42546_42551-481963--,00.html



We continue to update our Provider Resources:

[CHAMPS Resources](#)

[Listserv Instructions](#)

[Provider Alerts](#)

[Medicaid Provider Training Sessions](#)



Provider Contact:

Provider Support:

1-800-292-2550

ProviderSupport@Michigan.gov

CTS Contact:

mdhhs-msa-nftservices@michigan.gov



Thank you for participating in the Michigan Medicaid Program