

Provider Relations

CHAMPS: Adding and Removing My Favorites

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:

- o Domain Administrator
- o CHAMPS Full Access
- o CHAMPS Limited Access
- Prior Authorization Access
- MCO Provider Access
- o Eligibility Inquiry
- Provider Enrollment Access
- Provider Enrollment View Access
- Billing Agent Access Access
- Claims Access Access



Provider Relations

Adding a Favorite Function in CHAMPS

Users can add a frequently used function as a favorite so they can be accessed from the CHAMPS login screen or My Favorites menu. To add a function as a favorite, click the star next to that function.

In the example below Claim Inquiry has been selected. When selected, the star will be highlighted yellow. There is no limit to the number of favorites that can be added to a user's login.

CHAMPS	K My Inbox	Claims 🕶	Member + PA +							>
1	CLAIM SUBMISSION				Note Pad	External L	nks v	★ My Favorites -	🖨 Print	Help
👫 🖒 Provider Portal	Submit Professional	π								
10	Submit Institutional	π								
NPI:	Submit Dental	*	Name:							
C Latest update	s Search Template	π			^		Calend	ar		^
System Notific	MANAGE CLAIMS						14:0	3 24 January 20 Friday)20	
Due to R10	Adjust/Vold Claim Provider	π	AMPS system will be down I	between 7:00	PM EST			2020 Janua	ŋ	
Friday, Nov	INQUIRE CLAIMS		AM EST Saturday, November	2nd, 2019. 1	This outage will	м	o Tu	We Th	Fr Sa	Su
affect the C	Claim Inquiry	*	or all functionality			- 6	7	1 2	3 4	
anect the c	′		or all functionality.			1:	14	15 16	17 18	
	RA LIST					2	21	22 23	24 25	
	RA List	*			•	2	28	29 30	31	
							+	loday		→
My Reminder	INQUIRE PHARMACY CLAIMS				^					
Filter By •	Inquire Pharmacy Claims - Provider	*	O G0		Save Filters Thy Filters					
Alert Type	Alert Message		Alert Date	Due Date	Read					
	A.T		∆ ▼	A.T	A.T					
			No Records Found !							

When a user logs into CHAMPS, they will have the option to select a previously marked favorite by selecting the Domain, Profile, and a Favorite and clicking Go. Users will be taken directly to the selected Favorite function.

CHAMPS	
Community Health Automated Medicaid Processing System	
CHAMPS Full Access * *	
Select Favorite T O Go	
PA Inquire Select Favorite	
© CNSI 2017	



Provider Relations

Previously saved Favorites can be viewed by clicking the My Favorites dropdown from the blue utility bar. Selecting a Favorite from this dropdown will also take you to the corresponding function.

CHAMPS «	My Inbox - Provider - Clain	ns≖ Member≖ PA≖											>
Last Log	jin: 24 JAN, 2020 02:10 PM				🕒 Note	Pad			t My Fav	rorites -	🊔 Pr	int	🕑 Help
Provider Portal NPI:			Name				Inquire Eligibili PA Inqu	Claim - I ty Inquiry iire	Provider /	0			
C Latest updates						^	h Ca	liendai	r				^
System Notification							1	4:16	24 J Frid	lanuary 20 ay	20		
Due to R10c-1	.7.0.2 Release, the	CHAMPS syst	tem will be o	down between /:	00 PM EST				202	20 Januar	у		
Friday, Novem	ber 1st through 2:0	00 AM EST Sa	turday, Nov	ember 2nd, 2019	This outage v	vill	Мо	Tu	We	Th	Fr	Sa	Su
affect the CHA	MPS system acces	ss for all funct	ionality.		-		6	7	1 8 15	2 9 16	3 10 17		
							20	21	22	23	24		
						•	27	28	29	30	31		
							+			Today		-	•
III My Reminders						^							
Filter By 🔻		O Go			Save Filters Thy Fil	ters▼							
Alert Type	Alert Message		Alert Date	Due Date	Read								
	A.		∆▼	▲ ▼	A.4								
		No Record	s Found !										

Removing a Favorite Function in CHAMPS

To delete a previously added Favorite, select the universal "no" icon next to the Favorite to be deleted. A popup message will display to acknolwledge the Favorite was deleted.

CHAMPS	My Inbox -	Provider -	Claims -	milogintpqa.michigan	gov says		1									
👤 Claims,Uat 👻 🛛 L	ast Login: 16 MAR, 20	20 03:55 PM		Deleted Successfully			d	@ Extern	al Links	•	★ My	Favorite	15 -	é.	Print	1 (D
> Provider Portal						OK			PA In	quire			0			
NPI: 1346508124					Name: GR Family Den	ital			Eligib	ility Inqui	ry		0			
C Latest update	s							^			Cale	ndar				^
System Notifica	ation									0	08:	52	17 M Tues	arch 20 day	020	
Due to R10	c-1.8.1 Re	lease , t	he CH/	AMPS syste	em will be u	navaila	ole					20	20 Mar	ch		
between 7:	00 PM ES	Γ Friday,	Janua	ry 24th thro	ough 2:00 A	AM EST				Мо	Tu	We	Th	Fr	Sa	Su
Saturday, J	anuary 25	th, 2020	. Due t	o MILogin s	system mai	ntenand	e,			2	3	4	5	6		
						TOwned				16	10	18	12	20		
CHAMPS S	ystem will	be unav	allable	e between s	0:00 PM ES	I Sunda	y,	•		23	24	25	26	27		
										30	31					
III My Reminders	3							^			F		Today			•
Filter By				O Go		Save Filters	▼ M	/ Filters*								
Alert Type	Alert Mes	sage		Alert Date	Due Date		Read									
■ ▲▼	**			∆▼	**		₩ ₩									
			No Re	cords Found !												

Once deleted, the function will no longer be displayed under the My Favorites tab. A deleted Favorite can be re-added as a Favorite again at any time.