CHAMPS: Notepad Feature

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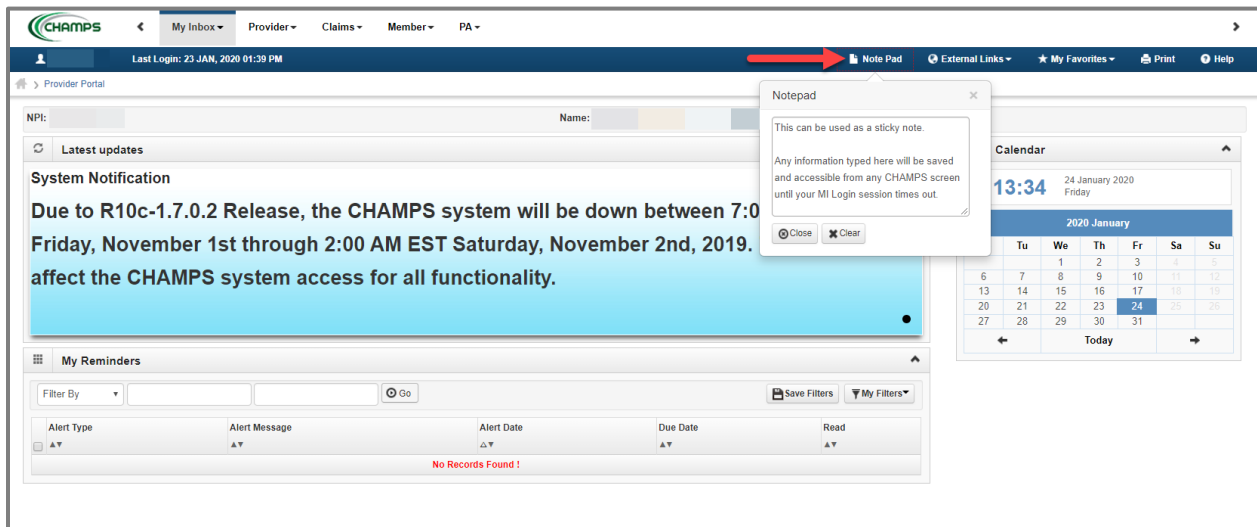
It is up to the Organization to determine the appropriate access a user should be granted. The Domain Administrator can assign the applicable profile to the User.

CHAMPS Available Profiles:

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

Utilizing the Electronic Sticky Note Feature in CHAMPS

Click the Note Pad function within the CHAMPS utility bar from any CHAMPS screen and a sticky note popup will display. Any information can be added. Click close when finished for information to save.

After closing the note pad, the information in the note pad will be saved and available from screen to screen by re-opening the note pad. Information will be available until the CHAMPS session times out, at which time it will be cleared. To clear the note prior to session time-out, click clear.