

CHAMPS Document Management Portal (DMP)

October 2025



“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

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Document Management Portal (DMP) Basics

The Document Management Portal (DMP) in CHAMPS is available to upload documents.

This tool allows providers and billers to submit supporting documentation electronically for Medicaid electronic claims.

DMP updated as of October 2025 with a new look and feel.

DMP Basics: What is DMP?

- The Document Management Portal (DMP) provides a browser-based interface to perform various tasks pertaining to submission of documents to Michigan Medicaid.
- DMP is only accessible through CHAMPS.
- MDHHS does not accept paper documentation via mail for any electronic claim.

Users accessing DMP can:



DMP Basics: Why use DMP?

- [Other Insurance Reporting Requirements](#)
- [DMP for Children's Special Healthcare Services \(CSHCS\)](#)
- [DMP FAQ's](#)

- There are several types of documents related to claim submission and processing that may need to be uploaded to DMP. A few common examples are:
 - Primary / Secondary Insurance EOB's
 - Consent / Sterilization forms
 - DME cost invoices
 - Supporting medical documentation
 - Predictive Modeling

DMP Basics: DMP Access Points

- Once in CHAMPS , the DMP can be accessed through:
 - The External Links dropdown;
 - Entering a claim via Direct Data Entry (DDE);
 - The Claim Adjustment Provider option when adjusting a paid claim.
- Regardless of the method selected documents will be uploaded and stored under the NPI being used to access CHAMPS.

External Links

Note Pad
External Links

Adult Foster Care	Taxonomy Codes
CRNA	USPS
Claim Reason and Remark Codes	
DocFinder License Verification	
Document Management Portal	
Electronic Visit Verification	
Home Help Provider Resources	
MDHHS web site	
Medicaid Code and Rate Reference	
Michigan Provider License	

Claims Direct Data Entry (DDE)

Submitted Professional Claim Details - Work - Microsoft Edge

Print Help

Submitted Professional Claim Details

TCN:

Billing Provider ID:

Billing Provider Name:

Beneficiary ID:

Beneficiary Name:

Date of Service:

Upload Documents Print Close

Claim Adjustment

Print Help

Header TCN: 4125 000
Beneficiary ID: Name:

Show

Header Details

Upload/View Documents

TCN: 4125 000
Original TCN: 312E 000
Bill Type: 0 * 1 * 4 * 7 *
Adjustment Source:

Claim Type:
No Of Lines: 1
Medicare: N
Pricing Rule:

Source: Web
Related Cause: NO
Commercial: N
Claim Status: In Process

Beneficiary ID: *
Gender: M-Male *
Patient Control Number: *

Last Name:
DOB: *
Medical Record Number:

First Name:
Age:

Benefit Plan:

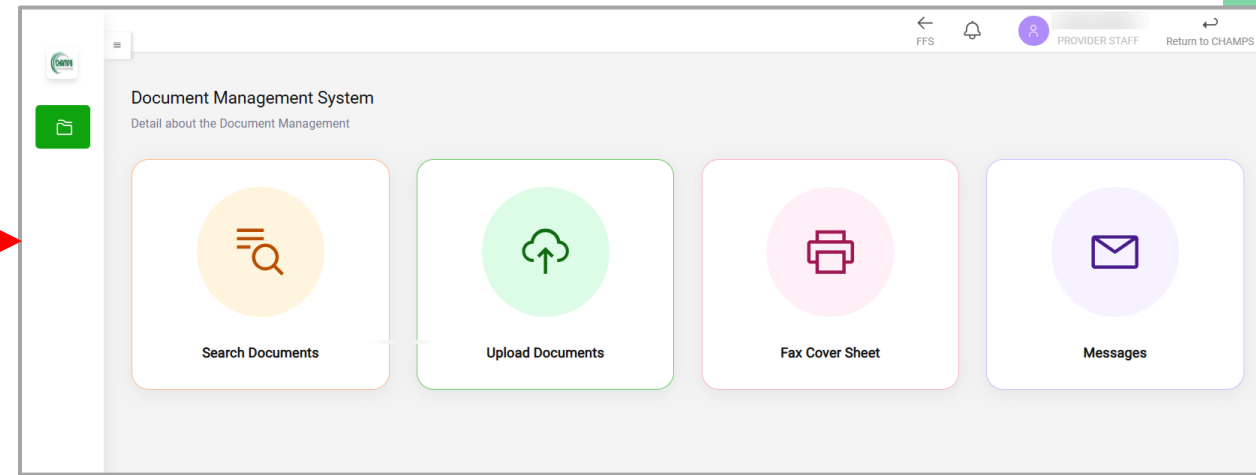
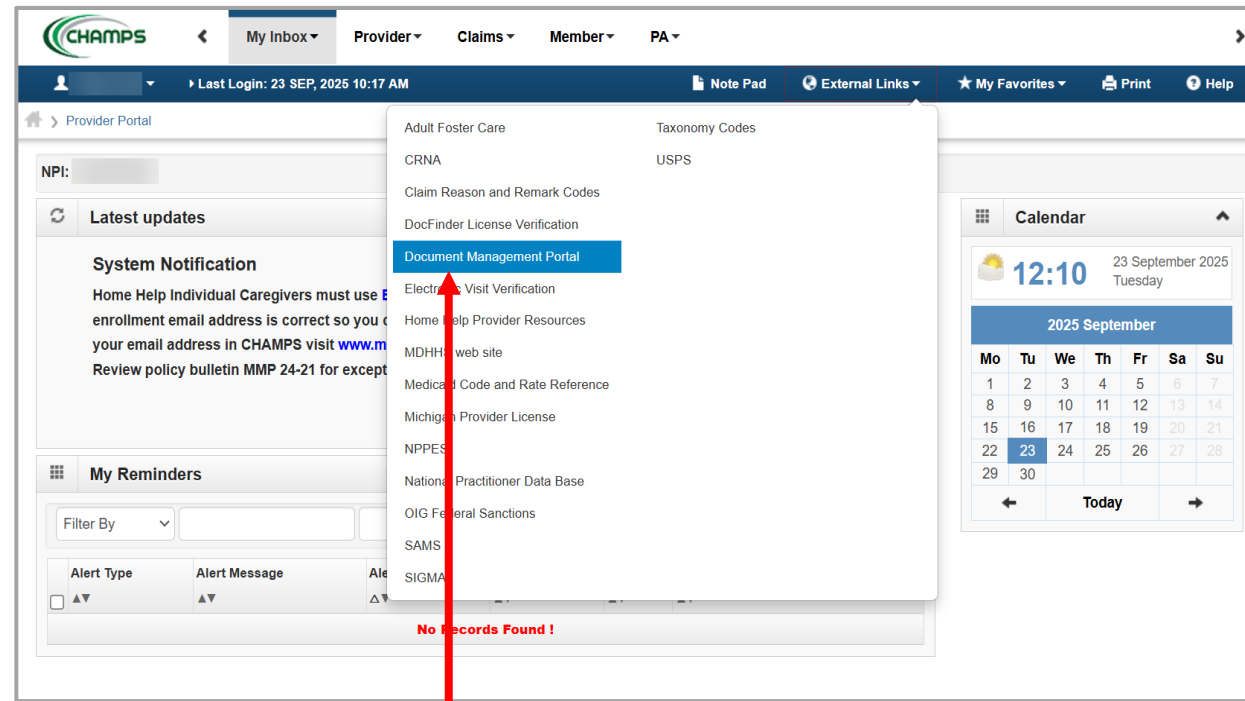
Billing Provider ID: * Type: NPI *
Billing Provider:

From Date: 06/02/2025 * To Date: 06/02/2025 *

Adjust Void Save Cancel

DMP Basics: DMP Landing page

- To get to the DMP Landing page click on External Links
- DMP will launch in a new window (make sure your pop-up blockers are turned off within the internet browser settings).



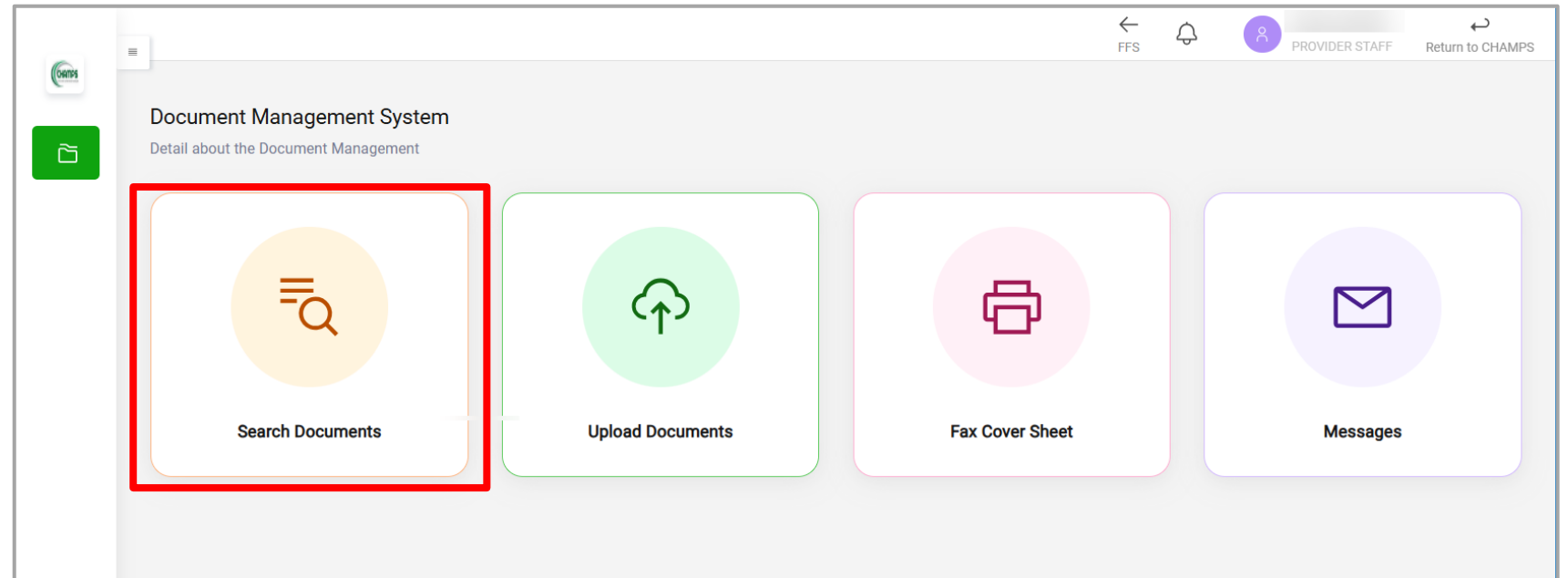
Search Documents

DMP offers users the ability to search for uploaded documents.

- [Document Management Portal \(DMP\) Resources](#)

Search Documents

- Select Search Documents
- When DMP is launched, the NPI will be prepopulated based on the NPI selected at login.
- Search for documents by entering different data in the search fields. If no date is entered, the last 500 documents in history will display.



Search Documents

- Fill in a criteria to search for a specific document or utilize the range feature to look for multiple documents.
- Click Search.

CHAMPS

PROVIDER STAFF

Return to CHAMPS

Search Documents

Detail about the Search Documents

Document Management Portal / Search Documents

NPI

Search Documents

Document Type

-SELECT-

Document Title

Select

Loaded From

MM/DD/YYYY

Loaded To

MM/DD/YYYY

Range

Custom Date

TCN

Sender Name

Sender Phone

(000) 000-0000

Beneficiary ID

Loaded On

MM/DD/YYYY

ID

Invoice Type

Select

Date of Service From

MM/DD/YYYY

Date of Service To

MM/DD/YYYY

Status

Select

Search

Search Results

My Filter Actions

Search

Document Type	Document Title	Document Name	ID	Invoice Type	TCN	NPI	Beneficiary ID	Date of Service From	Loaded On	Status	View Message
---------------	----------------	---------------	----	--------------	-----	-----	----------------	----------------------	-----------	--------	--------------

No records found!

Items per page: 0-0 of 0 item1 of 1 page

Search Documents

- Documents will display.
- Take note of the Status column and View Message Column.
- From here users can verify if consent forms have been approved or if there may be a message to let you know additional documentation is needed for predictive modeling.

[Save Filter](#)
[Clear](#)
[Search](#)

[My Filter](#)
[Actions](#)

Search

<input type="checkbox"/>	Document Type	Document Title	Document Name	ID	Invoice Type	TCN	NPI	Beneficiary ID	Date of Service From	Loaded On	Status	View Message	Send Message	Action
<input type="checkbox"/>	Consent Forms	Hysterectomy Form		2025	11					09/16/2025 03:07:42 PM	Rejected			
<input type="checkbox"/>	Consent Forms	Hysterectomy Form		2025	13					09/16/2025 03:07:44 PM	Submitted			
<input type="checkbox"/>	Consent Forms	Hysterectomy Form		2025	12					09/16/2025 03:07:43 PM	Submitted			
<input type="checkbox"/>	Consent Forms	Voluntary Sterilization Form		OF	36	3125 3125				09/05/2025 02:46:59 PM	Submitted			
<input type="checkbox"/>	Consent Forms	Voluntary Sterilization Form		OF	29	3125				09/05/2025 02:37:11 PM	-			
<input type="checkbox"/>	Consent Forms	Hysterectomy Form		OF	06	3125				09/05/2025 02:33:24 PM	Submitted			
<input type="checkbox"/>	Consent Forms	Hysterectomy Form		OF	01	2125				09/04/2025 02:47:27 PM	Submitted			
<input type="checkbox"/>	Consent Forms	Voluntary Sterilization Form		OF	27	2125				09/04/2025 02:43:35 PM	Submitted			
<input type="checkbox"/>	Consent Forms	Hysterectomy Form		OF	20	2125				09/02/2025 03:09:20 PM	Submitted			

Items per page: 10
 1-9 of 9 items
 1 of 1 page

Upload Documents

There are times when providers need to upload forms, additional medical documentation, or include an Explanation of Benefits. This is where the upload feature comes into play.

Upload Documents

When Uploading Documentation:



A maximum of 5 attachments are allowed per upload with a maximum size of 30 MB per attachment.



All upload instructions are located at the top of the DMP upload documents page in the instructions section.



All fields marked with an asterisk (*) are required.



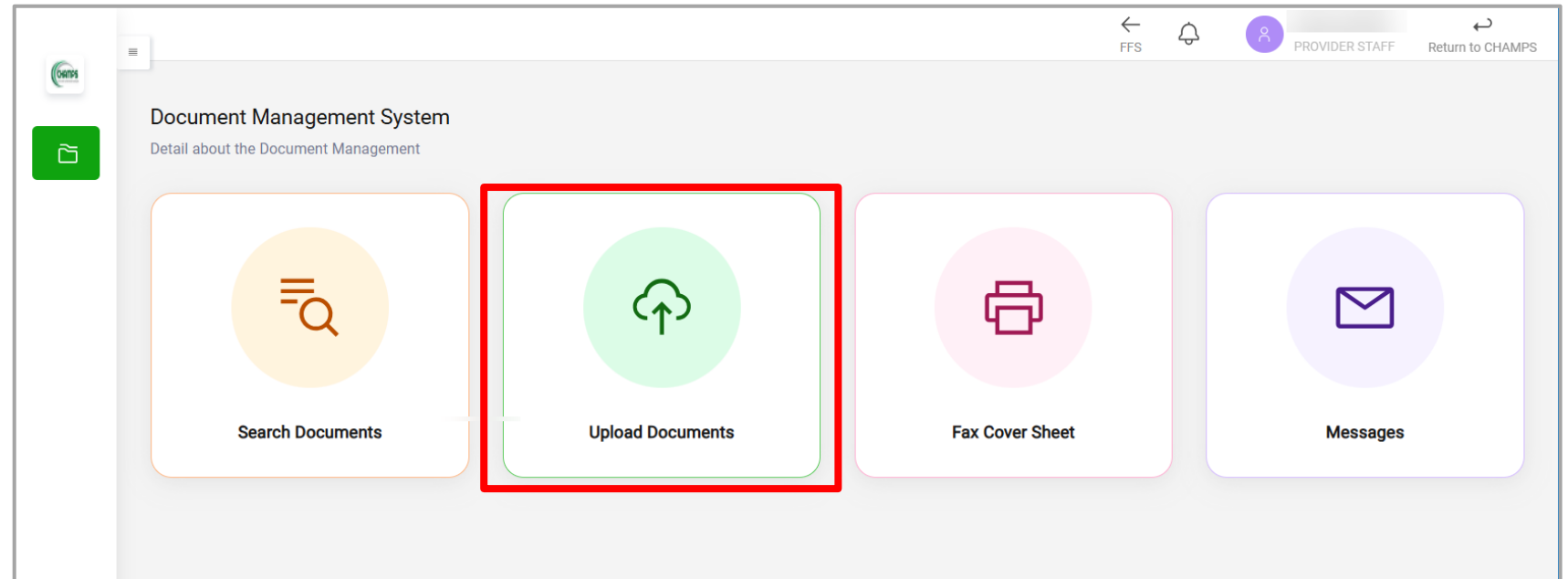
Documents can be shared across 5 different NPI



Only TCN numbers that are listed in CHAMPS as in process or suspended are eligible to attach a document within DMP.

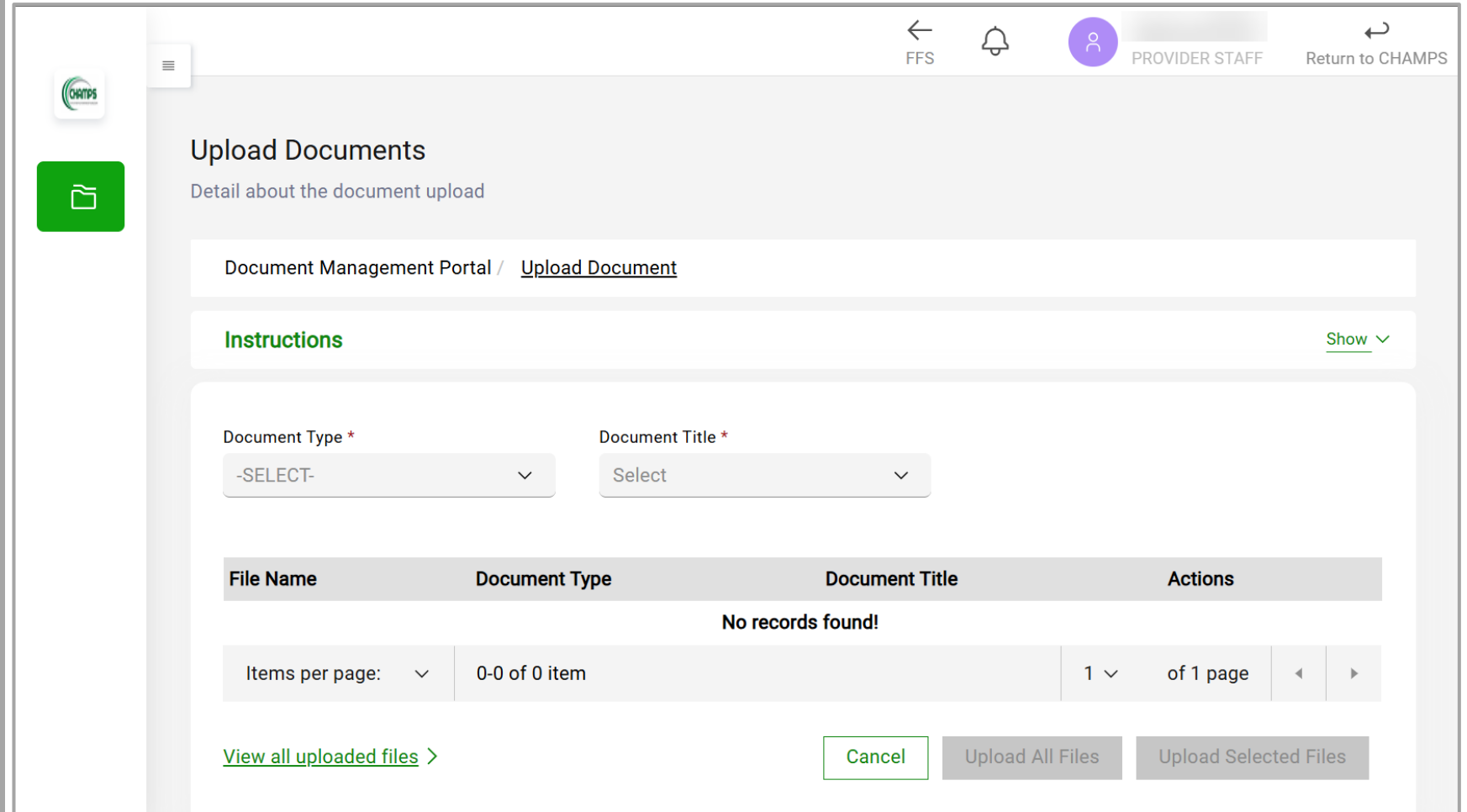
Upload Documents

- Click on Upload Documents
- Note: In circumstances where a procedure code requires supporting documentation or an EOB has been requested, providers need to add a claim note when submitting a claim that indicates "Documents sent via DMP."
- When submitting an electronic claim through a billing agent or a software vendor and the TCN number is unknown, please include the following note on the claim: "Documents sent via DMP (loop 2300 NTE segment)".
- [Common Denials Provider Tip](#)



Upload Documents

- The Upload Documents page will display. To upload a document, select the Document Type and Document Title from the dropdown options.
- Based on the Document Type and Title selected additional fields may be required.
- Such as,
 - A TCN is required only when the Document Title is 'PREDICTIVE MODELING'.
 - If a TCN is entered it must be the header TCN (ending in 000).
 - The date of service is required only when the Document Type chosen is 'CLAIM'.



The screenshot shows the CHAMPS 'Upload Documents' interface. At the top, there's a navigation bar with a CHAMPS logo, a menu icon, and user information for 'PROVIDER STAFF' with a 'Return to CHAMPS' link. The main heading is 'Upload Documents' with a subtitle 'Detail about the document upload'. Below this is a breadcrumb trail: 'Document Management Portal / Upload Document'. A green 'Instructions' section has a 'Show' link with a dropdown arrow. The form contains two required dropdowns: 'Document Type' (currently showing '-SELECT-') and 'Document Title' (currently showing 'Select'). Below the form is a table with columns: 'File Name', 'Document Type', 'Document Title', and 'Actions'. The table is empty, displaying 'No records found!'. At the bottom, there's a pagination bar showing 'Items per page: 1' and '0-0 of 0 item'. Navigation controls include 'View all uploaded files >', a 'Cancel' button, and two 'Upload' buttons: 'Upload All Files' and 'Upload Selected Files'.

CHAMPS

FFS

PROVIDER STAFF

Return to CHAMPS

Upload Documents

Detail about the document upload

Document Management Portal / [Upload Document](#)

Instructions

[Show](#) ▾

Document Type * -SELECT- ▾

Document Title * Select ▾

File Name	Document Type	Document Title	Actions
No records found!			

Items per page: ▾ 0-0 of 0 item 1 ▾ of 1 page ◀ ▶

[View all uploaded files >](#) Cancel Upload All Files Upload Selected Files

Upload Documents

- Enter the beneficiary ID.
- Click on the microscope icon to validate the Beneficiary ID and populate the First and Last Name.
- Enter all required fields marked with an asterisk(*).
 - Reminder, based on the Document Type and Title selected additional fields may become required.
- Click Validate.

Note: users can click the Show dropdown to review document upload instructions and requirements.

Document Management Portal / [Upload Document](#)

Instructions Show ▾

Document Type * Claim ▾ Document Title * EOB Insurance ▾

Beneficiary ID * [Microscope Icon] Beneficiary First Name * Beneficiary Last Name

NPI * Sender Name * Sender Phone *

TCN Claim Type -SELECT- ▾ Invoice Type -SELECT- ▾

Date of Service From * MM/DD/YYYY Date of Service To MM/DD/YYYY

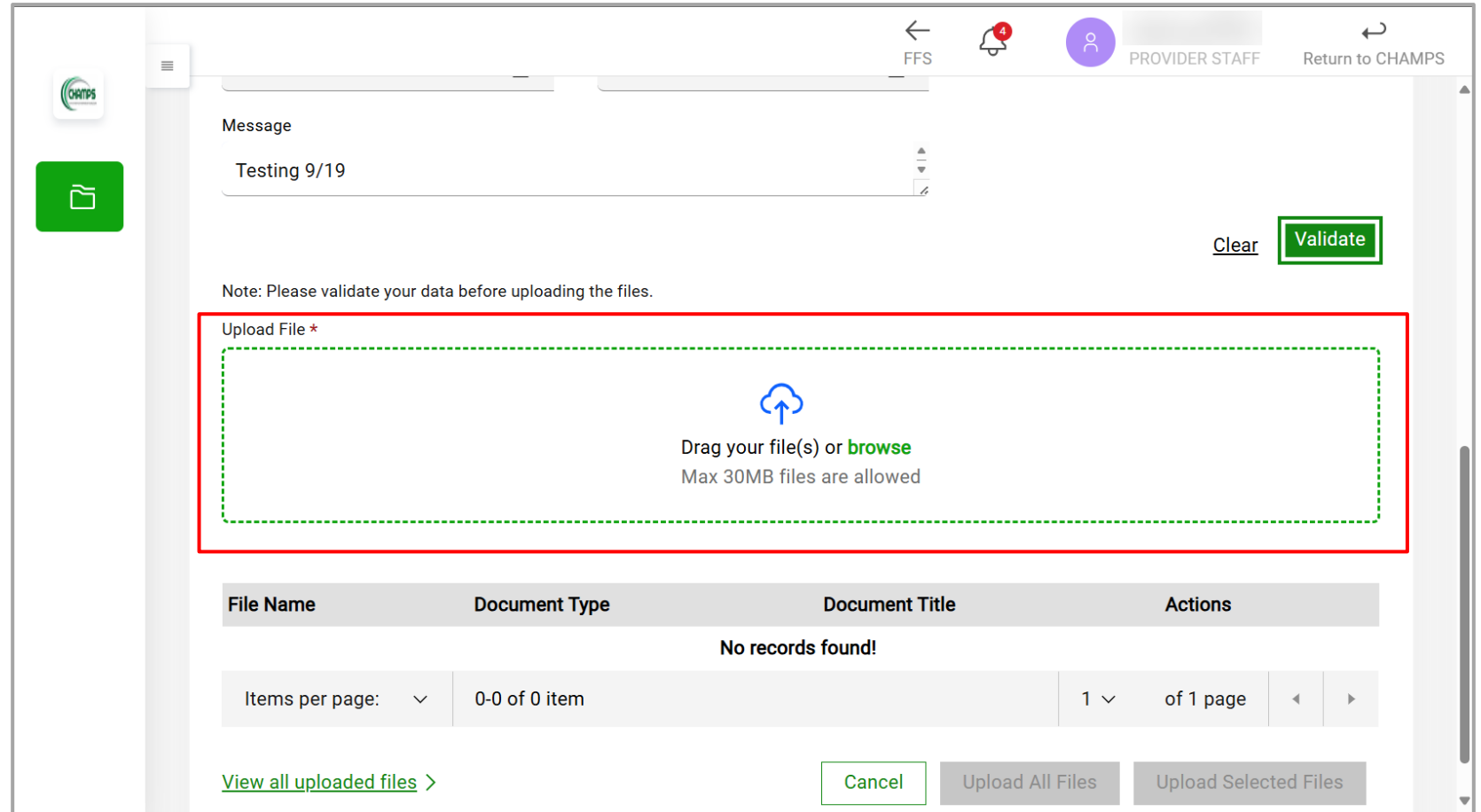
Message

[Clear](#) [Validate](#)

Note: Please validate your data before uploading the files.

Upload Documents

- The Upload Files box will turn green allowing the user to upload a document(s).
- Users can drag a file to the upload file field drop location or browse for a file by clicking browse.
- Reminder
 - a maximum of 5 attachments per upload .
 - a maximum of 30MB per attachment.
 - No spaces allowed in naming convention
 - Allowable file extensions for uploading: .pdf, .doc, .docx, .xls, .xlsx, .jpg, .jpeg, and .zip.



Message

Testing 9/19

[Clear](#) [Validate](#)

Note: Please validate your data before uploading the files.

Upload File *

Drag your file(s) or [browse](#)
Max 30MB files are allowed



File Name	Document Type	Document Title	Actions
No records found!			




Items per page: ▼ 0-0 of 0 item 1 ▼ of 1 page ◀ ▶

[View all uploaded files >](#) [Cancel](#) [Upload All Files](#) [Upload Selected Files](#)


Upload Documents

- After the user has located the required documents and opened them, the Files will display within the File Name section.
- User can choose to upload all files at once or the other option is to select specific documents if there are more than five documents to upload or files are too large.
 - To select certain files, check the box to the left of the file name.
 - Select Upload Selected Files
- Click Upload All Files.





PROVIDER STAFF



FFS


Return to CHAMPS

Clear

Validate







Note: Please validate your data before uploading the files.

Upload File *



Drag your file(s) or **browse**

Max 30MB files are allowed

<input type="checkbox"/>	File Name	Document Type	Document Title	Actions
<input type="checkbox"/>	notes3.docx 	Claim	EOB Insurance	
<input type="checkbox"/>	notes2.docx 	Claim	EOB Insurance	
<input type="checkbox"/>	notes1.docx 	Claim	EOB Insurance	

Items per page:

1-3 of 3 items

1

 of 1 page

[View all uploaded files >](#)

Cancel

Upload All Files

Upload Selected Files

Upload Documents

- The system will display upload in progress and then the File Upload Summary will display.
- Review the status to confirm files were uploaded successfully.
- Click Close.

The screenshot shows a web application interface with a modal window titled "File Upload Summary". The modal contains a green icon of a document with leaves, the title "File Upload Summary", and a summary of the upload: "Document type: Claim 3". Below this is a table with 5 columns: Document Type, Document Title, File Name, Document ID, and Status. The table lists three documents, all with a status of "Upload Successfully". A red box highlights a "Close" button in the bottom right corner of the modal. The background shows a blurred view of the "Upload Documents" page with a sidebar and a top navigation bar.

Document Type	Document Title	File Name	Document ID	Status
Claim	EOB Insurance	notes3.docx	20250923100004	Upload Successfully
Claim	EOB Insurance	notes2.docx	20250923100005	Upload Successfully
Claim	EOB Insurance	notes1.docx	20250923100006	Upload Successfully

Upload Documents

- Users are then taken back to the Upload Documents screen.
- To access additional features in the DMP select the menu button (four lines) and select Document Management.
- The four DMP options will display.
 - Search Documents
 - Upload Documents
 - Fax Cover Sheet
 - Messages

CHAMPS
Community Health Automated Medicaid Processing System

Document Management

- Search Documents
- Upload Documents
- Fax Cover Sheet
- Messages

Upload Documents
Detail about the document upload

Document Management Portal / [Upload Document](#)

Instructions [Show](#) ▼

Document Type * Select ▼ Document Title * Select ▼

Uploaded Documents

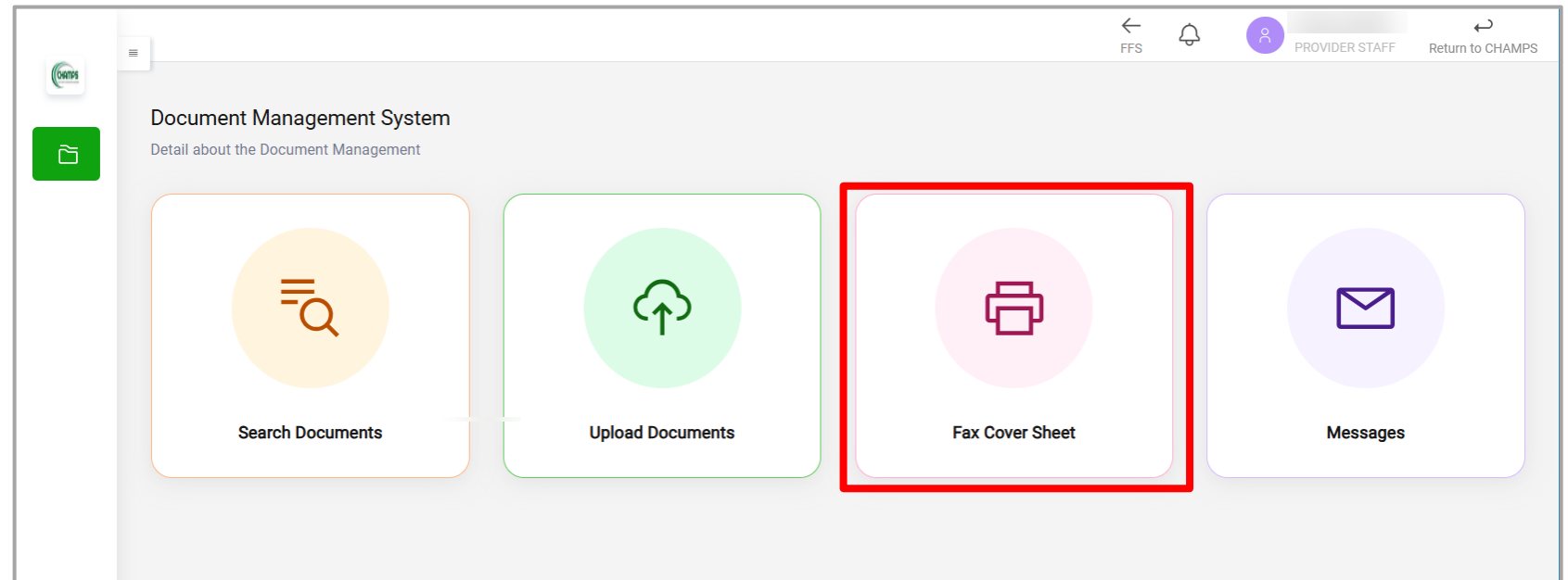
<input type="checkbox"/>	File Name	Document Type	Document Title
<input type="checkbox"/>	notes3.docx	Claim	EOB Insurance
<input type="checkbox"/>	notes2.docx	Claim	EOB Insurance
<input type="checkbox"/>	notes1.docx	Claim	EOB Insurance

Fax Cover Sheet

Steps on how to print a fax cover sheet to then fax documentation to MDHHS.

Fax Cover Sheet

- For users that need to fax documentation select the Fax Cover Sheet option.
- A new fax cover sheet must be created for each document submission and each beneficiary.
- Do not use the same cover sheet for multiple beneficiaries or dates of service.
 - Re-using cover sheets will result in documents being attached to the incorrect beneficiary and/or claim and increase the likelihood of a claim being denied.



Fax Cover Sheet Upload Method

- Select the Document Type and Document Title from the dropdowns.
- Fill in the required fields marked with an asterisk (*).
- Click Submit.

Note: users can click the Show dropdown to review document upload instructions and requirements.

The screenshot shows the 'Fax Cover Sheet' form in the CHAMPS portal. The form is titled 'Fax Cover Sheet' with a subtitle 'Detail about Fax Cover Sheet'. The breadcrumb trail is 'Document Management Portal / Fax Cover Sheet'. There is a green 'Show' dropdown button in the top right corner of the form area. The form contains several required fields marked with an asterisk (*): 'Document Type' and 'Document Title' are dropdown menus, both highlighted with a red box. Below them are 'Beneficiary ID', 'Date of Service' (with a calendar icon), 'TCN', 'Sender Fax', 'NPI' (with a dropdown arrow), 'Sender Name', 'Sender Phone', and 'Uat'. The 'Uat' field contains the text 'Uat'. At the bottom right, there are 'Clear' and 'Submit' buttons, with the 'Submit' button highlighted with a red box. The top navigation bar includes a back arrow, 'FFS', a notification bell with a red '5', a user profile icon, 'PROVIDER STAFF', and a 'Return to CHAMPS' link.

CHAMPS

FFS

PROVIDER STAFF

Return to CHAMPS

Fax Cover Sheet

Detail about Fax Cover Sheet

Document Management Portal / [Fax Cover Sheet](#)

Instructions Show ▾

Document Type * **Document Title ***

Select ▾ Select ▾

Beneficiary ID * **Date of Service*** **TCN**

MM/DD/YYYY

Sender Fax * **NPI *** **Sender Name ***

1003878539

Uat

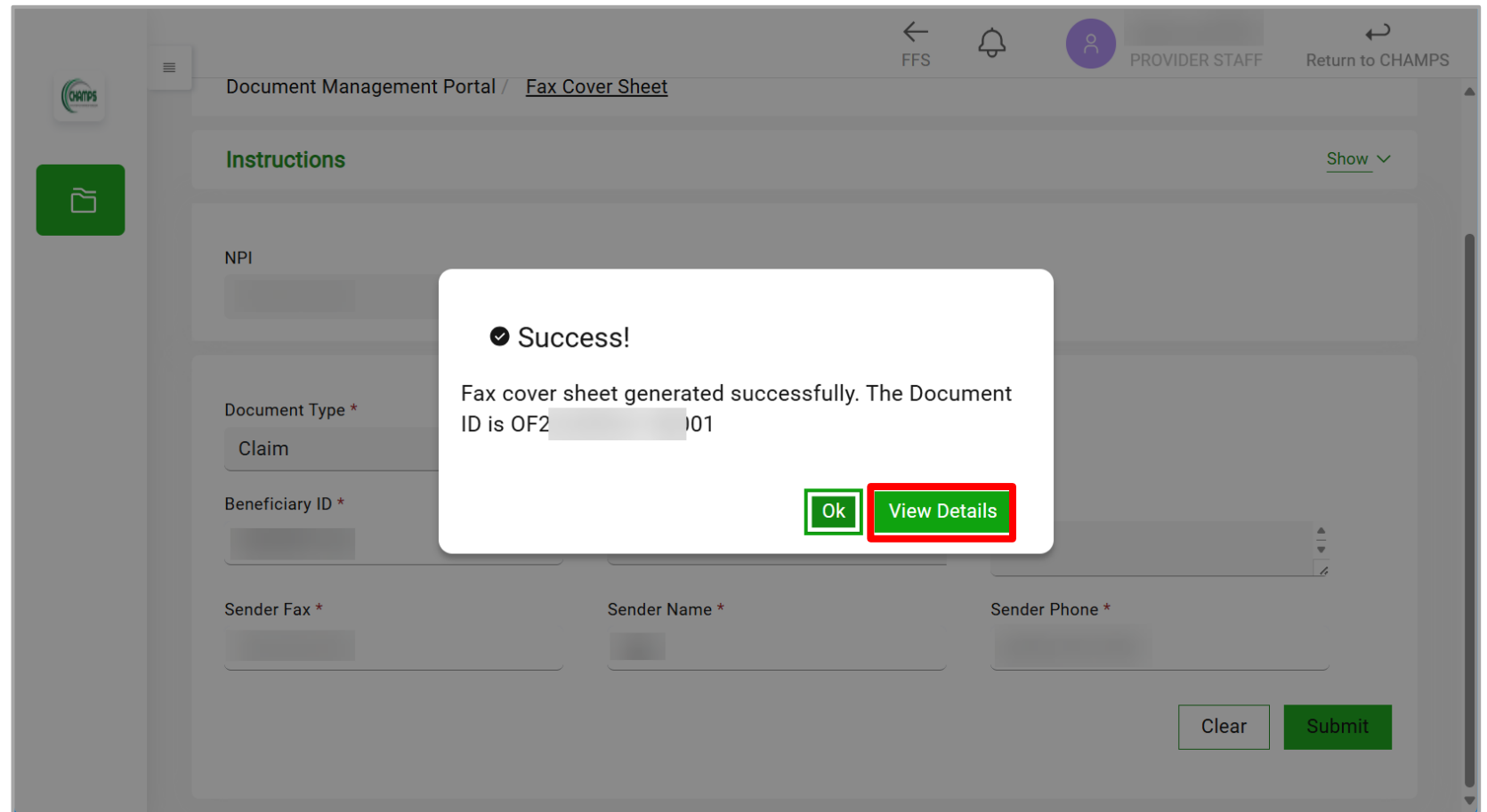
Sender Phone *

(000) 000-0000

Clear **Submit**

Fax Cover Sheet Upload Method

- Fax cover sheet confirmation will display.
- Click on View Details.



The screenshot shows the 'Document Management Portal / Fax Cover Sheet' page. A modal dialog box is displayed in the center with the title 'Success!' and a checkmark icon. The message inside the dialog reads: 'Fax cover sheet generated successfully. The Document ID is OF2 [redacted] 001'. At the bottom of the dialog, there are two buttons: 'Ok' and 'View Details'. The 'View Details' button is highlighted with a red border. In the background, the form fields for the fax cover sheet are visible, including 'NPI', 'Document Type *' (set to 'Claim'), 'Beneficiary ID *', 'Sender Fax *', 'Sender Name *', and 'Sender Phone *'. There are also 'Clear' and 'Submit' buttons at the bottom right of the form.

Fax Cover Sheet Upload Method


- The Fax Cover Sheet will display. Users can print from here or download and then print.
- Take the printed fax cover sheet and fax it with the appropriate documentation to the number on the top of the cover sheet.
- The barcode on each fax cover sheet is unique.
- Include the notation "Documents uploaded in DMP" in the Claim Note area (NTE02 Segment, Loop 2300) and Reference Code "ADD" (NTE01 Segment, Loop 2300) within the electronic claim.
- Allow 1 business day for document to be attached in DMP.

Download


MDHHS
Michigan Department of Health & Human Services
GRETCHEN WHITMER, GOVERNOR | ELIZABETH HERTEL, DIRECTOR


ONLINE FAX COVER SHEET


Consent Forms Approval Area Fax Number: 855-452-3353
Institutional Claim Documentation Review Area Fax Number: 855-452-3354
Predictive Modelling Claim Documentation Review Area Fax Number: 855-452-3356
Professional/Dental Claim Documentation Review Area Fax Number: 855-452-3355

Fax Control Number : 

OF201

Beneficiary ID : 


NPI : 


TCN : 


Document Type : Claim

Document Title : EOB Insurance

Date of Service : 09/10/2025

Sender Name : 

Sender Fax : 

Sender Phone : 

Any Questions, Call MDHHS Provider Inquiry: 1-800-292-2550

CONFIDENTIALITY NOTICE: The transmitted documents are intended only for the use of the individual or entity named under "TO:" above. This may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any disclosure, distribution or copying, or the taking of any action in regard to the contents of this information is strictly prohibited. If you have received this fax in error, please telephone us immediately so that we can correct the error and arrange for destruction or return of the faxed document.

MSA-0003-DMP(08-13)

Do not reuse the same fax cover sheet for multiple claims or dates of service.

Messages: Predictive Modeling Function

Messaging within the DMP application allows MDHHS staff to communicate to Medicaid providers and request documentation that is missing or inadequate to support the services rendered.

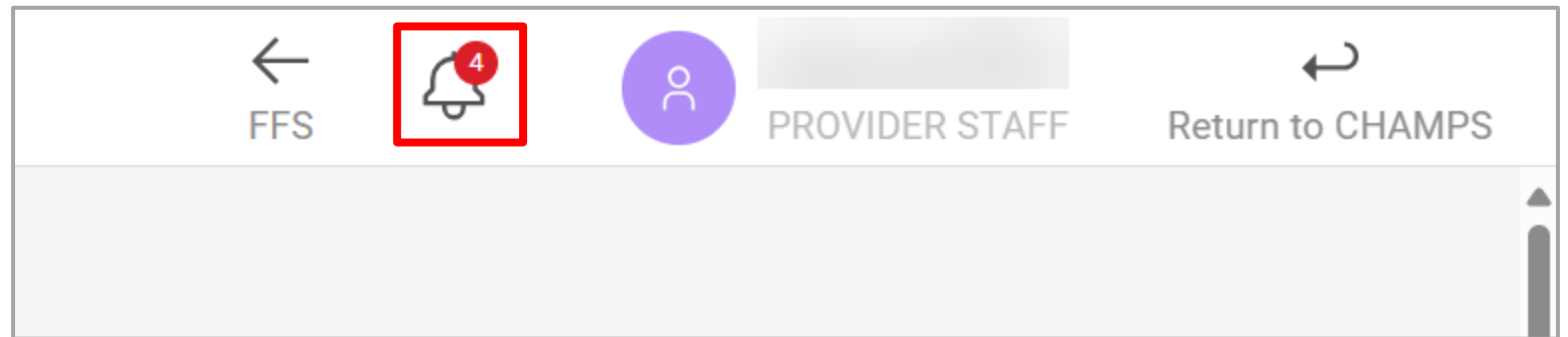
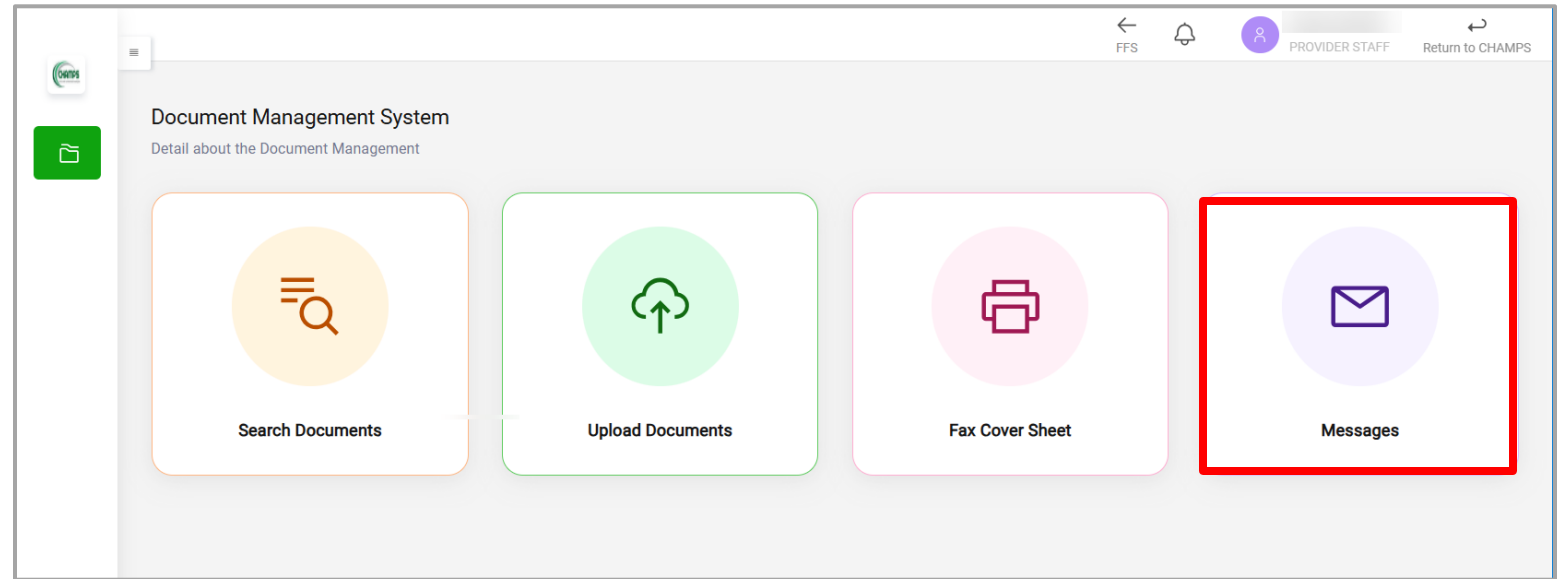
- [Predictive Modeling Provider Tip](#)
- [Predictive Modeling FAQ's](#)

Messages: Predictive Modeling Function

- Predictive Modeling (PM) was implemented to identify billing irregularities prior to payment of a claim. In general, CHAMPS suspends any claim with a billing irregularity.
- Once the claim suspends for Predictive Modeling, the following CARC/RARC is appended to the claim for the initial documentation request
 - CARC 252: An attachment/other documentation is required to adjudicate this claim/service.
 - RARC N706: Missing documentation
- CHAMPS generates a Predictive Modeling medical request letter that is then sent to the provider.
- When the PM letter is issued, the provider has 45 calendar days to upload the necessary medical records/documentation through the Document Management Portal (DMP) to the TCN that is being audited. Reference [Upload Document section](#).
 - The messaging function is only utilized for medical documentation submitted via DMP or FAX. Not mail.
- The PM documentation is reviewed. If determined documentation is missing and/or additional information is needed, another edit is appended to the claim. A message is sent through the DMP to advise additional information is needed. The provider has 10 business days from the additional information request to respond.
 - The DMP message is sent to the person that uploaded the medical documentation.

Messages: Predictive Modeling Function

- The provider will receive an email notification when a new message is in the DMP message inbox.
 - The email notification is sent to the email address associated to the MiLogin user ID in CHAMPS.
 - Make sure that the MDHHS email address is saved in your address book to eliminate messages going to SPAM or JUNK.
 - MDHHS-MedicaidPayments@Michigan.gov
- To view messages, click the Messages tab in DMP or to see recent notifications, click on the bell at the top right.



Messages: Predictive Modeling Function

- Messages will display.
- Click on the blue hyperlink within the Messages column to review a message.

CHAMPS

Message

Detail about the Message

Document Management Portal / Message

NPI

Inbox

Sent

Deleted

Archive

Filter By

-SELECT-

Search

Search

Add Criteria











Search

Inbox

My Filter

Actions

Search

	Subject	Message	Beneficiary ID	Beneficiary First Name	Beneficiary Last Name	Beneficiary County Code	Received Date	Received From	Actions
<input type="checkbox"/>							09/19/2025 03:11:36 PM		 
<input type="checkbox"/>							09/18/2025 01:43:07 PM		 
<input type="checkbox"/>							09/15/2025 12:00:42 PM		 
<input type="checkbox"/>	test	test					09/15/2025 08:40:22 AM		 
<input type="checkbox"/>							09/08/2025 01:33:36 PM		 

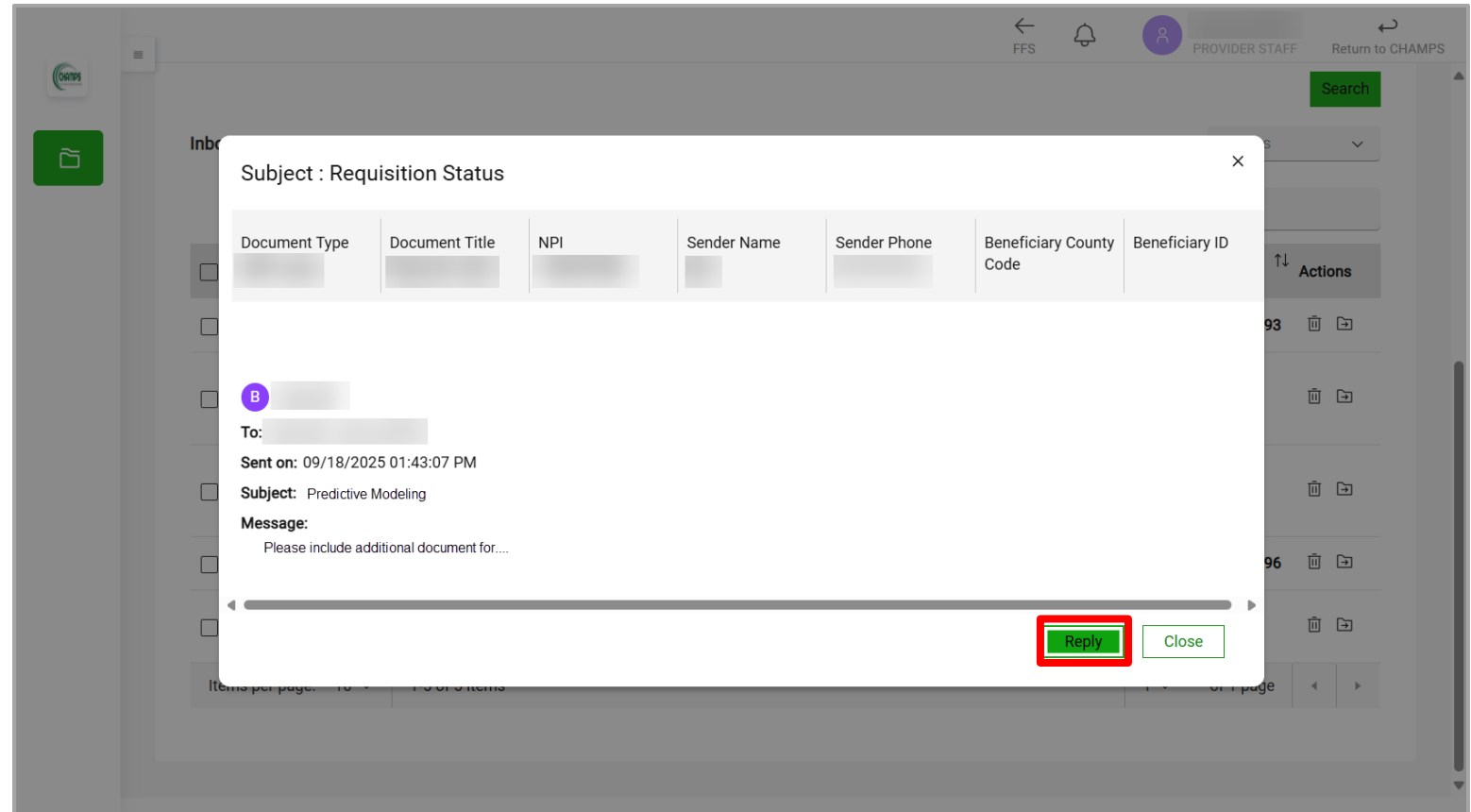
Items per page: 10

1-5 of 5 items

1 of 1 page

Messages: Predictive Modeling Function

- The detailed message will display.
- To reply click on Reply.



Messages: Predictive Modeling Function

- When clicking on Reply, a message box will display to type your message.
 - Click on Send.
 - A pop up will display that says message sent successfully and you will be returned to the Messages screen.

Subject : Requisition Status

Document Type	Document Title	NPI	Sender Name	Sender Phone	Beneficiary County Code	Beneficiary ID

Message:

Send Close

Messages: Predictive Modeling Function

- Note, the message will no longer be bolded.
- To review sent, deleted, or archived messages, scroll to the top and click on each of the tabs labeled Sent, Deleted, Archived.

CHAMPS

Message

Detail about the Message

Document Management Portal / Message

NPI
1003878539

Inbox

Sent

Deleted

Archive

Filter By
-SELECT-

Search
Search

Add Criteria

Save Filter

Clear

Search

Inbox

My Filter

Actions

Search

	Subject	Message	Beneficiary ID	Beneficiary First Name	Beneficiary Last Name	Beneficiary County Code	Received Date	Received From	Actions
<input type="checkbox"/>							09/24/2025 12:02:26 PM		
<input type="checkbox"/>							09/19/2025 03:11:36 PM		
<input type="checkbox"/>							09/18/2025 01:43:07 PM		
<input type="checkbox"/>							09/15/2025 12:00:42 PM		
<input type="checkbox"/>	test	test					09/15/2025 08:40:22 AM		

DMP Access Points

There are two additional ways to access DMP:

- Entering a claim via Direct Data Entry (DDE)
- Claim Adjustment

External Links Access Point

- Reminder the main way to get to DMP is to click on the External Links dropdown.
- Select Document Management Portal.
- DMP will launch in a new window (make sure your pop-up blockers are turned off within the internet browser settings).

The screenshot displays the CHAMPS Provider Portal interface. At the top, the CHAMPS logo is on the left, and navigation tabs for 'My Inbox', 'Provider', 'Claims', 'Member', and 'PA' are in the center. A dark blue header bar contains a user profile icon, the text 'Last Login: 23 SEP, 2025 10:17 AM', and icons for 'Note Pad', 'External Links' (highlighted with a red box), 'My Favorites', 'Print', and 'Help'. Below the header, the 'Provider Portal' section is visible. On the left, there's a 'Latest updates' section with a 'System Notification' about home help individual caregivers. Below that is a 'My Reminders' section with a 'Filter By' dropdown and a table with columns 'Alert Type' and 'Alert Message'. The table is currently empty, with a red message 'No Records Found!' at the bottom. On the right, there's a 'Calendar' widget showing the date '23 September 2025 Tuesday' and a calendar grid for '2025 September'. The 'External Links' dropdown menu is open, listing various resources. The 'Document Management Portal' link is highlighted with a red box.

External Links Dropdown Menu:

- Adult Foster Care
- CRNA
- Claim Reason and Remark Codes
- DocFinder License Verification
- Document Management Portal**
- Electronic Visit Verification
- Home Help Provider Resources
- MDHHS web site
- Medicaid Code and Rate Reference
- Michigan Provider License
- NPPES
- National Practitioner Data Base
- OIG Federal Sanctions
- SAMS
- SIGMA
- Taxonomy Codes
- USPS

Claims Direct Data Entry (DDE) Access Point

- Another way to access DMP is by entering in a claim. Once all necessary information is entered in either the Professional, Institutional, or Dental claim screen via Direct Data Entry (DDE), a user can click submit.
- A pop-up window will display.
- Click the Upload Documents Button to launch the DMP.
- [CHAMPS Direct Data Entry \(DDE\)](#)

The screenshot displays the CHAMPS web portal interface. At the top, there is a navigation bar with the CHAMPS logo and tabs for 'My Inbox', 'Provider', 'Claims', 'Member', and 'PA'. Below this is a secondary bar with a user profile icon, the text 'Last Login: 23 SEP, 2025 11:58 AM', and links for 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area shows a breadcrumb trail: 'Provider Portal > Submit Professional Claim'. A 'Professional Claim' form is visible in the background, with tabs for 'Basic Claim Info', 'Provider', 'Beneficiary', 'Claim', and 'Service'. The 'Basic Claim Info' tab is active, showing fields for 'Provider ID' and 'Billing Provider Information'. A pop-up window titled 'Submitted Professional Claim Details - Work - Microsoft Edge' is overlaid on the form. This window contains a 'Submitted Professional Claim Details' section with fields for 'TCN', 'Billing Provider ID', 'Billing Provider Name', 'Beneficiary ID', 'Beneficiary Name', and 'Date of Service'. At the bottom of the pop-up, there are three buttons: 'Upload Documents' (highlighted with a red box), 'Print', and 'Close'.

Claims Direct Data Entry (DDE) Access Point

- DMP will open the Upload Documents page in a new window.
 - The Beneficiary ID, First and Last Name from the claims data will prepopulate.
- Select the Document Type and Title and fill in the required data marked with an asterisk (*).
 - Note: the NPI and TCN will prepopulate
- Click on Validate
- Select a document(s) to upload
- Click on Upload All Files or Upload Selected Files and confirm the Status of the files have successfully uploaded.
- Click Return to CHAMPS to return to the DDE claim submission.

CHAMPS

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PROVIDER STAFF

Return to CHAMPS

Upload Documents

Detail about the document upload

Document Management Portal / [Upload Document](#)

Instructions

[Show](#) ▼

Beneficiary ID

Beneficiary First Name

Beneficiary Last Name

Document Type *

-SELECT- ▼

Document Title *

Select ▼

File Name	Document Type	Document Title	Actions
No records found!			

Items per page:

1 ▼ of 1 page ◀ ▶

[View all uploaded files](#) >

[Cancel](#) [Upload All Files](#) [Upload Selected Files](#)

Claim Adjustment Access Point

- Lastly, DMP can be accessed from the Claims tab, under the Manage Claims section, select Adjust/Void Claim Provider.
- Enter the paid status Header TCN (TCN ending in all zeros) that needs to be adjusted.
- Make any changes to the claim that are necessary. Once changes have been made, click save.
- The new TCN will display at the top left part of the page and will begin with a 4.
- Click the Upload/View Documents button to launch the DMP.
- [Manage Claims-Adjust/Void](#)

The screenshot shows the CHAMPS Provider Portal interface. The top navigation bar includes 'My Inbox', 'Provider', 'Claims', 'Member', and 'PA'. The 'Claims' tab is selected. A dropdown menu is open under 'Claims', showing options: 'CLAIM SUBMISSION' (Submit Professional, Submit Institutional, Submit Dental, Search Template), 'MANAGE CLAIMS' (Adjust/Void Claim Provider, highlighted with a red arrow), 'INQUIRE CLAIMS' (Claim Inquiry, Dental Frequency Verification), and 'RA LIST' (RA List).

The screenshot shows the 'Adjust Claims' form in the CHAMPS Provider Portal. The 'TCN' field is highlighted with a red box, and the 'Go' button is also highlighted with a red box. The form includes a 'Close' button and a 'Go' button.

The screenshot shows the 'Header Details' form in the CHAMPS Provider Portal. The 'Header TCN' is 4125 000. The 'Beneficiary ID' is 3125 000. The 'Original TCN' is 3125 000. The 'Bill Type' is 0 * 1 * 4 * 7 *. The 'Adjustment Source' is 0 * 1 * 4 * 7 *. The 'Beneficiary ID' is 3125 000. The 'Gender' is M-Male. The 'Patient Control Number' is 3125 000. The 'Benefit Plan' is 3125 000. The 'Billing Provider ID' is 3125 000. The 'Type' is NPI. The 'From Date' is 06/02/2025. The 'To Date' is 06/02/2025. The 'Upload/View Documents' button is highlighted with a red box.

Claim Adjustment Access Point

- DMP will open the Upload Documents page in a new window.
 - The Beneficiary ID, First and Last Name from the claims data will prepopulate.
- Select the Document Type and Title and fill in the required data marked with an asterisk (*).
 - Note: the NPI and TCN will prepopulate
- Click on Validate
- Select a document(s) to upload
- Click on Upload All Files or Upload Selected Files and confirm the Status of the files have successfully uploaded.
- Click Return to CHAMPS
- User will be routed back to the adjust claim screen to submit the claim adjustment.

CHAMPS

FFS

PROVIDER STAFF

Return to CHAMPS

Upload Documents

Detail about the document upload

Document Management Portal / [Upload Document](#)

Instructions

[Show](#) ▾

Beneficiary ID Beneficiary First Name Beneficiary Last Name

Document Type * Document Title *

-SELECT- Select

File Name	Document Type	Document Title	Actions
No records found!			
Items per page:		1 ▾ of 1 page	◀ ▶

[View all uploaded files](#) >

Cancel Upload All Files Upload Selected Files

Provider Resources



MDHHS website:

www.michigan.gov/medicaidproviders



**We continue to update our
Provider Resources:**

[CHAMPS Resources](#)

[Listserv Instructions](#)

[Medicaid Provider Training](#)

[Provider Alerts](#)

[Provider Enrollment Website](#)



Provider Support:

ProviderSupport@Michigan.gov

1-800-292-2550



**Thank you for participating in the Michigan Medicaid
Program**