

# Document Management Portal (DMP)

June 14, 2022



“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

- What is DMP?
- Accessing DMP in CHAMPS

## DMP Basics: What is DMP?



# DMP Basics: Accessing DMP in CHAMPS

## External Links

Adult Foster Care	USPS
CRNA	Washington Publishing Company
DocFinder License Verification	
<b>Document Management Portal</b>	
Electronic Visit Verification	
Home Help Provider Resources	
MAIN	
MDHHS web site	
Medicaid Code and Rate Reference	
Michigan Provider License	
NPPES	
National Practitioner Data Base	
OIG Federal Sanctions	
SAMS	
Taxonomy Codes	

## Direct Data Entry (DDE)

Print

Help

Submitted Professional Claim Details

TCN:

Billing Provider ID:

Billing Provider Name:

Beneficiary ID:

Beneficiary Name:

Date of Service:

Upload Documents

Print

Close

## Manage/Adjust Claim

Header TCN: 412

Beneficiary ID:

Name:

Header Details

Update/View Documents

TCN: 412

Original TCN:

No Of Lines: 5

Related Cause: NO

Claim Type:

Adjustment Source:

Medicare: N

Source: Web

Claim Status: In Process

Commercial: N

Beneficiary ID:

Gender: M-Male

Patient Control Number:

Place of Service: 11-Office

Last Name:

DOB:

First Name:

Age: 0

Billing Provider ID:

Type: NP1

Pay To Provider ID:

Type: NP1

Billing Provider Taxonomy:

Rendering Provider ID:

Type: NP1

Referring Provider ID:

Type:

Rendering Provider Taxonomy:

Referring Provider Taxonomy:

Adjust

Void

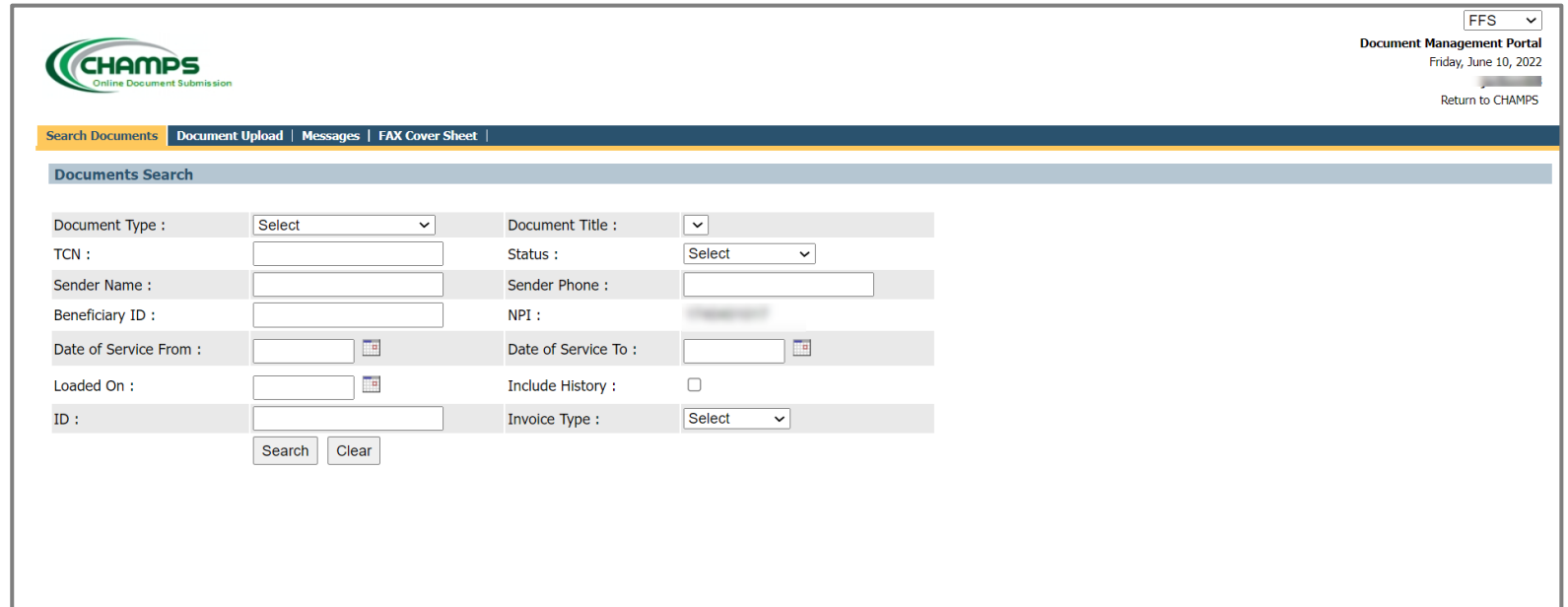
Save

Cancel

## DMP Basics: Accessing DMP in CHAMPS

- [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. A few common examples are:
  - Primary / Secondary Insurance EOB's
  - Consent / Sterilization forms
  - DME cost invoices
  - Supporting medical documentation
  - Predictive Modeling



The screenshot displays the CHAMPS Document Management Portal. At the top left is the CHAMPS logo with the tagline "Online Document Submission". At the top right, it shows a dropdown menu set to "FFS", the text "Document Management Portal", the date "Friday, June 10, 2022", and a "Return to CHAMPS" link. Below this is a navigation bar with tabs: "Search Documents" (active), "Document Upload", "Messages", and "FAX Cover Sheet". The main section is titled "Documents Search" and contains a search form with the following fields:

Document Type :	Select	Document Title :	
TCN :		Status :	Select
Sender Name :		Sender Phone :	
Beneficiary ID :		NPI :	
Date of Service From :		Date of Service To :	
Loaded On :		Include History :	<input type="checkbox"/>
ID :		Invoice Type :	Select

At the bottom of the search form are "Search" and "Clear" buttons.

# Document Upload Methods

- Document Upload
- Upload by External Links
- Upload by Direct Data Entry (DDE)
- Upload by Claim Adjustment
- Fax Cover Sheet

## Document Upload

### 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 page within the highlighted area.



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



Documents can be shared across 5 different NPI numbers. NPI numbers should be separated with a semicolon.



## Upload by External Links

- Click on Document Management Portal (DMP) in the External Links Dropdown.
- DMP will launch in a new window (make sure your pop-up blockers are turned off).

The screenshot displays the CHAMPS Provider Portal interface. At the top, there is a navigation bar with tabs for 'My Inbox', 'Provider', 'Claims', 'Member', and 'PA'. Below this, a user profile section shows 'Last Login: 06 JUN, 2022 11:52 AM'. The main content area is titled 'Provider Portal' and includes a search bar for 'NPI:'. A 'Latest updates' section contains a 'System Notification' stating: 'All, Due to system restarts, the CHAMPS system will be down from 12:00 AM EST through 10:00 PM EST Thursday, May 26th, 2022. We apologize for the inconvenience and appreciate your patience. We will resume system access for all functionality.' Below the notification is a 'My Reminders' section with a 'Filter By' dropdown and a 'Go' button. A table with columns 'Alert Type', 'Alert Message', 'Alert Date', 'Due Date', and 'Read' is shown, with a red message 'No Records Found !' at the bottom. On the right side, there is a 'Calendar' widget showing the date '6 June 2022 Monday' and a monthly calendar for '2022 June'. An 'External Links' dropdown menu is open, listing various services: Adult Foster Care, CRNA, DocFinder License Verification, Electronic Visit Verification, Home Help Provider Resources, MAIN, MDHHS web site, Medicaid Code and Rate Reference, Michigan Provider License, NPPES, National Practitioner Data Base, OIG Federal Sanctions, SAMS, Taxonomy Codes, USPS, and Washington Publishing Company. The 'Document Management Portal' link is highlighted with a red rectangle.

## Upload by External Links

- Once the DMP has opened, click on the Document Upload tab at the top of the page.
- Document Type, Title, & ID may be used to search documents once uploaded.
- Click choose file under attach to upload document from your computer.

The screenshot shows the 'Document Upload' tab selected in a navigation bar. Below the navigation bar, there is a section titled 'Document Upload' with a sub-section 'Instructions'. The instructions list several requirements: fields marked with an asterisk are required; the date of service is required for 'CLAIM' documents; TCN is required for 'PREDICTIVE MODELING' documents; TCN must be a header ending in 000; a maximum of 5 TCN numbers can be entered, separated by semicolons; a maximum of 5 NPI numbers can be entered, separated by semicolons; and allowable file extensions are .pdf, .doc, .docx, .xls, .xlsx, .jpg, .jpeg, and .zip.

Below the instructions, there are several input fields:

- \* Beneficiary ID : [Text Box]
- \* Beneficiary First Name : [Text Box]
- \* Sender Name : [Text Box]
- Claim Type : [Dropdown Menu]
- No of documents to upload : [Dropdown Menu]
- \* NPI : [Text Box]
- Beneficiary Last Name : [Text Box]
- \* Sender Phone : [Text Box]
- Invoice Type : [Text Box]

At the bottom, there is a table with columns: Document Type, Document Title, Date of Service From, Date of Service To, TCN, Message, and Attach. The 'Attach' column has a 'Choose File' button and the text 'No file chosen'. There are 'Submit' and 'Clear' buttons at the bottom right.

## Upload by External Links

- Once the document is uploaded under a Transaction Control Number (TCN), it will automatically be attached to the TCN and Beneficiary ID.
- Only TCN numbers that are listed in CHAMPS with a status of “In Process” or “Suspended” are eligible for document attachment to a TCN within DMP.
- If there is not an in process or suspended TCN, it is still possible to upload documents to a Medicaid beneficiary ID number.
- Once documentation is uploaded it may be visible to other NPI’s if selected.

## Upload by External Links

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

- Claims submitted with supporting documentation must have a claim note 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)”.
- When submitting documentation for Predictive Modeling, providers must select the document type as claim and document title as Predictive Modeling. If these options are not selected, the claims processor will not look for the documentation, resulting in a claim denial.

### Predictive Modeling Selection

<b>Document Type *</b>	<b>Document Title *</b>	<b>Date of Service From *</b>	<b>Date of Service To</b>	<b>TCN *</b>	<b>Message</b>	<b>Attach*</b>
Claim ▼	Predictive Modeling ▼					<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Submit"/> <input type="button" value="Clear"/>						

## Upload by External Links

- [Consent for Sterilization Provider Tip](#)
- [MSA-1959 Consent for Sterilization Form](#)

- When submitting a consent form for approval, providers may not submit a claim until the consent form has been approved. Once the consent form has been submitted, providers will receive either an approval or rejection letter upon the information being processed. This letter will appear in DMP. Once approved, providers may submit the claim with a note stating, “approved consent form on file.”

### Consent For Hysterectomy Form Selection

Document Type *	Document Title *	Date of Service From	Date of Service To	TCN	Message	Attach*
Consents	Hysterectomy Form					<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Submit"/> <input type="button" value="Clear"/>						

### Consent for Voluntary Sterilization Form Selection

Document Type *	Document Title *	Date of Service From	Date of Service To	TCN	Message	Attach*
Consents	Voluntary Sterilization Form					<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Submit"/> <input type="button" value="Clear"/>						

# Upload by External Links

This example shows five documents selected for upload at the same time:

No of documents to upload : 5

Document Type *	Document Title *	Date of Service From *	Date of Service To	TCN	Message	Attach*
Claim	EOB Insurance					Choose File No file chosen
Consents	Hysterectomy Form					Choose File No file chosen
Claim	Medical Documentation					Choose File No file chosen
Claim	Forms					Choose File No file chosen
Claim	NDC Drug Dosing & Cost Info					Choose File No file chosen

Submit Clear

## Upload by Direct Data Entry (DDE)

- [CHAMPS Direct Data Entry \(DDE\)](#)

- After completing and entering all necessary information in CHAMPS via Direct Data Entry (DDE), click submit. A pop-up window will display.
- Click the Upload Documents Button to launch the DMP portal.

Print Help

**Submitted Professional Claim Details**

TCN:

Billing Provider ID:

Billing Provider Name:

Beneficiary ID:

Beneficiary Name:

Date of Service:

Upload Documents Print Close

## Upload by Direct Data Entry (DDE)

- DMP will open on the Search Documents landing page or tab.
- Click the Document Upload tab and the information from the claim will be prepopulated.
- The NPI and name will auto fill based on the profile selected when you signed into CHAMPS.
- Click Choose File under the Attach field to upload documents directly from your computer.

**Document Upload**

Instructions:

- All fields marked with an asterisk (\*) are required.
- The date of service is required only when the Document Type chosen is 'CLAIM'.
- A TCN is required only when the Document Title is 'PREDICTIVE MODELING'.
- TCN entered must be header TCN (ending in 000).
- A maximum of 5 TCN numbers can be entered. Separate each TCN with a semicolon (e.g. 764528810024212000;93428810024212000).
- A maximum of 5 NPI numbers can be entered. Separate each NPI with a semicolon (e.g. 1234567890;1987654321).
- Allowable file extensions for uploading: .pdf, .doc, .docx, .xls, .xlsx, .jpg, .jpeg, and .zip.

\* Beneficiary ID :

\* Beneficiary First Name :  First Name

Beneficiary Last Name :  Last Name

\* Sender Name :

\* Sender Phone :

Claim Type :  Select

Invoice Type :  Invoice Type

No of documents to upload :  1

Document Type *	Document Title *	Date of Service From *	Date of Service To *	TCN *	Message	Attach *
<input type="text"/> Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>



## Upload by Claim Adjustment

- From the Claims tab, under Manage Claims, select Adjust/Void Claim Provider.

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. On the left sidebar, there are sections for 'NPI', 'Latest updates', 'My Reminders', and 'Notification'. The main content area shows a dropdown menu for 'CLAIMS' with 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), and 'RA LIST' (RA List). The right sidebar contains a 'Name' field, 'Save Filters', 'My Filters', and a table with columns 'Alert Date', 'Due Date', and 'Read'.

- Enter Header TCN (TCN ending in all zeros) of claim which needs to be adjusted or have documentation uploaded.

The screenshot shows the 'Adjust Claims' form in the CHAMPS Provider Portal. The top navigation bar is the same as the previous screenshot. The main content area has a 'Close' button and a section titled 'Adjust Claims'. Below this, there is a 'TCN:' label followed by a text input field, which is highlighted with a red box. To the right of the input field is a 'Go' button.

## Upload by Claim Adjustment

- Make any changes to the claim that are necessary. Once changes have been made, click save.
- The new TCN will be visible at the top of the page and will start with a 412.
- Please write down the new TCN number for future reference.
- Click Save for the DMP to attach to the correct TCN.

Header TCN: 412

Beneficiary ID: [Redacted] Name: [Redacted]

**Header Details**

TCN: 412

Original TCN: [Redacted]

No Of Lines: 5

Related Cause: NO

Claim Type: [Redacted]

Adjustment Source: [Redacted]

Source: Web

Claim Status: In Process

Commercial: N

Medicare: N

Beneficiary ID: [Redacted]

Gender: M-Male

Last Name: [Redacted]

First Name: [Redacted]

DOB: [Redacted]

Age: 0

Patient Control Number: [Redacted]

Place of Service: 11-Office

Billing Provider ID: [Redacted]

Type: NPI

Pay To Provider ID: [Redacted]

Type: NPI

Billing Provider Taxonomy: [Redacted]

Rendering Provider ID: [Redacted]

Type: NPI

Referring Provider ID: [Redacted]

Type: [Redacted]

Rendering Provider Taxonomy: [Redacted]

Referring Provider Taxonomy: [Redacted]

Primary Care Referring Provider ID: [Redacted]

Type: [Redacted]

Adjust Save Cancel

## Upload by Claim Adjustment

- Click Upload/View Documents button to add a document.
- DMP will launch in a separate window.

The screenshot shows a web-based form for claim adjustments. At the top, there's a header section with fields for 'Header TCN: 412', 'Beneficiary ID:', and 'Name:'. Below this is a tabbed interface with 'Header Details' selected. In the top right corner of the form, a button labeled 'Upload/View Documents' is highlighted with a red rectangle. The form contains various input fields and dropdown menus organized into sections: 'Claim Type' (with 'Original TCN', 'No Of Lines: 5', and 'Related Cause: NO'), 'Adjustment Source' (with 'Medicare: N'), 'Source: Web', 'Claim Status: In Process', and 'Commercial: N'. A 'Beneficiary' section includes 'Beneficiary ID:', 'Gender: M-Male', 'Patient Control Number:', 'Place of Service: 11-Office', 'Last Name:', 'DOB:', 'First Name:', and 'Age: 0'. A 'Provider' section includes 'Billing Provider ID:', 'Type: NPI', 'Pay To Provider ID:', 'Type: NPI', 'Billing Provider Taxonomy:', 'Rendering Provider ID:', 'Type: NPI', 'Referring Provider ID:', 'Type:', 'Rendering Provider Taxonomy:', and 'Referring Provider Taxonomy:'. At the bottom right, there are buttons for 'Adjust', 'Void', 'Save', and 'Cancel'.

## Upload by Claim Adjustment

- DMP will open on the Search Documents tab.
- Click on Document Upload tab. Information will prepopulate from the CHAMPS claim.
- Verify the information is correct and complete any remaining fields. All boxes marked with an asterisk (\*) are required.

The screenshot shows the 'Document Upload' tab in the DMP system. The 'Document Upload' tab is highlighted in the top navigation bar. The page displays instructions for document upload, followed by a form with various fields. The form includes fields for Beneficiary ID, Beneficiary First Name, Beneficiary Last Name, Sender Name, Sender Phone, Claim Type, Invoice Type, and No of documents to upload. Below these fields is a table for document upload details, with columns for Document Type, Document Title, Date of Service From, Date of Service To, TCN, Message, and Attach. The 'Attach' column shows a 'Choose File' button and 'No file chosen' text. The 'Submit' and 'Clear' buttons are at the bottom of the form.

**Document Upload**

Instructions.

- All fields marked with an asterisk (\*) are required.
- The date of service is required only when the Document Type chosen is 'CLAIM'.
- A TCN is required only when the Document Title is 'PREDICTIVE MODELING'.
- TCN entered must be header TCN (ending in 000).
- A maximum of 5 TCN numbers can be entered. Separate each TCN with a semicolon (e.g. 764528810024212000;93428810024212000).
- A maximum of 5 NPI numbers can be entered. Separate each NPI with a semicolon (e.g. 1234567890;1987654321).
- Allowable file extensions for uploading: .pdf, .doc, .docx, .xls, .xlsx, .jpg, .jpeg, and .zip.

\* Beneficiary ID :

\* Beneficiary First Name :  Beneficiary Last Name :

\* Sender Name :  \* Sender Phone :

Claim Type :  Invoice Type :

No of documents to upload :

Document Type *	Document Title *	Date of Service From *	Date of Service To	TCN *	Message	Attach *
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Choose File"/> No file chosen

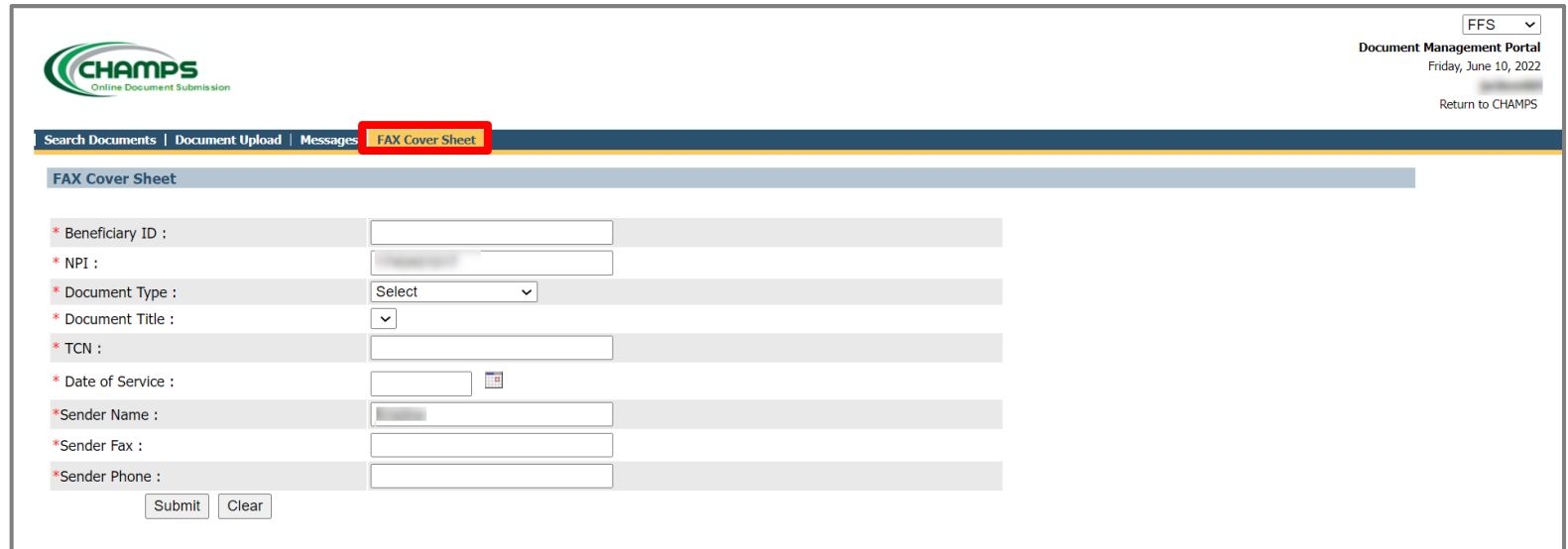
# Fax Cover Sheet

- From the My Inbox Landing Page, click on External Links and select Document Management Portal.

The screenshot displays the CHAMPS Provider Portal interface. At the top, the navigation bar includes 'My Inbox', 'Provider', 'Claims', 'Member', and 'PA'. Below this, a dark blue header contains 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The 'External Links' dropdown menu is open, listing various services: Adult Foster Care, CRNA, DocFinder License Verification, Electronic Visit Verification, Home Help Provider Resources, MAIN, MDHHS web site, Medicaid Code and Rate Reference, Michigan Provider License, NPPES, National Practitioner Data Base, OIG Federal Sanctions, SAMS, Taxonomy Codes, USPS, and Washington Publishing Company. The 'Document Management Portal' link is highlighted with a red rectangle. The main content area shows a 'System Notification' with a blue background stating: 'All, Due to system restarts, the CHAMPS system will be down from 10:00 PM EST through 10:00 PM EST Thursday, May 26th, 2022. No system access for all functionality.' Below the notification is a 'My Reminders' section with a filter dropdown and a table with columns: Alert Type, Alert Message, Alert Date, Due Date, and Read. The table currently shows 'No Records Found!'. On the right side of the portal, there is a calendar for June 2022.

# Fax Cover Sheet

- Select Fax Cover Sheet tab.
- 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.
- Complete all required information, marked with an asterisk (\*) and click submit to generate the fax cover sheet.



The screenshot displays the CHAMPS Online Document Submission interface. At the top, the CHAMPS logo is on the left, and the 'Document Management Portal' header on the right includes a date of 'Friday, June 10, 2022' and a 'Return to CHAMPS' link. A navigation bar contains links for 'Search Documents', 'Document Upload', 'Messages', and 'FAX Cover Sheet' (which is highlighted with a red box). Below this, the 'FAX Cover Sheet' form is presented with the following fields:

- \* Beneficiary ID :
- \* NPI :
- \* Document Type :
- \* Document Title :
- \* TCN :
- \* Date of Service :
- \* Sender Name :
- \* Sender Fax :
- \* Sender Phone :

At the bottom of the form are 'Submit' and 'Clear' buttons.

## Fax Cover Sheet

- The Fax Cover Sheet will open in a new browser window. Print out the cover sheet and fax it with the appropriate documentation to the number on the top of the cover sheet.
- The barcode on each cover sheet is unique. **Do not reuse cover sheets for multiple claims or dates of service.**
- Add note to claim: "Documents sent via DMP (Loop 2300 NTE segment)". Allow 1 business day for document to be attached in DMP.

 Michigan Department of Health & Human Services GRETCHEN WHITMER, GOVERNOR   ROBERT GORDON, 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 :	 OF20200408100002	
Beneficiary ID :	<input type="text"/>	
NPI :	<input type="text"/>	
TCN :	<input type="text"/>	
Document Type :	Claim	
Document Title :	EOB Insurance	
Date of Service :	01/01/2020	
Sender Name :	Provider	
Sender Fax :	517-555-0121	
Sender Phone :	517-555-0122	
<b>Any Questions, call MDHHS Provider Inquiry: 1-800-292-2550</b>		
<small>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</small>		

# Messages

- Allows MDHHS staff to communicate to Medicaid Providers and request documentation that is missing or inadequate to support the services rendered.
- Utilized for medical documentation submitted via DMP or Fax



# Messages

- [DMP Messaging Function](#)

## Message Notification

- When a new message is created an e-mail notification will be sent to the e-mail address associated to your MILogin account. You will then need to log into CHAMPS and click on DMP to read the message.

## Viewing Messages

- Messages will appear along with submitted documentation and can only be viewed through the DMP Messages screen.

## DMP Messaging

- It is most common to see messages from a processor if your MDHHS claim has been selected for predictive modeling.

# Messages

- To view messages, click the Messages tab in DMP.
- To view a message, click on the message icon under the Received-On field.
- Once the message opens you will be given an option to reply to the processor if necessary.

CHAMPS Online Document Submission

Search Documents | Document Upload | **Messages** | FAX Cover Sheet

User Messages

Show 10 entries

Search:

Received On	Beneficiary Id	To	From	Subject	Status
2013-12-18 02:35:30 PM				Requisition Status	UnRead
2013-12-18 02:34:42 PM				Requisition Status	Read
2013-12-16 03:11:37 PM				Requisition Status	Read
2013-12-16 02:57:33 PM				Requisition Status	Read
2013-12-09 11:42:48 AM				Test	Read
2013-12-09 09:08:12 AM				Test	Read

Showing 11 to 20 of 21 entries

Previous Next

# Search Documents

- DMP offers users the ability to search previously uploaded documents
- [Document Management Portal \(DMP\) Resources](#)

# 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.
- Providers may search by document ID , which can be found in history once documentation has been uploaded or within the accepted message once the upload is completed.
- Providers may also search by invoice type or beneficiary ID when searching by a TCN number.

The screenshot shows the CHAMPS Document Management Portal. At the top left is the CHAMPS logo with the text "Online Document Submission". At the top right, it says "Document Management Portal", "Monday, June 6, 2022", and "Return to CHAMPS". Below this is a navigation bar with "Search Documents" (highlighted with a red box), "Document Upload", "Messages", and "FAX Cover Sheet". The main section is titled "Documents Search" and contains a form with the following fields:

Document Type :	Select	Document Title :	Select
TCN :		Status :	Select
Sender Name :		Sender Phone :	
Beneficiary ID :		NPI :	
Date of Service From :		Date of Service To :	
Loaded On :		Include History :	<input type="checkbox"/>
ID :		Invoice Type :	Select

At the bottom of the form are "Search" and "Clear" buttons.

## Search Documents

- When completing your search criteria, the Document Type dropdown offers 4 options to choose from:
  - Claims
  - Letter
  - MP Predictive Modeling
  - Consents
- When the Document type of Consents is selected, two additional document title selections will be available.
  - Hysterectomy Form
  - Voluntary Sterilization

The screenshot shows the CHAMPS Document Management Portal. At the top right, there is a dropdown menu set to 'FFS' and a link to 'Return to CHAMPS'. Below this is a navigation bar with tabs: 'Search Documents' (highlighted), 'Document Upload', 'Messages', and 'FAX Cover Sheet'. The main section is titled 'Documents Search'. It contains two columns of search criteria. The 'Document Type' dropdown is set to 'Consents' and is highlighted with a red box. The 'Document Title' dropdown is open, showing options: 'Select', 'Hysterectomy Form', and 'Voluntary Sterilization Form', and is also highlighted with a red box. Other search criteria include TCN, Sender Name, NPI, Date of Service From, Loaded On, Status, Sender Phone, Beneficiary ID, Date of Service To, and Include History. At the bottom are 'Search' and 'Clear' buttons.

## Search Documents

- Documents can also be searched by the TCN if the document was uploaded to the TCN.
- When searching by TCN, the Header TCN must be entered (must end in 000).
- All search filters must match documents in history or search will not yield any results.

The screenshot shows the CHAMPS Document Management Portal interface. At the top left is the CHAMPS logo with the text 'Online Document Submission'. At the top right, it says 'Document Management Portal', 'Monday, June 6, 2022', and a 'Return to CHAMPS' link. Below this is a navigation bar with 'Search Documents' (highlighted in orange), 'Document Upload', 'Messages', and 'FAX Cover Sheet'. The main section is titled 'Documents Search'. It contains several search filters: 'Document Type' (dropdown menu), 'Document Title' (dropdown menu), 'TCN' (text input field, highlighted with a red rectangle), 'Status' (dropdown menu), 'Sender Name' (text input), 'Sender Phone' (text input), 'Beneficiary ID' (text input), 'NPI' (text input), 'Date of Service From' (calendar input), 'Date of Service To' (calendar input), 'Loaded On' (calendar input), 'Include History' (checkbox), 'ID' (text input), and 'Invoice Type' (dropdown menu). At the bottom of the search filters are 'Search' and 'Clear' buttons.

## Search Documents

- Search results will appear like the examples below.
- Each item will have a Document ID number assigned (first column).
- To open a document, click on the hyperlinked Document Title.

Show 10 entries										Search:
ID	Document Title	Document Type	TCN	NPI	Beneficiary Id	Date Of Service From	Loaded On	Status	View Message	Send Message
-	<a href="#">NA</a>	Consents					2018-05-25 12:18:14 PM	-	-	
-	<a href="#">NA</a>	Consents					2018-04-27 10:04:11 AM	-	-	
-	<a href="#">NA</a>	Consents					2018-04-03 10:53:17 AM	-	-	
	<a href="#">Forms</a>	Claim	-				2018-06-19 02:17:32 PM	-	-	
	<a href="#">EOB Insurance</a>	Claim	-				2019-06-13 03:46:20 PM	-	-	
Showing 1 to 5 of 5 entries										Previous Next

Search Results										
Show 10 entries										Search:
ID	Document Title	Document Type	TCN	NPI	Beneficiary Id	Date Of Service From	Loaded On	Status	View Message	Send Message
-	<a href="#">Hysterectomy Form</a>	Consents	-	-	-		2015-10-08 11:24:16 AM	Rejected	-	
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# Provider Resources



**MDHHS website:**

[www.michigan.gov/medicaidproviders](http://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](mailto:ProviderSupport@Michigan.gov)

1-800-292-2550



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