

Sign up for CHW [Listserv](#) email notifications

## Provider Contact Information

### Provider Enrollment

- [Provider Enrollment Website](#)
- 1-800-292-2550
- [ProviderEnrollment@Michigan.gov](mailto:ProviderEnrollment@Michigan.gov)

### Provider Support

- [www.Michigan.gov/MedicaidProviders](http://www.Michigan.gov/MedicaidProviders)
- 1-800-292-2550
- [ProviderSupport@Michigan.gov](mailto:ProviderSupport@Michigan.gov)

## Policy

Medicaid Coverage of Community Health Worker (CHW)/Community Health Representative (CHR) Services: [MMP 23-74](#)

- [Consultation Summary](#)

## Additional Resources

- [MI CHW Medicaid Registry](#)
- [MDHHS CHW Webpage](#)
- [Provider Enrollment Website](#)
- [CHAMPS Overview](#)
- [Training Website](#)
- [Provider Alerts](#)

# Medicaid Community Health Worker Beginner Guide

Follow the steps below to become an approved Michigan Medicaid CHW provider.

*Important note: Make sure to finish each step before moving on to the next one.*

## Step 1. Acquire a National Provider Identifier (NPI)

A Type 1 NPI will be required when registering for the CHW Registry.

- ◆ Apply for a Type 1 Individual NPI through the [NPPES website](#)

## Step 2. Gather Necessary Documents and Information

Ensure you have all the necessary information available to complete the MI [Medicaid CHW Registry Application](#). (scroll to Step 2)

## Step 3. Complete the MI Medicaid CHW Registry Application

Once Step 1 and Step 2 are complete, it is now time to complete the MI Medicaid CHW Registry application.

- ◆ Complete the [MI Community Health Worker Medicaid Registry online application](#)
  - ◆ Submit verification documentation application materials to MiCHWA.
  - ◆ Receive notification of acceptance onto the registry and a unique registry number from MiCHWA.

## Step 4. Register for MiLogin, Request CHAMPS access, and Enroll in CHAMPS

Following completion of Steps 1 - 3, CHW providers need to obtain a MiLogin user ID and password and request access to CHAMPS to complete a Provider Enrollment Application.

- ◆ Register for MiLogin and request CHAMPS access: [MiLogin Instructions](#) (slides 3-21)
- ◆ Enrolling in CHAMPS instructions are located here: [New Rendering/ Servicing Provider](#) (slides 23-43)
- ◆ CHWs are to enroll with an Individual/Sole Proprietor enrollment type and select the applicant type of [Rendering/Servicing-Only Provider](#) for their Type 1 Individual NPI.
  - ◆ Rendering/Servicing providers **are required to associate to a billing provider who will bill claims on your behalf**. The billing provider must be approved in CHAMPS prior to the submission of your application.
  - ◆ The billing provider must have a Group/Organizational (Type 2) NPI or be an Individual Sole Proprietor with an Individual (Type 1) NPI. Associated billing providers may be employers or organizations the CHW is contracted with to perform services.
  - ◆ For additional help when associating to a billing provider review [Associate to a Billing Provider](#)
- ◆ Once approved, a letter will be mailed to the billing provider correspondence address provided in their provider enrollment application confirming the approval. At this point you are an approved enrolled Medicaid provider.