MDHHS

Michigan Department of Health & Human Services

How to verify associated and authorized Billing Agents within a Provider's CHAMPS Enrollment information

"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

Contents

- Logging into CHAMPS

- Review currently associated or authorized billing agent(s)

- Provider Resources

Purpose

- The purpose of this PowerPoint is to provide step by step instructions on how to verify provider enrollment information within CHAMPS including;
  - Review associated billing agents
  - Review if an associated billing agent is setup to receive the 835/Electronic Remittance Advice (ERA)

- For additional instructional aids please review:
  - [How to associate to a Billing Agent and Authorize the 835](#)
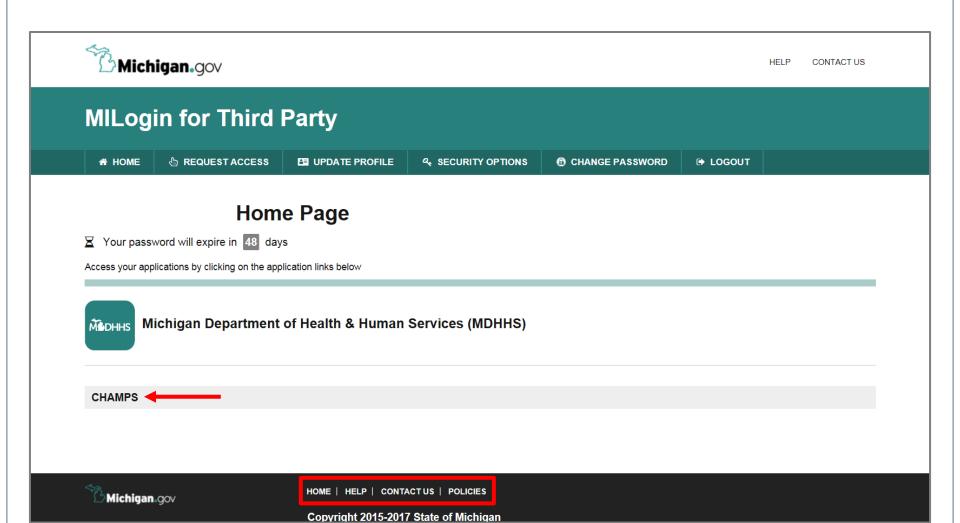 - [How to assign the 835](#)

MI Login

MILogin is a website that allows a user to enter one ID and password in order to access multiple applications.

CHAMPS (Community Health Automated Medicaid Processing System) is the program where providers enroll, update enrollment information, and report services performed.

- Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter https://milogintp.Michigan.gov into the search bar
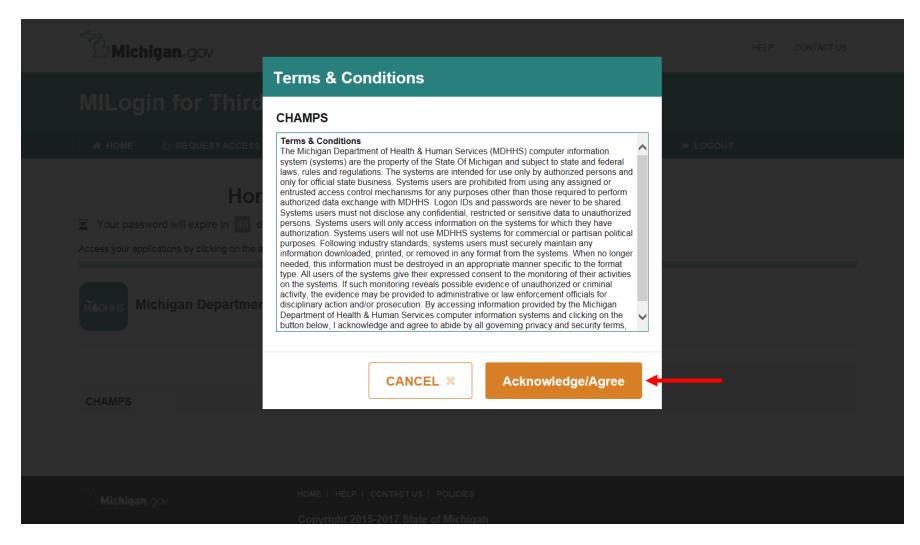- Enter your User ID and Password
- Click Login

- You will be directed to your MILogin Home Page
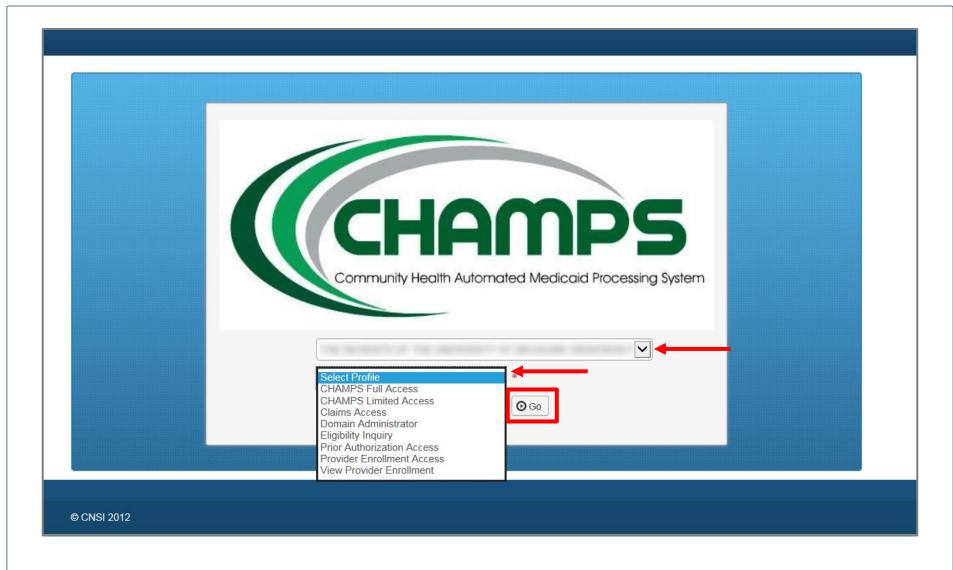- Click the CHAMPS hyperlink

MILogin resource links are listed at the bottom of the page

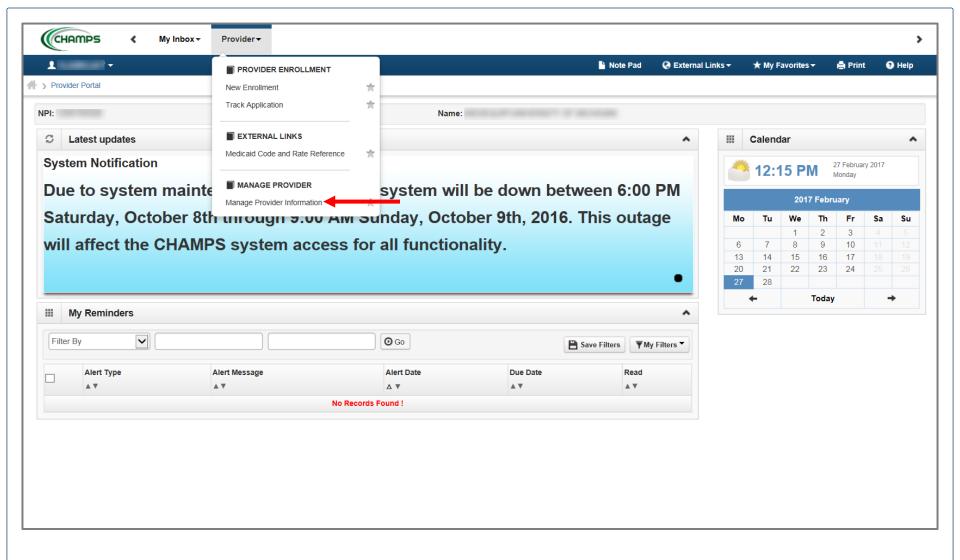- Click Acknowledge/Agree to accept the Terms & Conditions to get into CHAMPS

- Select Domain - Click on your organization name
- Select Profile – Select full access or provider enrollment
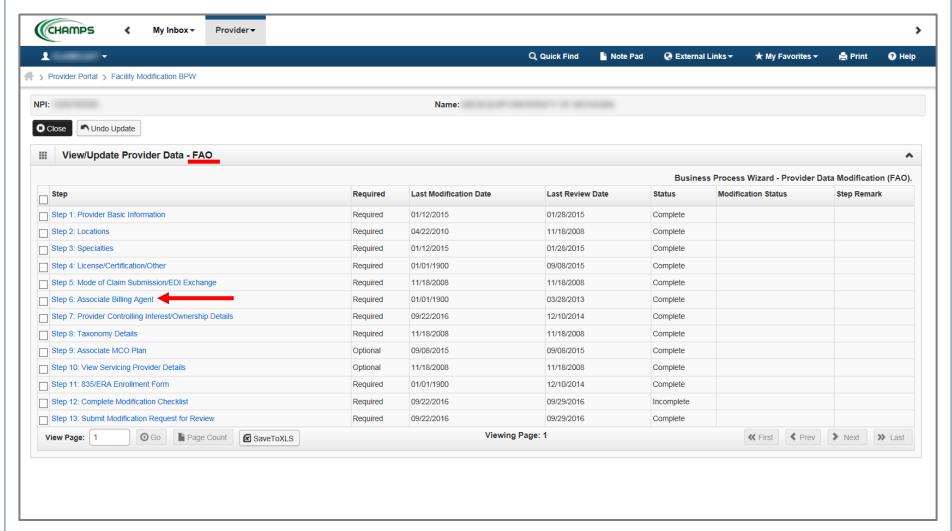- Click - Go

Reviewing

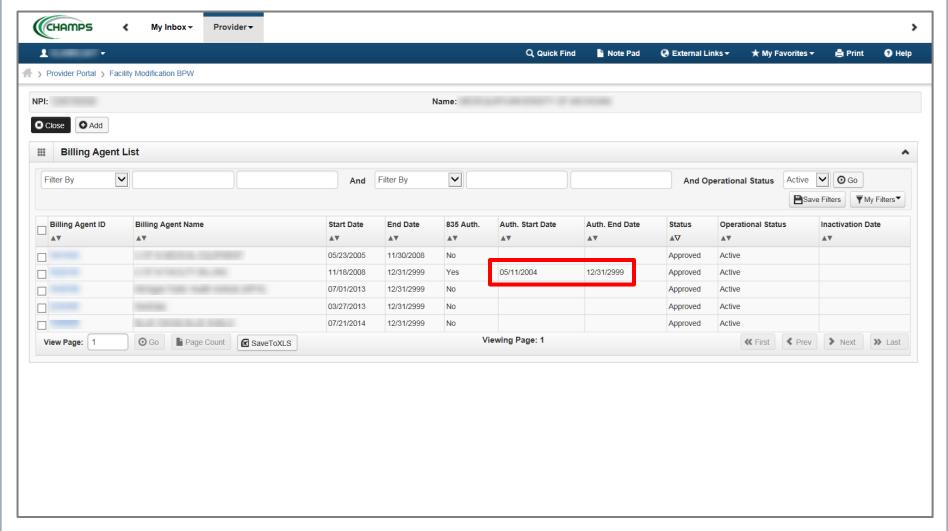Steps on how to review CHAMPS enrollment information

- **Click the Provider tab**
- **Select the Manage Provider Information**

- Click step 6: Associate Billing Agent
  - *Note: In this example we have used an FAO enrollment type, if you are an individual or group enrollment type the step number may be different*

- The screen will then display current and past billing agents that have been associated to the tax ID
- In this example the provider currently has a billing agent associated as well as authorized to receive their 835/ERA

Resources

- **Trading Partner Website:** https://www.michigan.gov/mdhhs/0,5885,7-339-71551_2945_42542_42545---,00.html
  - HIPAA Companion Guides
  - Electronic Submission Manual

- **Electronic file (5475,5414,4952) and 835/ERA inquiries:**
  - Automatedbilling@Michigan.gov

- **Provider Support** (claim adjudication/reimbursement questions):
  - www.Michigan.gov/Medicaidproviders
  - ProviderSupport@Michigan.gov or 1-800-292-2550

- **Provider Enrollment website:** http://www.michigan.gov/mdhhs/0,5885,7-339-71551_2945_42542_42543_42546_85441---,00.html

- **Forms:**
  - Electronic Signature Agreement Cover Sheet (MDHHS-5405)
  - Electronic Signature Agreement (DCH-1401)

- **Provider Enrollment:**
  - 1-800-292-2550
  - ProviderEnrollment@Michigan.gov
  - ProviderSupport@Michigan.gov