



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

MI Login 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.

MILogin for Third Party

Login to your account

User ID

Password

LOGIN

SIGN UP

[Forgot your User ID?](#)

[Forgot your password?](#)

[Need Help?](#)


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- 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

MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

Home Page

 Your password will expire in **48** days

Access your applications by clicking on the application links below



Michigan Department of Health & Human Services (MDHHS)

CHAMPS 

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

**MILogin resource links are listed at the bottom of the page*

Michigan.gov

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Terms & Conditions

CHAMPS

Terms & Conditions
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CANCEL ✕ **Acknowledge/Agree**

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



... [v] ←

* ←

Go

Select Profile
CHAMPS Full Access
CHAMPS Limited Access
Claims Access
Domain Administrator
Eligibility Inquiry
Prior Authorization Access
Provider Enrollment Access
View Provider Enrollment

The image shows a web form with a dropdown menu and a list of options. A red arrow points to the dropdown arrow icon. Another red arrow points to the asterisk symbol next to the list. A red box highlights the "Go" button.

© CNSI 2012

- 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

CHAMPS My Inbox ▾ Provider ▾

Provider Portal

NPI: [REDACTED] Name: [REDACTED]

Latest updates

System Notification

Due to system maintenance, the CHAMPS system will be down between 6:00 PM Saturday, October 8th through 9:00 AM Sunday, October 9th, 2016. This outage will affect the CHAMPS system access for all functionality.

PROVIDER ENROLLMENT
 New Enrollment ☆
 Track Application ☆
 EXTERNAL LINKS
 Medicaid Code and Rate Reference ☆
 MANAGE PROVIDER
 Manage Provider Information ←

My Reminders

Filter By [] [] [Go] Save Filters My Filters ▾

Alert Type	Alert Message	Alert Date	Due Date	Read
No Records Found !				

Calendar

12:15 PM 27 February 2017 Monday

2017 February

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
←		Today		→		

- Click the Provider tab
- Select the Manage Provider Information

CHAMPS < My Inbox ▾ Provider ▾

Quick Find Note Pad External Links ▾ My Favorites ▾ Print Help

Provider Portal > Facility Modification BPW

NPI: [REDACTED] Name: [REDACTED]

Close Undo Update

View/Update Provider Data - FAO

Business Process Wizard - Provider Data Modification (FAO).

Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Step Remark
<input type="checkbox"/> Step 1: Provider Basic Information	Required	01/12/2015	01/28/2015	Complete		
<input type="checkbox"/> Step 2: Locations	Required	04/22/2010	11/18/2008	Complete		
<input type="checkbox"/> Step 3: Specialties	Required	01/12/2015	01/28/2015	Complete		
<input type="checkbox"/> Step 4: License/Certification/Other	Required	01/01/1900	09/08/2015	Complete		
<input type="checkbox"/> Step 5: Mode of Claim Submission/EDI Exchange	Required	11/18/2008	11/18/2008	Complete		
<input type="checkbox"/> Step 6: Associate Billing Agent	Required	01/01/1900	03/28/2013	Complete		
<input type="checkbox"/> Step 7: Provider Controlling Interest/Ownership Details	Required	09/22/2016	12/10/2014	Complete		
<input type="checkbox"/> Step 8: Taxonomy Details	Required	11/18/2008	11/18/2008	Complete		
<input type="checkbox"/> Step 9: Associate MCO Plan	Optional	09/08/2015	09/08/2015	Complete		
<input type="checkbox"/> Step 10: View Servicing Provider Details	Optional	11/18/2008	11/18/2008	Complete		
<input type="checkbox"/> Step 11: 835/ERA Enrollment Form	Required	01/01/1900	12/10/2014	Complete		
<input type="checkbox"/> Step 12: Complete Modification Checklist	Required	09/22/2016	09/29/2016	Incomplete		
<input type="checkbox"/> Step 13: Submit Modification Request for Review	Required	09/22/2016	09/29/2016	Complete		

View Page: 1 Go Page Count SaveToXLS Viewing Page: 1 << First < Prev > Next >> Last

- 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

CHAMPS < My Inbox > Provider >

Quick Find Note Pad External Links > My Favorites > Print Help

Provider Portal > Facility Modification BPW

NPI: [redacted] Name: [redacted]

Close Add

Billing Agent List

Filter By [dropdown] [input] And Filter By [dropdown] [input] And Operational Status Active [dropdown] Go Save Filters My Filters

Billing Agent ID	Billing Agent Name	Start Date	End Date	835 Auth.	Auth. Start Date	Auth. End Date	Status	Operational Status	Inactivation Date
<input type="checkbox"/>	[redacted]	05/23/2005	11/30/2008	No			Approved	Active	
<input type="checkbox"/>	[redacted]	11/18/2008	12/31/2999	Yes	05/11/2004	12/31/2999	Approved	Active	
<input type="checkbox"/>	[redacted]	07/01/2013	12/31/2999	No			Approved	Active	
<input type="checkbox"/>	[redacted]	03/27/2013	12/31/2999	No			Approved	Active	
<input type="checkbox"/>	[redacted]	07/21/2014	12/31/2999	No			Approved	Active	

View Page: 1 Go Page Count SaveToXLS Viewing Page: 1 << First < Prev > Next >> Last

- 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