



# Domain Administrator Functions

**“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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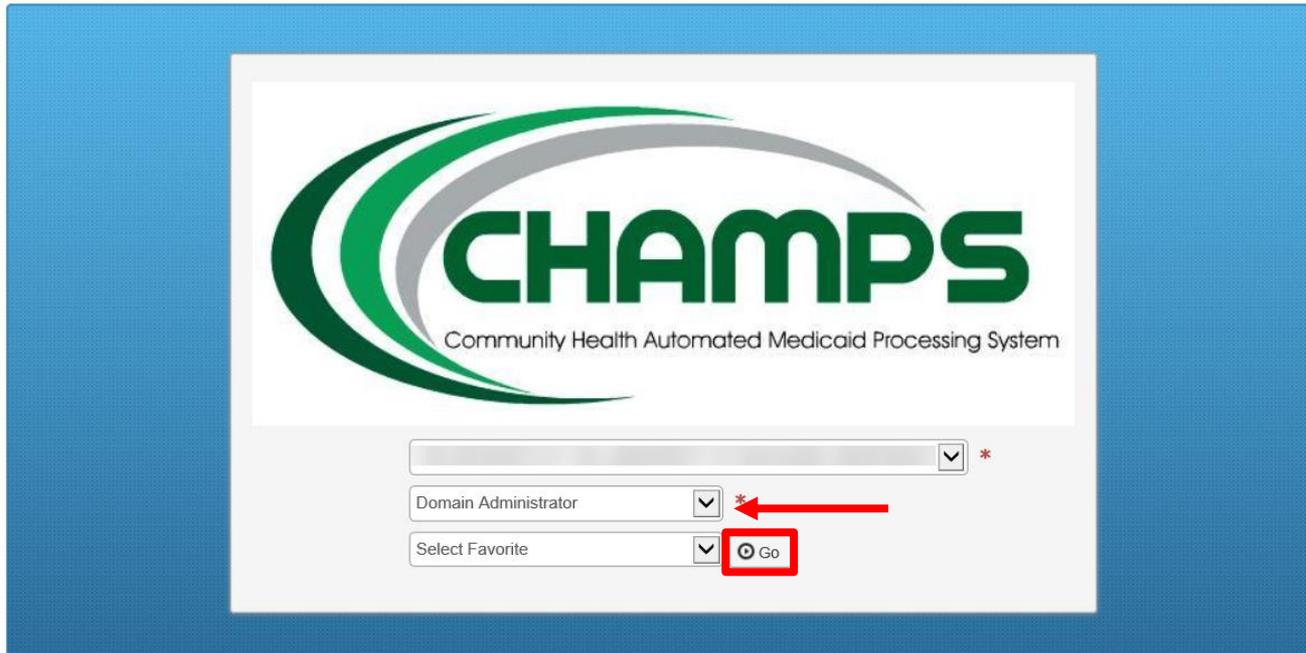
Providers wishing to elect another person to have Domain Administrator rights are required to submit:

- Form: Electronic Signature Agreement Cover Sheet ([MDHHS-5405](#))
- Form: Electronic Signature Agreement ([DCH-1401](#))

# Adding Users/Assigning Profiles

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Steps on how to add a user to the providers domain within CHAMPS



The image shows the CHAMPS login interface. At the top, there is a CHAMPS logo and a user profile icon. The main content area features a large CHAMPS logo with the text "Community Health Automated Medicaid Processing System" below it. Below the logo, there is a search bar with a dropdown arrow and an asterisk. Underneath the search bar, there are two dropdown menus: "Domain Administrator" and "Select Favorite". A red arrow points to the "Domain Administrator" dropdown, and a red box highlights the "Go" button next to the "Select Favorite" dropdown.

- Login to CHAMPS
- Select the Domain Administrator Profile
- Click Go



My Inbox ▾

**Admin ▾**



Last Login: 13 SEP, 2018 06:49 AM

Note Pad

External Links ▾

My Favorites ▾

Print

Help

Provider Portal

NPI:

Name:

Latest updates

### System Notification

**Due to system maintenance, the CHAMPS system will be down between 6:00 PM EST Saturday, July 14th through 9:00 AM EST Sunday, July 15th, 2018. This outage will affect the CHAMPS system access for all functionality.**

My Reminders

Filter By



Go

Save Filters

My Filters ▾

Alert Type



Alert Message



Alert Date



Due Date



Read



No Records Found !

Calendar



09:29

13 September 2018  
Thursday

2018 September

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	29	30
←		Today		→		

- Click the Admin Tab

NPI:

Name:

Latest updates

### System Notification

Due to system maintenance, the CHAMPS system will be down between 6:00 PM EST Saturday, July 14th through 9:00 AM EST Sunday, July 15th, 2018. This outage will affect the CHAMPS system access for all functionality.

### My Reminders

Filter By [dropdown] [input] [input] [Go] [Save Filters] [My Filters]

Alert Type	Alert Message	Alert Date	Due Date	Read
<input type="checkbox"/>				

No Records Found !

### Calendar

09:29 13 September 2018 Thursday

2018 September

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	29	30

← Today →

- Select User List

Close **Add**

### Manage Users

Filter By [dropdown] [input] And Filter By [dropdown] [input] Go Save Filters My Filters [dropdown]

Domain Name	Name	Organization	Status	Start Date	Expiration Date
No Records Found !					

- Click Add to give an existing MILogin user access to the provider's domain

The screenshot displays the 'Add Provider User' form in the CHAMPS Admin interface. The form is titled 'Add Provider User' and contains the following fields and sections:

- User ID:** A text input field containing 'Tester123'. A red arrow points to this field.
- Provider Domain:** A text input field.
- Start Date:** A date picker field showing '09/13/2018'.
- Expiration Date:** A date picker field showing '12/31/2999'.
- Available Profiles:** A list of profiles including 'CHAMPS Full Access', 'CHAMPS Limited Access', 'Claims Access', 'Domain Administrator', 'Eligibility Inquiry', 'Hospital Admission', 'Prior Authorization Access', 'Provider Enrollment Access', and 'View Provider Enrollment'. A red arrow points to this section.
- Selected Profiles:** A list of profiles that have been moved from the available list. The 'CHAMPS Full Access' profile is currently selected and highlighted with a red box.
- Remarks:** A text area for additional notes.
- Buttons:** 'Ok' and 'Cancel' buttons are located at the bottom right of the form.

The page ID is displayed at the bottom: Page ID: dlgAddProviderUser(Admin).

- Enter the MILogin User ID
- Choose any of the available profiles listed
  - Please note available profiles listed may vary depending on the providers enrolled specialty.
- Click the arrows pointing to the right to move the profile to the user

CHAMPS

My Inbox Admin

Last Login: 13 SEP 2018 06:49 AM

https://milogintp.michigan.gov/ - Welcome to MMIS - Internet Explorer

Print Help

Close Add

Manage Users

Filter By

Domain Name

**Add Provider User**

Please enter the following information

User ID:  \* [Enter Single Sign On ID]

Provider Domain:

Start Date:  \*

Expiration Date:  \*

**Available Profiles**

- CHAMPS Limited Access
- Claims Access
- Domain Administrator
- Eligibility Inquiry
- Hospital Admission
- Prior Authorization Access
- Provider Enrollment Access
- View Provider Enrollment

**Selected Profiles \***

- CHAMPS Full Access

Remarks:

Ok Cancel

Page ID: dlgAddProviderUser(Admin)

- Once the selected profile(s) have been added click Ok
- After clicking ok you will be taken back to the manage users page

# Updating User Access/Profiles

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Steps on how to add additional profiles to a user and ending a user access to a domain in CHAMPS

NPI:  Name:

Latest updates

System Notification

Due to system maintenance, the CHAMPS system will be down between 6:00 PM EST Saturday, July 14th through 9:00 AM EST Sunday, July 15th, 2018. This outage will affect the CHAMPS system access for all functionality.

My Reminders

Filter By   Go Save Filters My Filters ▾

Alert Type	Alert Message	Alert Date	Due Date	Read
<input type="checkbox"/> ▲▼	▲▼	▲▼	▲▼	▲▼

No Records Found !

Calendar

09:29 13 September 2018 Thursday

2018 September

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	29	30
←		Today		→		

- Click the Admin Tab

NPI: \_\_\_\_\_ Name: \_\_\_\_\_

Latest updates

System Notification

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09:29 13 September 2018 Thursday

2018 September

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	29	30
←		Today		→		

My Reminders

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

Alert Type	Alert Message	Alert Date	Due Date	Read
<input type="checkbox"/> ▲▼	▲▼	▲▼	▲▼	▲▼
No Records Found !				

- Select User List

Close Add

### Manage Users

Filter By  And Filter By  Go Save Filters My Filters

Filter By	Name	Organization	Status	Start Date	Expiration Date
Domain Name	▲▼	▲▼	▲▼	▲▼	▲▼
Expiration Date					
Organization					
UserId					

No Records Found !

- Select Domain Name from the filter by drop-down list

Close Add

### Manage Users

Domain Name  And Filter By

Domain Name	Name	Organization	Status	Start Date	Expiration Date
No Records Found !					

- Enter the percent sign (%) as the search criteria
- Click Go

Close Add

Manage Users

Domain Name % And Filter By Go

Save Filters My Filters

Domain Name	Name	Organization	Status	Start Date	Expiration Date
<a href="#">[blurred]</a>	[blurred]	Provider	Approved	08/24/2009	12/31/2999
<a href="#">[blurred]</a>	[blurred]	Provider	Approved	07/01/2016	12/31/2999
<a href="#">[blurred]</a>	[blurred]	Provider	Approved	01/04/2017	12/31/2999
<a href="#">[blurred]</a>	[blurred]	Provider	Approved	10/25/2011	12/31/2999
<a href="#">[blurred]</a>	[blurred]	Provider	Approved	06/28/2016	12/31/2999
<a href="#">[blurred]</a>	[blurred]	Provider	Approved	07/19/2010	12/31/2999
<a href="#">[blurred]</a>	[blurred]	Provider	Approved	08/10/2017	12/31/2999
<a href="#">[blurred]</a>	[blurred]	Provider	Approved	03/03/2015	12/31/2999
<a href="#">[blurred]</a>	[blurred]	Provider	Approved	08/26/2013	12/31/2999
<a href="#">[blurred]</a>	[blurred]	Provider	Approved	05/03/2017	12/31/2999



View Page: 2 Go Page Count SaveToXLS

Viewing Page: 1

First Prev Next Last

- Click the domain name hyperlink of the user that needs to be updated
  - Please note: This page displays only current users, those with an expiration date of 12/31/2999. If a user has already been expired then you will need to search by User Id instead of Domain Name.

User Login ID: [redacted] Name: Testing, Test

Close Save Lock Comments History

### User Details

User ID:

First Name:  \*

Last Name:  \*

Domain Name: [redacted]

Lock User / Comment:

Email:  \*

Phone Number:  \*

Start Date:

Expiration Date:  \*

Remarks:

**Available Profiles**

- CHAMPS Full Access
- CHAMPS Limited Access
- Claims Access
- Hospital Admission
- View Provider Enrollment

**Selected Profiles \***

- Domain Administrator
- Eligibility Inquiry
- Prior Authorization Access
- Provider Enrollment Access

- To add additional profile(s) to the user choose the profile from the Available Profiles
  - Please note available profiles listed may vary depending on the providers enrolled specialty.
- Click the arrows pointing to the right to move the profile to the user
- Click Save and Close to return to the user list page

User Login ID: [redacted] Name: Testing, Test

Close Save Lock Comments History

### User Details

User ID: Tester123

First Name: Test \*

Last Name: Testing \*

Domain Name: [redacted]

Lock User / Comment:  [redacted]

Email: test@test.com \*

Phone Number: [redacted] \*

Start Date: 08/24/2009 [calendar icon]

Expiration Date: 12/31/2999 [calendar icon] \*

Remarks: [text area]

#### Available Profiles

- CHAMPS Full Access
- CHAMPS Limited Access
- Claims Access
- Hospital Admission
- View Provider Enrollment



#### Selected Profiles \*

- Domain Administrator
- Eligibility Inquiry
- Prior Authorization Access
- Provider Enrollment Access

- To remove profile(s) from the user, choose the profile(s) from the Selected Profiles list
- Click the arrows pointing to the left to remove
- Click Save and Close to return to the user list page

The screenshot shows the CHAMPS Admin interface for user management. At the top, there are navigation tabs for 'My Inbox' and 'Admin'. A user profile is selected, showing 'Last Login: 13 SEP, 2018 06:49 AM'. The breadcrumb trail is 'Provider Portal > UserList > User Details'. The user's 'Name' is 'Testing, Test'.

Below the breadcrumb trail, there are buttons for 'Close', 'Save', and 'Lock Comments History'. The 'Save' and 'Close' buttons are highlighted with a red box.

The main section is titled 'User Details' and contains the following fields:

- User ID: Tester123
- First Name: Test \*
- Last Name: Testing \*
- Domain Name: [Redacted]
- Email: test@test.com \*
- Phone Number: [Redacted] \*
- Start Date: 08/24/2009
- Expiration Date: 09/13/2018 (highlighted with a red arrow)
- Remarks: [Empty text area]

At the bottom, there are two columns of profiles:

- Available Profiles:** CHAMPS Full Access, CHAMPS Limited Access, Claims Access, Domain Administrator, Eligibility Inquiry, Hospital Admission, Prior Authorization Access, Provider Enrollment Access, View Provider Enrollment.
- Selected Profiles \*:** Domain Administrator, Eligibility Inquiry, Prior Authorization Access, Provider Enrollment Access.

- To remove a users access to the providers domain enter an expiration date
  - Please note: The expiration date must be the same as the system date, the date the changes are being made in CHAMPS, or a future date.
- Click Save and Close to return to the user list page

# Provider Resources

- **MDHHS website:** [www.michigan.gov/medicaidproviders](http://www.michigan.gov/medicaidproviders)
- **We continue to update our Provider Resources, just click on the links below:**
  - [Listserv Instructions](#)
  - [Medicaid Alerts and Biller “B” Aware](#)
  - [CHAMPS webpage](#)
  - [Update Other Insurance NOW!](#)
  - [Medicaid Provider Training Sessions](#)
- **Provider Support:**
  - [ProviderSupport@Michigan.gov](mailto:ProviderSupport@Michigan.gov) or 1-800-292-2550

Thank you for participating in the Michigan Medicaid Program