

Provider Enrollment Adding a primary specialty within CHAMPS

"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

Table of Contents

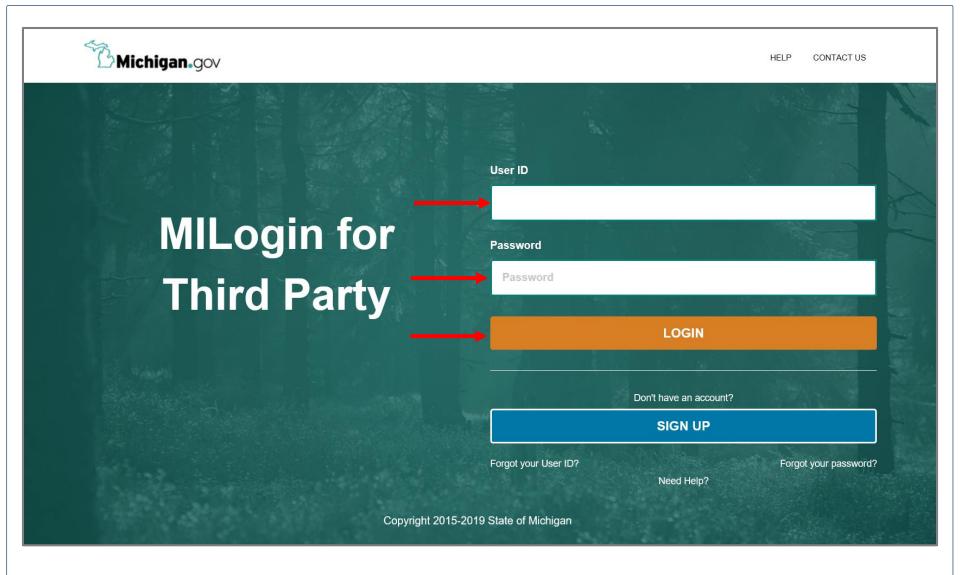
How to add a Primary Specialty within CHAMPS provider enrollment



Provider Enrollment Process Overview

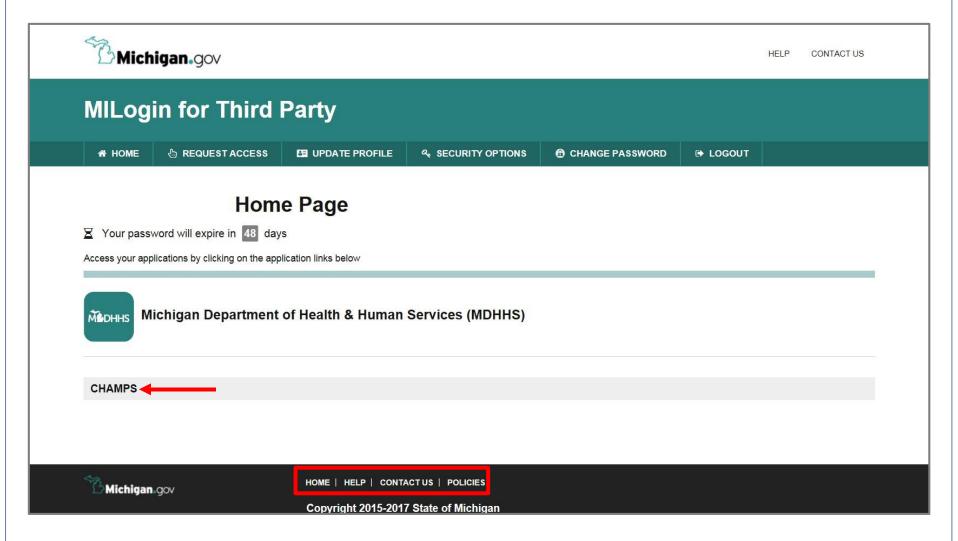
- Step 1: Determine if provider needs to enroll with CHAMPS Michigan Medicaid
 - Policy Bulletin MSA: 13-17
 - Policy Bulletin MSA: <u>18-47</u>
 - Policy Bulletin MSA: <u>19-20</u>
- Step 2: <u>Determine CHAMPS Enrollment Type</u>
- Step 3: Enroll with SIGMA Vendor Self Service
- Step 4: Register for a MILogin Account for Access to CHAMPS
- 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 (<u>DCH-1401</u>)





- 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

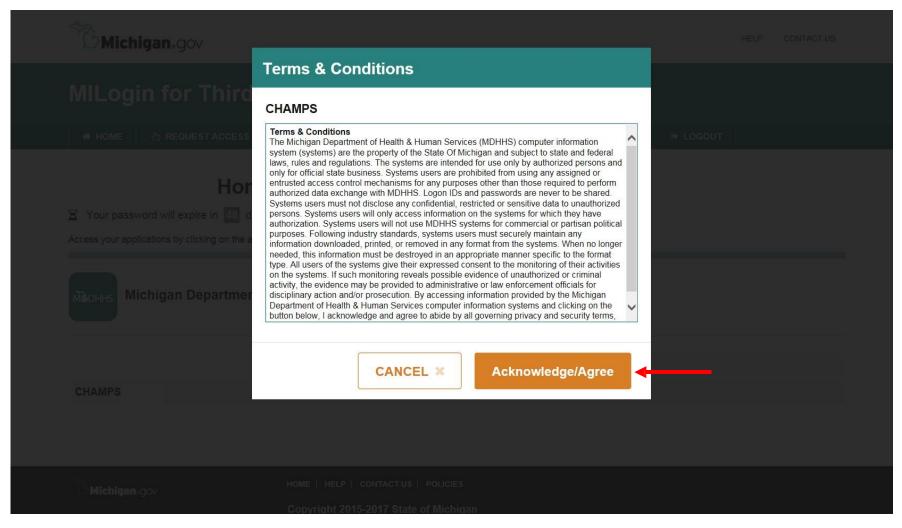




- You will be directed to your MILogin home page
- Click the CHAMPS hyperlink

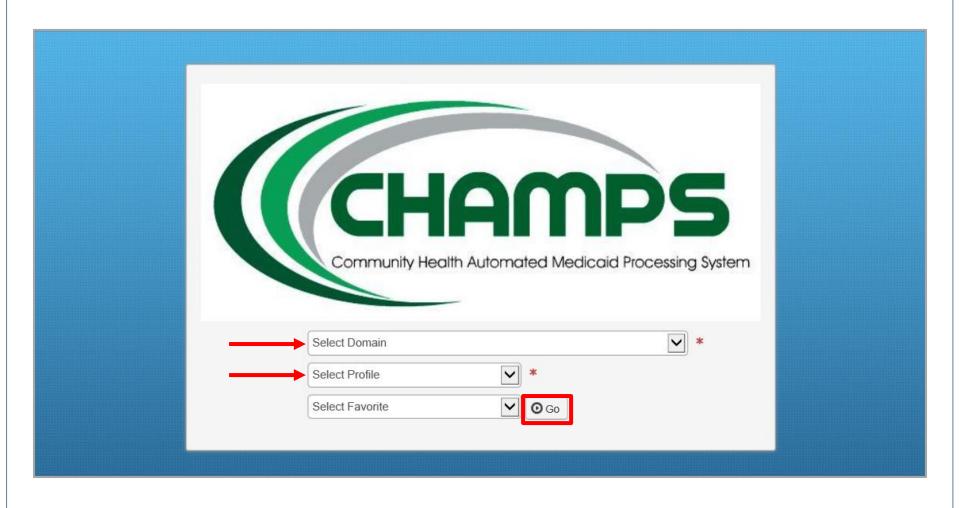
*MILogin resource links are listed at the bottom of the page





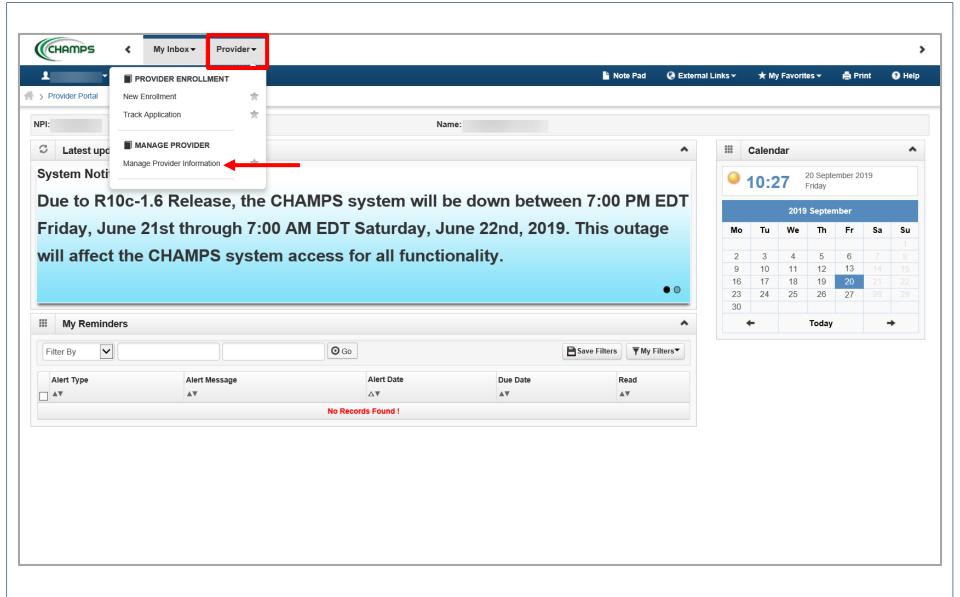
Click Acknowledge/Agree to accept the Terms & Conditions to get into CHAMPS





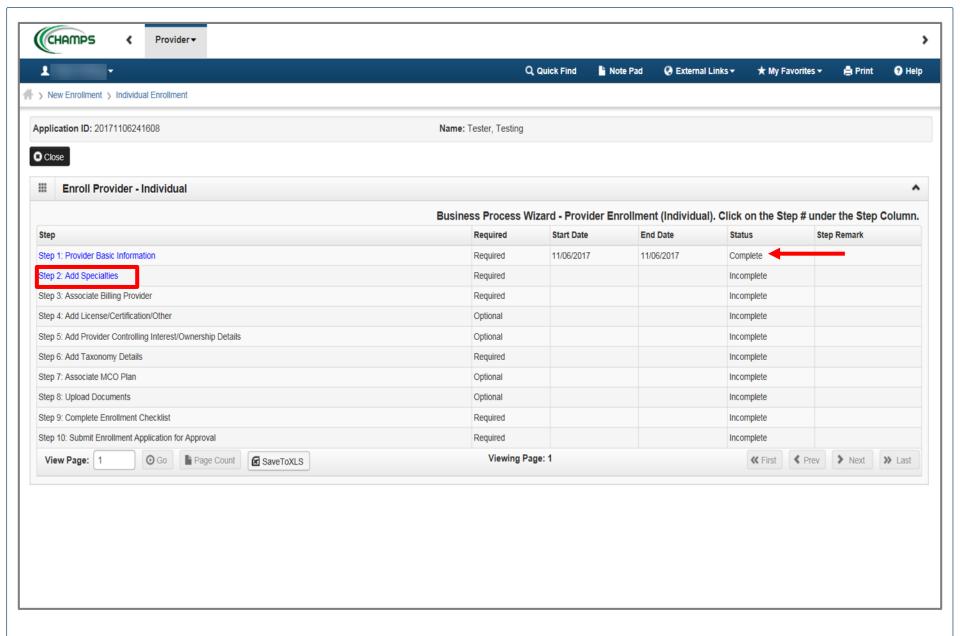
- Select the Domain (Provider NPI)
- Select either Full Access or Provider Enrollment Profile
- Click Go



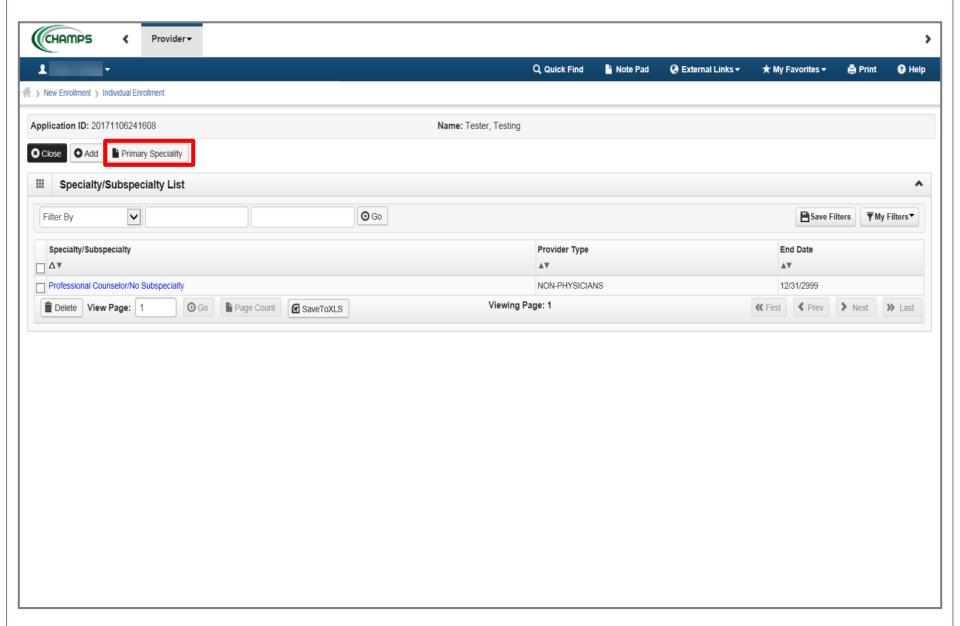


- Select Provider tab
- Click Manage Provider Information



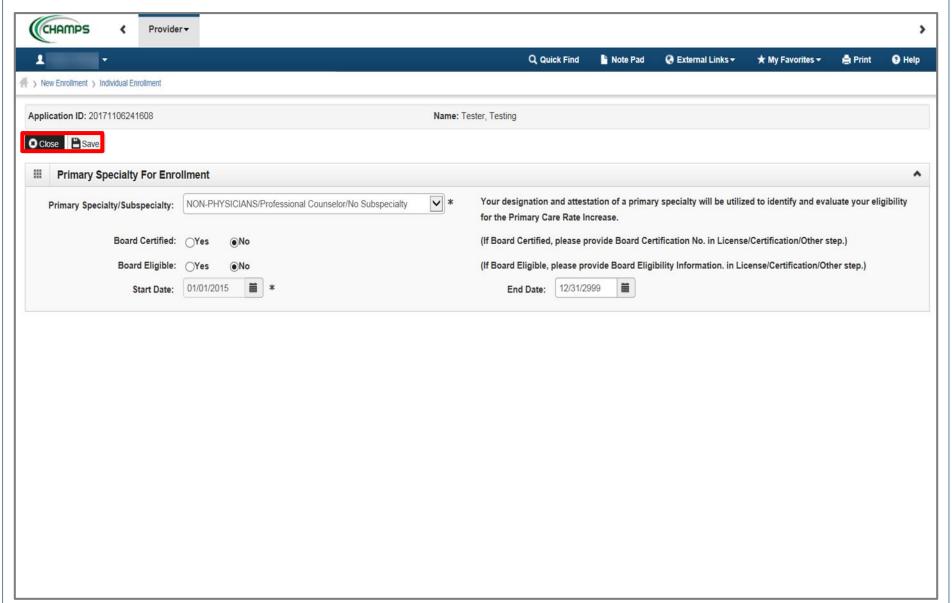


- Individual Provider Enrollment steps are listed (Please Note: some steps are required verses optional)
- Step 1 has a status of Complete
- Click on Step 2: Add Specialties



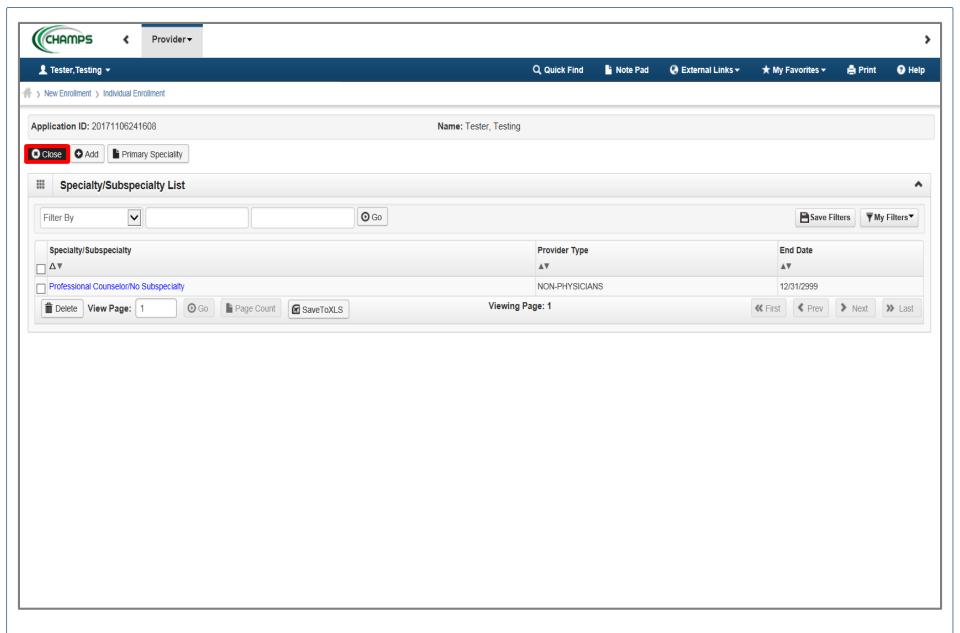
Once all Specialties/Subspecialties have been added, click Primary Specialty





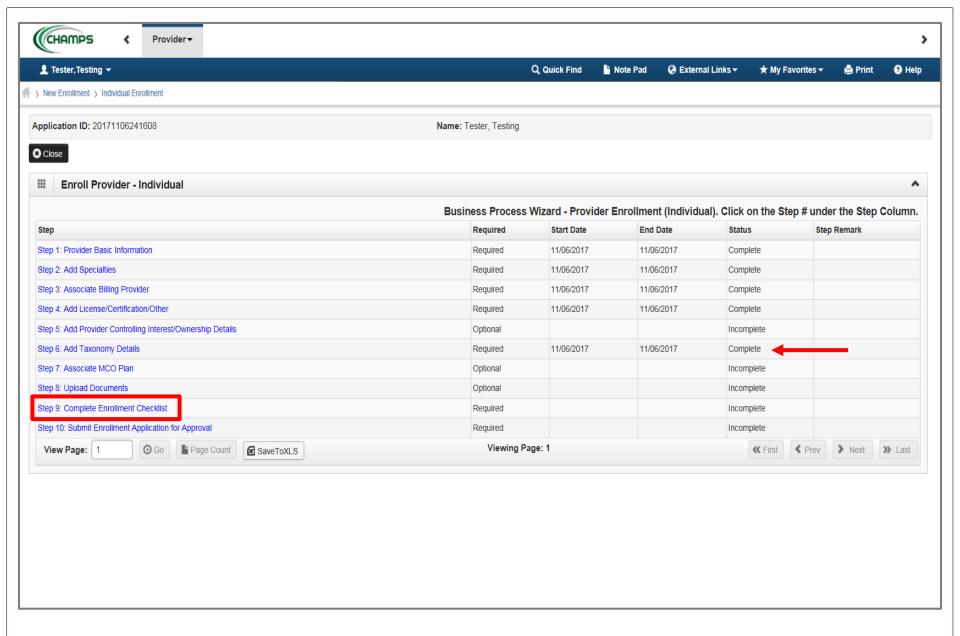
- Choose Primary Specialty/Subspecialty from the drop-down list of already added specialties
- Select Yes if Board Certified or Board Eligible
- Enter Start Date
- Click Save
- Click Close





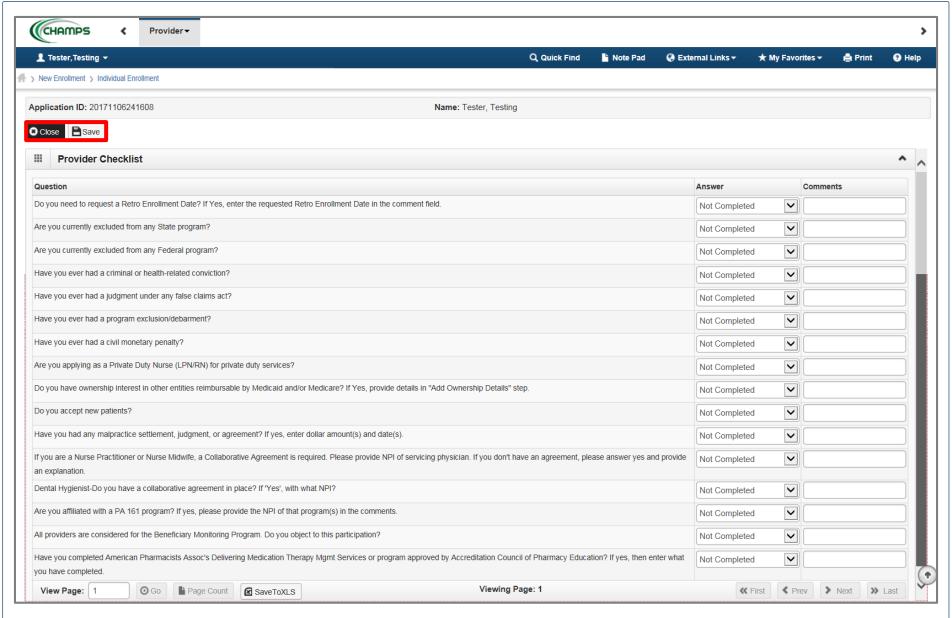
Click Close to return to the enrollment steps





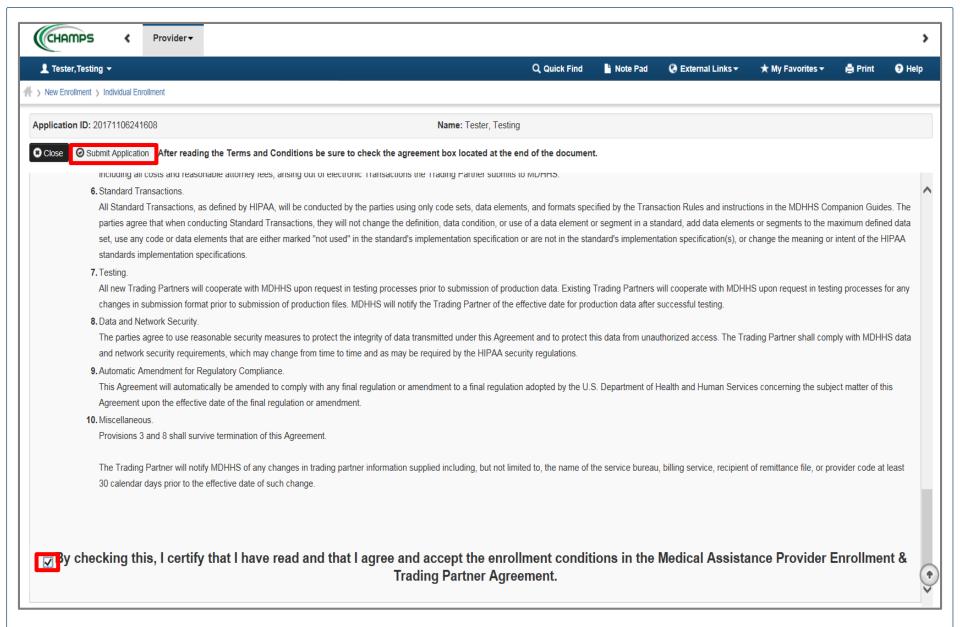
Click on Step 9: Complete Enrollment Checklist





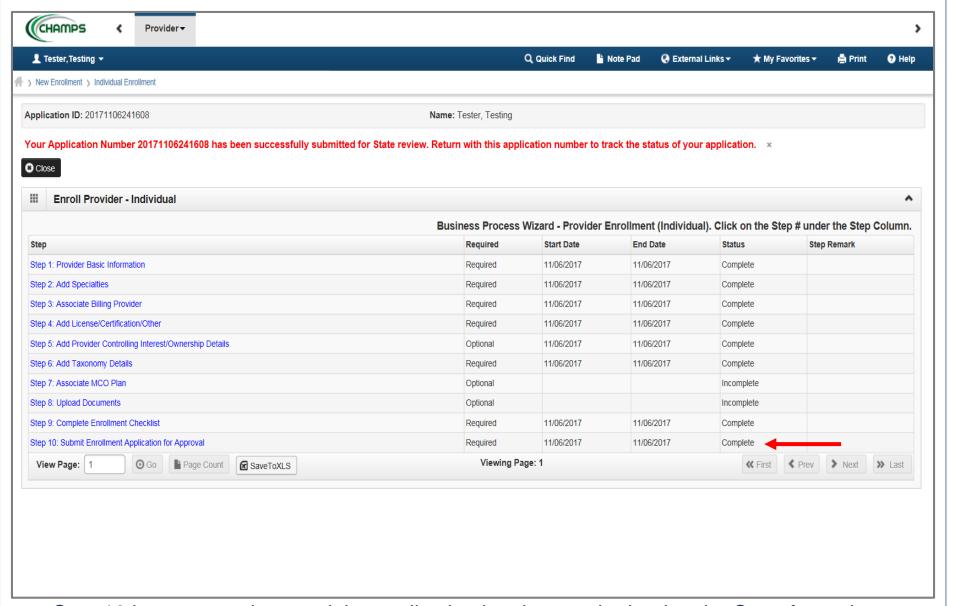
- Answer the questions in the Provider Checklist as appropriate
- Add Comments if necessary
- Click Save
- Click Close





- Check the box at the end to agree to the Terms and Conditions
- Click Submit Application





- Step 10 is now complete, and the application has been submitted to the State for review
- Take note of your Application ID for further tracking
- Click Close

(Please Note: Optional steps may show as incomplete if you chose not to complete. This is ok.)

Provider Resources

- MDHHS website: www.michigan.gov/medicaidproviders
- We continue to update our Provider Resources, just click on the links below:
 - <u>Listserv Instructions</u>
 - Medicaid Alerts and Biller "B" Aware
 - Quick Reference Guides
 - Update Other Insurance NOW!
 - Medicaid Provider Training Sessions
- Provider Enrollment:
 - ProviderEnrollment@Michigan.gov or 1-800-292-2550

M&DHHS
Michigan Department -- Health a Human Services