

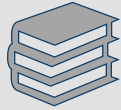
Provider Enrollment New Rendering/Servicing Provider



“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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Provider Resources

Register for MiLogin and CHAMPS for New Providers

MiLogin is the State of Michigan Identity, Credential, and Access Management (MICAM) solution. All users who need access to the information within CHAMPS must obtain a MiLogin User ID and Password.

The Community Health Automated Medicaid Processing System (CHAMPS) is the MDHHS web-based, rules-driven, real-time adjudication Medicaid Management System. CHAMPS is comprised of the following subsystems: Provider Enrollment, Eligibility and Enrollment, Prior Authorization, Claims and Encounters, and Contracts Management.

As of October 28, 2023, MiLogin Third Party has been rebranded to MiLogin for Business.

Register for MiLogin and CHAMPS

- Open your web browser (e.g., Internet Explorer, Google Chrome, Mozilla Firefox, etc.).
- Enter <https://milogintp.Michigan.gov> into the search bar.
- Click Create an Account

The screenshot displays the MiLogin for Business website. The header includes the Michigan state logo and the text "MiLogin for Business", with "Help" and "Contact Us" links on the right. The main content area is split into two sections. The left section, on a dark blue background, features the heading "Michigan's one-stop login solution for business" with a right-pointing arrow. Below this, a paragraph states: "MiLogin connects you to all State of Michigan business services through one single user ID. Whether you want to renew your business license or request an inspection, you can use your MiLogin for Business user ID to log in to Michigan government services." The right section, on a white background, says "Welcome to MiLogin for Business". It contains two input fields: "User ID" and "Password". Below the "User ID" field is a link for "Lookup your user ID", and below the "Password" field is a link for "Forgot your password?". There are two buttons: a teal "Log In" button and a white "Create an Account" button with a red border. The footer contains "Copyright 2023 State of Michigan" on the left and "Policies" on the right.

Register for MiLogin and CHAMPS

- Enter an email address.
- Check the 'I'm not a robot' checkmark.
- Click Next Step.

Don't have an email address? There are several email providers who offer an email address and services at no cost. A few popular email providers are listed below.

- Gmail: <https://www.google.com/gmail/about/#>
- Yahoo Mail: <https://login.yahoo.com/account/create>
- Microsoft Live Hotmail: <https://outlook.live.com/owa/>

These commercial provider organizations are **not affiliated with the State of Michigan**. Your email messages will not be stored on the State of Michigan systems.

The screenshot displays the 'MiLogin for Business' registration interface. The page is titled 'Email verification' and is 'Step 1 of 10'. A progress indicator shows 10 circles, with the first one filled. A red box highlights the 'I'm not a robot' checkbox, which is checked. To its right is the reCAPTCHA logo with links for 'Privacy - Terms'. Below this is an information box stating: 'We will never send you spam or share your information with anyone outside of the State of Michigan services you choose to access.' A red box highlights the 'Next Step' button. At the bottom, there are links for 'Having Trouble?' and 'I don't have an email >'. The footer contains 'Copyright 2023 State of Michigan' and 'Policies'.

Register for MiLogin and CHAMPS

- An email will be sent to the email address provided with a passcode.
- Enter the Passcode.
- Click Next Step.
- If the passcode was not sent select the Resend Passcode link.

The screenshot shows the 'MiLogin for Business' registration interface. The header includes the Michigan state logo, the text 'MiLogin for Business', and links for 'Help' and 'Contact Us'. The main content area is split into two panels. The left panel, with a dark blue background, displays 'Step 2 of 10' and 'Passcode verification' in large white text. Below this is a progress indicator consisting of ten circles, with the second circle filled in teal. A teal arrow points to the right. A link for '< Previous Step' is visible at the top left of this panel. The right panel, with a white background, is titled 'Enter your passcode'. It contains the text 'We have sent you a passcode to your email' followed by a blurred email address. Below this is a 'Passcode' input field. A red arrow points to the right side of this input field. Underneath the input field is a teal button labeled 'Next Step', which is highlighted with a red border. Below the button is a link for 'Resend Passcode'. The footer of the page contains 'Copyright 2023 State of Michigan' on the left and 'Policies' on the right.

Register for MiLogin and CHAMPS

- Enter the User's First, Last, and optional Middle Initial.
- Review the terms and conditions and click the 'I agree' checkbox.
- Click Next Step.

The screenshot shows the 'MiLogin for Business' registration interface. The page is titled 'Step 3 of 10 Profile Information'. On the left, there is a dark blue sidebar with a 'Previous Step' link and a progress indicator showing 10 steps, with the 3rd step highlighted. A green arrow points from the sidebar to the main content area. The main content area is divided into two sections: a dark blue sidebar and a white form area. The form area is titled 'Enter your information' and contains the following fields: 'First Name' (text input), 'Middle Initial (Optional)' (text input), 'Last Name' (text input), and 'Suffix (Optional)' (dropdown menu). Below the form fields, there is a checkbox labeled 'I agree to the Terms & Conditions.' and a green 'Next Step' button. Red arrows point to the 'First Name' and 'Last Name' input fields, and the 'I agree to the Terms & Conditions.' checkbox. The footer of the page contains 'Copyright 2023 State of Michigan' and 'Policies'.

Register for MiLogin and CHAMPS

- Enter the work phone number.
- Click Next Step.

The screenshot shows the 'MiLogin for Business' registration interface. The page is titled 'MiLogin for Business' and includes links for 'Help' and 'Contact Us'. The current step is 'Step 4 of 10: Work phone verification', indicated by a teal arrow pointing right and a progress indicator with 10 circles, the 4th of which is filled. The main content area is dark blue with white text. To the right, a white panel contains the heading 'Enter your work phone number' and a text block explaining that a work phone number is required for many State of Michigan services. Below this is a text input field labeled 'Work Phone', which is highlighted with a red arrow pointing to it from the right. Underneath the input field is a light blue information box with an 'i' icon and the text: 'You will receive a passcode via a voice call to your phone to confirm your identity.' At the bottom of this panel is a teal button labeled 'Next Step', which is also highlighted with a red border.

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Policies

Register for MiLogin and CHAMPS

- A phone call will be made to the work phone number on file.
- Enter the passcode provided.
- Click Confirm Password.
- If the call was missed, click the Resend Passcode to receive another phone call.

The screenshot displays the 'MiLogin for Business' registration process. The top navigation bar includes the Michigan state logo, the text 'MiLogin for Business', and links for 'Help' and 'Contact Us'. The main content area is split into two panels. The left panel, with a dark blue background, shows a progress indicator for 'Step 5 of 10' and the heading 'Passcode verification'. Below the heading is a row of ten circles, with the fifth circle filled in teal. A teal arrow points to the right. The right panel, with a white background, is titled 'Enter your passcode'. It contains the text: 'We have sent you a passcode via a voice call to your work phone ending with [redacted]'. Below this is a 'Passcode' label and a text input field containing '1230 -'. A red arrow points to the end of the input field. Below the input field is a teal button labeled 'Confirm Passcode', which is highlighted with a red border. Below the button is a link for 'Resend Passcode'. The footer of the page contains 'Copyright 2023 State of Michigan' on the left and 'Policies' on the right.

Register for MiLogin and CHAMPS

- Enter the mobile phone number.
 - This is an optional step and can be completed later by clicking the 'Skip this for now' link.
- Click Next Step.

The screenshot shows the 'MiLogin for Business' registration interface. The header includes the Michigan state logo and the text 'MiLogin for Business', with 'Help' and 'Contact Us' links on the right. The main content area is split into two panels. The left panel has a dark background and contains a '< Previous Step' link, 'Step 6 of 10', the title 'Mobile phone verification', and a progress indicator with 10 circles, the 6th of which is filled. A green arrow points from this panel to the right panel. The right panel has a white background and is titled 'Enter your mobile phone number'. It includes explanatory text, a 'Mobile Phone' label, an empty input field with a red arrow pointing to it, an information box with text about work phone verification, a 'Next Step' button with a red border, and a 'Skip this for now' link. The footer contains 'Copyright 2023 State of Michigan' on the left and 'Policies' on the right.

Register for MiLogin and CHAMPS

- Select either the text message or voice call verification method.

MiLogin for Business Help Contact Us

[← Previous Step](#)

Step 7 of 10

Verification method

→

Select a verification method

We need to make sure you're really you. Please select a verification method below to confirm your identity.

Text Message
You will receive a passcode via a text message to your **mobile phone** ending with [REDACTED]

Voice Call
You will receive a passcode via a voice call to your **mobile phone** ending with [REDACTED]

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Register for MiLogin and CHAMPS

- Enter the Passcode.
- Click Confirm Passcode.

MiLogin for Business Help Contact Us

[← Previous Step](#)

Step 8 of 10

Passcode verification

○ ○ ○ ○ ○ ○ ● ○ ○

[→](#)

Enter your passcode

We have sent you a passcode via a text message to your **mobile phone** ending with [REDACTED]

Passcode

1087 -

Confirm Passcode

[Resend Passcode](#)

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Register for MiLogin and CHAMPS

- Create the User ID following the guidelines provided.
- Click Next Step.

The screenshot shows the 'MiLogin for Business' registration interface. The page is titled 'MiLogin for Business' and includes links for 'Help' and 'Contact Us'. The main content area is split into two panels. The left panel, with a dark blue background, indicates 'Step 9 of 10' and 'User ID' with a progress indicator of 9 out of 10 steps. A 'Previous Step' link is visible. The right panel, with a white background, is titled 'Create your user ID' and explains that the User ID is required for sign-in. It lists 'ID Guidelines': must start with last name and first initial, must end with 4 numbers, and must not contain special characters or spaces. Below the guidelines is a text input field for the 'User ID', with a red arrow pointing to it. An information box below the input field states: 'Your user ID should be [] where XXXX is four numbers of your choosing.' A 'Next Step' button is highlighted with a red border. The footer contains 'Copyright 2023 State of Michigan' and 'Policies'.

Register for MiLogin and CHAMPS

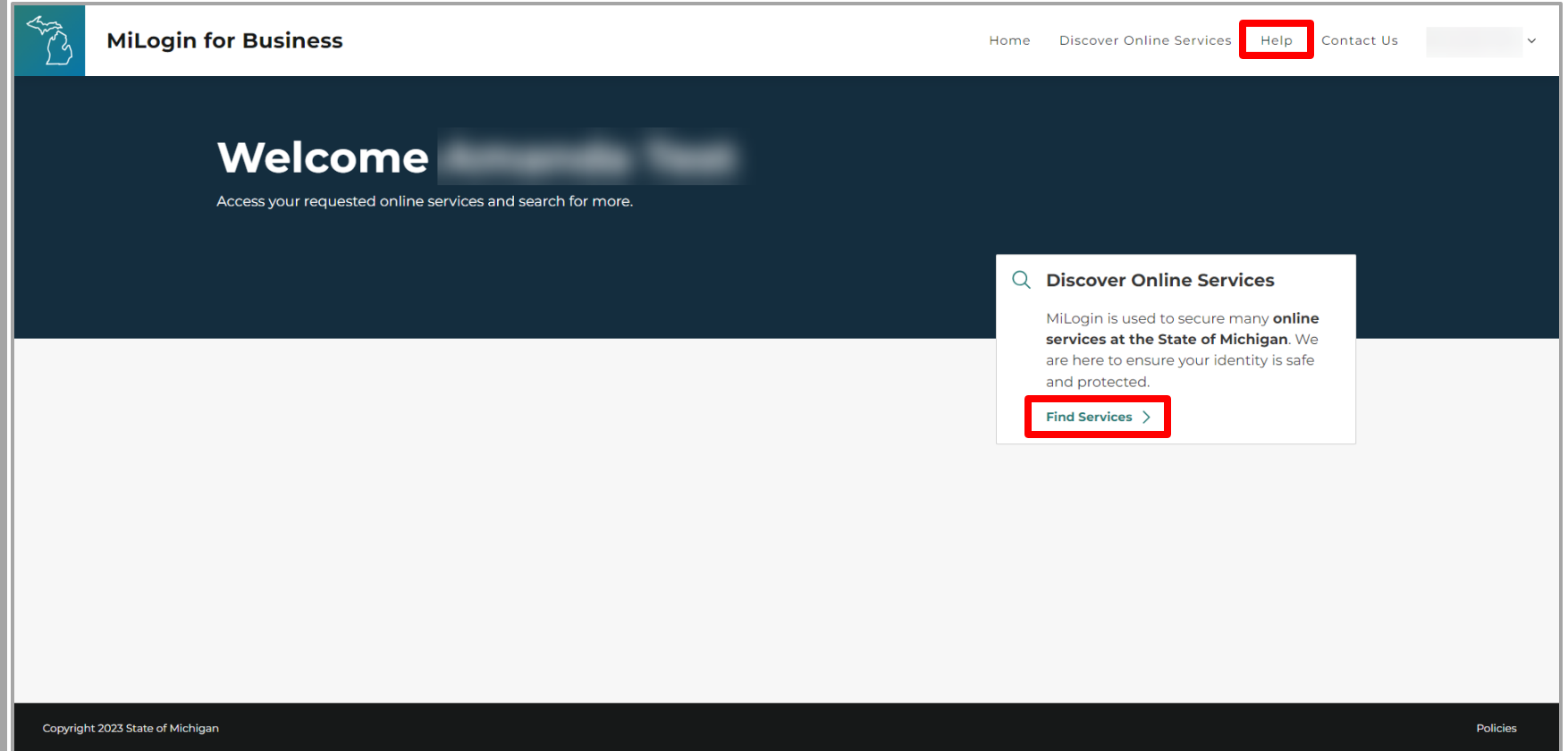
- Create a password following the guidelines.
- Enter the same password in the Confirm Password field.
- Click Create Account.

The screenshot shows the 'MiLogin for Business' registration interface. The page is titled 'MiLogin for Business' and includes links for 'Help' and 'Contact Us'. The main content area is split into two panels. The left panel, with a dark blue background, indicates 'Step 10 of 10' and features a 'Password' label, a right-pointing arrow, and a progress indicator consisting of 10 circles, with the 10th circle filled in teal. The right panel, with a white background, is titled 'Create your password' and contains the following elements: a sub-header 'Create your password', a prompt 'Choose something secure, but also something you can remember.', a section for 'Password Guidelines' with three warning icons and text: 'Must be at least 8 characters in length', 'Should not be based on your User ID', 'Must contain at least one upper and lower case letters, a number, and a symbol (@#\$!~&)', and 'Confirm password must match new password'. Below the guidelines are two input fields: 'Password' and 'Confirm Password'. Red arrows point to the right side of both input fields. At the bottom of the right panel is a teal 'Create Account' button, which is highlighted with a red rectangular border. The footer of the page contains 'Copyright 2023 State of Michigan' on the left and 'Policies' on the right.

Register for MiLogin and CHAMPS

- Your MiLogin account has now been created successfully.
- Your MiLogin Welcome Page will not display any online services.
- Click Find Services.

**Additional MiLogin resources are available by clicking the Help link at the top of the page.*



The screenshot shows the 'MiLogin for Business' website. The header includes a Michigan state icon, the title 'MiLogin for Business', and navigation links for 'Home', 'Discover Online Services', 'Help' (highlighted with a red box), and 'Contact Us'. The main content area features a dark blue header with the text 'Welcome [blurred name]' and the subtext 'Access your requested online services and search for more.' Below this is a white box titled 'Discover Online Services' with a magnifying glass icon. The text inside the box reads: 'MiLogin is used to secure many **online services at the State of Michigan**. We are here to ensure your identity is safe and protected.' At the bottom of this box is a red-bordered button labeled 'Find Services >'. The footer contains 'Copyright 2023 State of Michigan' on the left and 'Policies' on the right.

Register for MiLogin and CHAMPS

- Filter by Departments and select for Michigan Department of Health and Human Services

OR

- Enter CHAMPS in the search for services box and click Search.
- Click on CHAMPS.

The screenshot shows the 'MiLogin for Business' website. At the top, there is a navigation bar with 'Home', 'Discover Online Services', 'Help', and 'Contact Us'. Below this is a dark blue header with a '< Back to Home' button and the title 'Discover Online Services'. A sub-header reads: 'From renewing vehicle plates to getting food assistance, find and access the services you need.' Below the header is a search bar with the text 'Search for Services'. The search input field contains 'CHAMPS' and has a red arrow pointing to it. To the right of the input field is a 'Search' button. Below the search bar, there are two columns. The left column is titled 'Filter by Departments' and lists various Michigan departments with checkboxes. The 'Michigan Department of Health & Human Services (MDHHS)' checkbox is highlighted with a red box. The right column shows the search results for 'CHAMPS' under the 'MDHHS Michigan Department of Health & Human Services (MDHHS)' heading. The result is a card for 'CHAMPS' with a description: 'Community Health Automated Medicaid Processing System is the Michigan Medicaid Management Information System (MMIS). It supports Medicaid provider enrollment and maintenance, beneficiary healthcare eligibility and enrollment, prior authorization, Home Help Electronic Service Verification (ESV), fee-for-service payments and managed care enrollments, payments, and encounters.' This card is also highlighted with a red box.

Register for MiLogin and CHAMPS

- Review the terms and conditions and select the 'I agree to the terms & conditions' checkbox.
- Click Additional Information.

The screenshot shows the 'MiLogin for Business' registration page for CHAMPS. At the top, there is a navigation bar with 'Home', 'Discover Online Services', 'Help', and 'Contact Us'. The main content area features the MDHHS logo and the title 'CHAMPS'. Below the title, a paragraph describes CHAMPS as the Michigan Medicaid Management Information System (MMIS). A light blue box with an information icon contains the text: 'This Service Requires Additional Information. This service may ask for additional information before granting access.' Below this, a section titled 'Please accept the Terms and Conditions to continue:' contains a scrollable area for 'Terms & Conditions'. The terms state that the systems are the property of the State of Michigan and are for official state business only. Below the terms, there is a checked checkbox for 'I agree to the Terms & Conditions'. A red rectangular box highlights the 'Additional Information' button. The footer includes 'Copyright 2023 State of Michigan' and a link to 'Policies'.

Register for MiLogin and CHAMPS

- Select the CHAMPS user type as 'Provider/Other' option.
- Click Next Step.

MiLogin for Business Home Discover Online Services Help Contact Us

[← Back](#)

Request Service

→

Additional Information

In order to proceed with your request, please enter additional requested information below.

CHAMPS User Type

Provider/Other

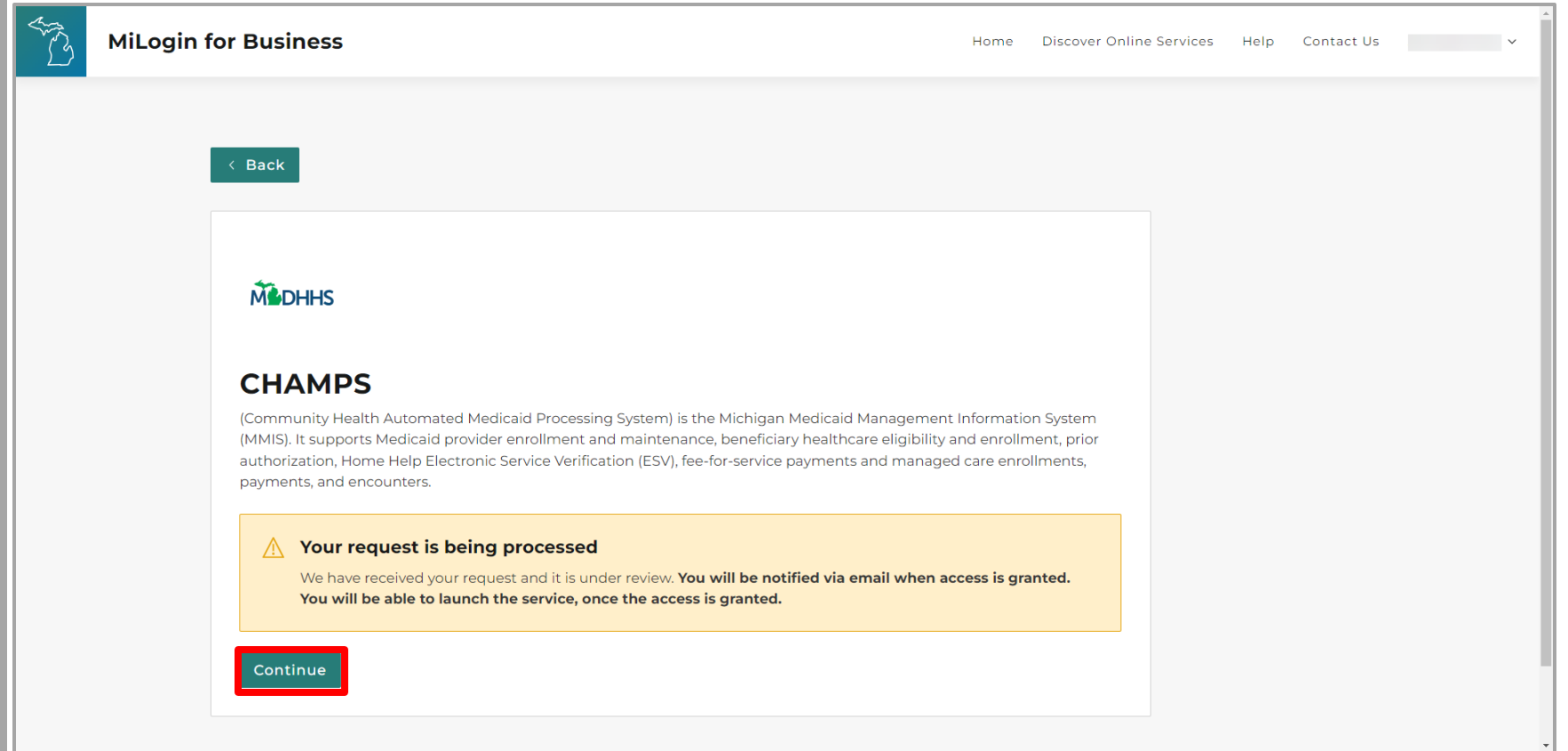
State User Only

Next Step

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Register for MiLogin and CHAMPS

- You will be given confirmation that your request has been submitted successfully and is being processed.
- Click continue to return to the MiLogin Welcome Page.



The screenshot shows the 'MiLogin for Business' website. The header includes a Michigan state icon, the title 'MiLogin for Business', and navigation links for 'Home', 'Discover Online Services', 'Help', and 'Contact Us'. A '< Back' button is located at the top left of the main content area. The central content features the 'MIDHHS' logo, the heading 'CHAMPS', and a paragraph describing it as the Michigan Medicaid Management Information System (MMIS). Below this is a yellow warning box with a triangle icon, stating 'Your request is being processed' and providing information about email notifications and service launch. At the bottom of the content area, a 'Continue' button is highlighted with a red border.

Register for MiLogin and CHAMPS

- You will be directed back to your MiLogin Welcome Page.
 - The user's list of online services approved will be displayed, in this example CHAMPS is listed.
- Click the CHAMPS hyperlink.

MiLogin for Business

Home Discover Online Services Help Contact Us

Welcome

Access your requested online services and search for more.

Michigan Department of Health & Human Services (MDHHS)

CHAMPS >

Discover Online Services

MiLogin is used to secure many **online services at the State of Michigan**. We are here to ensure your identity is safe and protected.

[Find Services >](#)

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Register for MiLogin and CHAMPS

- Review the terms and conditions and check the 'I agree to the Terms & Conditions'.
- Click Launch service.

The screenshot shows the 'MiLogin for Business' registration page for CHAMPS. At the top left is the Michigan state logo and the text 'MiLogin for Business'. At the top right are navigation links: 'Home', 'Discover Online Services', 'Help', and 'Contact Us'. Below the navigation is a large background image of a rocky coastline with waves. A 'Back to Home' button is visible in the top left of the main content area. The MDHHS logo is centered above the 'CHAMPS' heading. Below the heading is a paragraph describing CHAMPS as the Michigan Medicaid Management Information System (MMIS). A bolded instruction reads 'Please accept the Terms and Conditions to continue:'. Below this is a scrollable box containing the 'Terms & Conditions' text. At the bottom of the scrollable box is a checked checkbox labeled 'I agree to the Terms & Conditions'. Below the checkbox is a red-bordered button labeled 'Launch service'. At the bottom of the page, there is a footer with 'Copyright 2023 State of Michigan' on the left and 'Policies' on the right.

Michigan

MiLogin for Business

Home Discover Online Services Help Contact Us

< Back to Home

MDHHS

CHAMPS

(Community Health Automated Medicaid Processing System) is the Michigan Medicaid Management Information System (MMIS). It supports Medicaid provider enrollment and maintenance, beneficiary healthcare eligibility and enrollment, prior authorization, Home Help Electronic Service Verification (ESV), fee-for-service payments and managed care enrollments, payments, and encounters.

Please accept the Terms and Conditions to continue:

Terms & Conditions

The Michigan Department of Health & Human Services (MDHHS) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any

I agree to the Terms & Conditions

Launch service

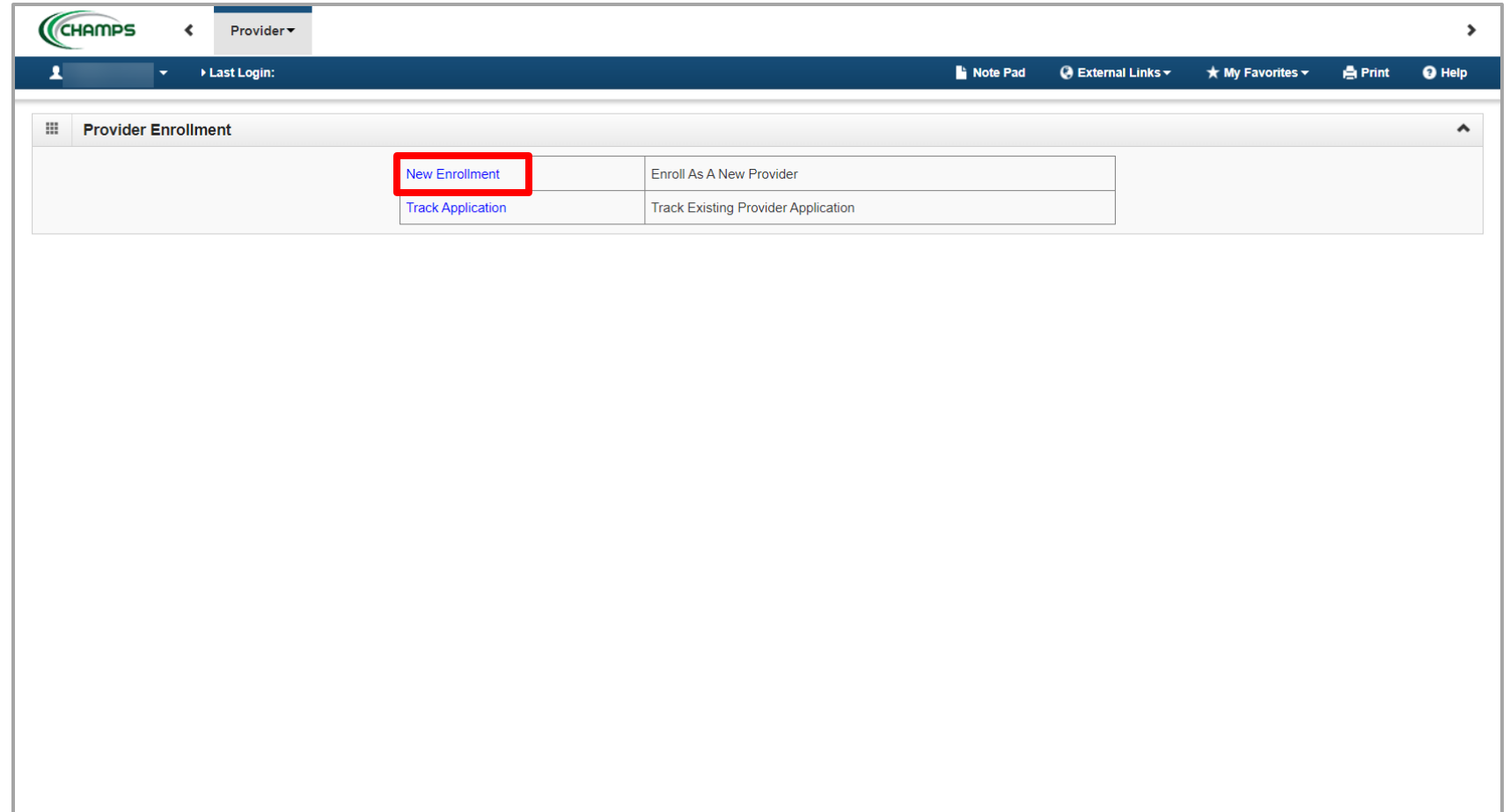
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New Provider Enrollment

Steps on how to complete a new CHAMPS enrollment for a Rendering/Serviceing Provider type

Register for MiLogin and CHAMPS

- For a new provider, the CHAMPS New Enrollment screen will display.
- The MiLogin user that completes the provider enrollment application will become the domain administrator for the provider.



New Rendering/Serviceing Provider

- Select Individual Provider
- Click Submit

CHAMPS < Provider ▾

Last Login: 06 DEC, 2023 07:37 AM

Note Pad External Links My Favorites Print Help

New Enrollment

Enrollment Type

Select the Applicable Enrollment Type

- Individual Provider (Physician, Non Physician) with Type 1 NPI
 - Individual/Sole Proprietor or Rendering/Serviceing Provider
 - Group Practice (Corporation, Partnership, LLC, etc.)
- Billing Agent
- Facility/Agency/Organization (Hospital, Nursing Facility, Special Programs, etc) with Type 2 NPI
- Atypical (non-medical) provider (Choose this option if you do not have an NPI. EVV Agencies are now required to have an NPI and should also choose this option.)
 - Individual (Driver, Home Help/Personal Care, Carpenter, CTS, etc.)
 - Agency (Home Help/Personal Care Agency, Fiscal Intermediary, Home and Community Based Services Agencies, Home Care Agency, Transportation Company, Local Education Agency etc.)

Type 2 NPI if required by policy

Submit

New Rendering/Serviceing Provider

- Select Applicant Type: Rendering/Serviceing Only
- Basic Information: Complete all fields marked with an asterisk (*)
- Home Address: Complete Address Line 1 and Zip Code, click Validate Address
 - (Note: you should receive confirmation "Address validation successful")
- Click Finish

The screenshot shows a web browser window with the URL <https://milogintp.michigan.gov/>. The page title is "Welcome to MMIS - Internet Explorer". The browser has "Print" and "Help" buttons. The main content area is divided into two sections: "Basic Information" and "Home Address".

Basic Information Section:

- First Name: *
- Last Name: *
- Middle Initial:
- Suffix: ▼
- SSN: *
- Gender: ▼
- Date of Birth: [calendar icon] *
- Applicant Type: Rendering/Serviceing Only ▼ *
- NPI: *
- Contact Email Address:
 - Email-1: *
 - Email-2:
 - Email-3:
 - Email-4:

Home Address Section:

Please ensure you are providing the home address of this provider. Failure to do so may result in this application/modification being denied.

- Address Line 1: *
(Enter Street Address or PO Box Only)
- Address Line 2:
- Address Line 3:
- City/Town: OTHER ▼ *
- State/Province: OTHER ▼ *
- County: OTHER ▼
- Country: UNITED STATES ▼ *
- Zip Code: -

Buttons: Validate Address, Finish, Cancel

New Rendering/Serviceing Provider

- Confirmation, Basic Information is complete
- Take note of the Application ID, as this is used to track your application status
- Click Ok

Application ID: 20171106241608 Name: Tester, Testing

Basic Information

You have successfully completed the basic information on the Enrollment Application.

Your Application ID is: [20171106241608](#) ←

Please make note of this Application ID. This is the number you will be required to use to track the status of your enrollment application. Without this number, you will not be able to access your application and your information will be deleted.

Please make sure to complete your application and submit it for State Review within 30 calendar days OR your application will be deleted.

✓ Ok

New Rendering/Servicing Provider

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

Application ID: 20171106241608 Name: Tester, Testing

Close

Enroll Provider - Individual

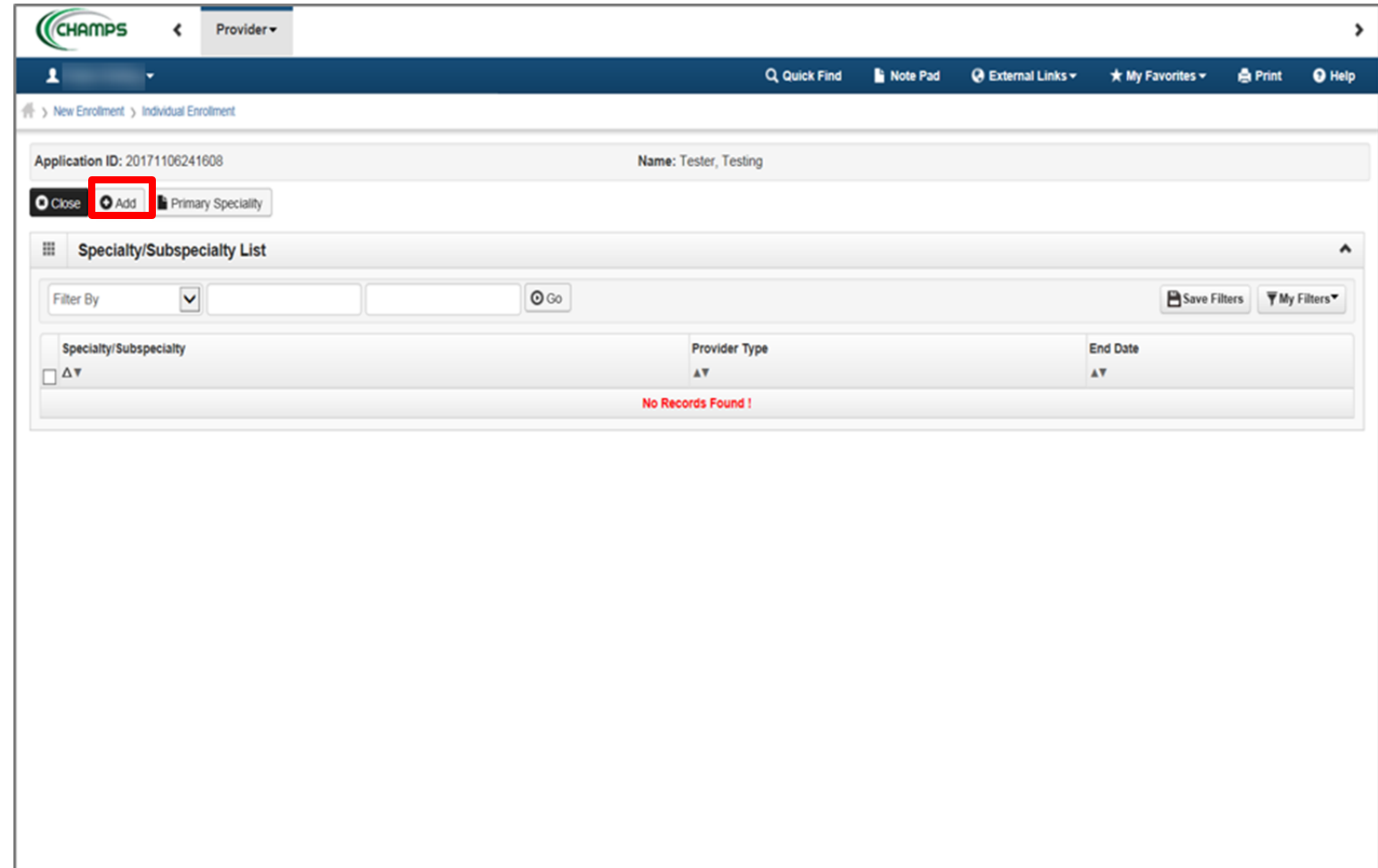
Business Process Wizard - Provider Enrollment (Individual). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	11/06/2017	11/06/2017	Complete	
Step 2: Add Specialties	Required			Incomplete	
Step 3: Associate Billing Provider	Required			Incomplete	
Step 4: Add License/Certification/Other	Optional			Incomplete	
Step 5: Add Provider Controlling Interest/Ownership Details	Optional			Incomplete	
Step 6: Add Taxonomy Details	Required			Incomplete	
Step 7: Associate MCO Plan	Optional			Incomplete	
Step 8: Upload Documents	Optional			Incomplete	
Step 9: Complete Enrollment Checklist	Required			Incomplete	
Step 10: Submit Enrollment Application for Approval	Required			Incomplete	

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

New Rendering/Serviceing Provider

- Click Add



The screenshot displays the CHAMPS web application interface. At the top, the CHAMPS logo is on the left, and a navigation menu includes 'Quick Find', 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The breadcrumb trail shows 'New Enrollment > Individual Enrollment'. The main content area displays 'Application ID: 20171106241608' and 'Name: Tester, Testing'. Below this, there are three buttons: 'Close', 'Add' (highlighted with a red box), and 'Primary Speciality'. A section titled 'Specialty/Subspecialty List' contains a filter bar with a 'Filter By' dropdown, two input fields, and a 'Go' button. To the right of the filter bar are 'Save Filters' and 'My Filters' buttons. Below the filter bar is a table with three columns: 'Specialty/Subspecialty', 'Provider Type', and 'End Date'. The table is currently empty, and a red message 'No Records Found!' is displayed at the bottom of the table area.

New Rendering/Serviceing Provider

- Choose the appropriate Provider Type and Specialty
 - (Note: There is no need to fill in an End Date)
- Depending on the Specialty chosen, Available Subspecialties will populate
- Select Available Subspecialties click >> to add to Associated Subspecialties list
- Click Ok

The screenshot shows the CHAMPS web application interface. The browser address bar displays "https://milogintp.michigan.gov/ - Welcome to MMIS - Internet Explorer". The application header shows "Application ID: 20171106241608" and "Name: Tester, Testing". The main form is titled "Add Specialty/Subspecialty" and contains the following fields:

- Provider Type:** A dropdown menu with "--SELECT--" selected. A red arrow points to this field.
- Specialty:** A dropdown menu with a selected value. A red arrow points to this field.
- End Date:** A text input field with a calendar icon.

Below these fields is a section titled "Add Subspecialty" with two columns:

- Available Subspecialties:** A vertical list box.
- Associated Subspecialties *:** A vertical list box.

Between the two columns are two buttons: ">>" and "<<". A red box highlights the ">>" button. A red arrow points to the "Available Subspecialties" column.

At the bottom right of the form, there are two buttons: "OK" and "Cancel". A red box highlights the "OK" button.

New Rendering/Serviceing Provider

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

The screenshot displays the CHAMPS web application interface. At the top, the CHAMPS logo is visible on the left, and navigation links for 'Quick Find', 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help' are on the right. The breadcrumb trail shows 'New Enrollment > Individual Enrollment'. The main content area includes 'Application ID: 20171106241608' and 'Name: Tester, Testing'. Below this, there are buttons for 'Close', 'Add', and 'Primary Specialty', with the 'Primary Specialty' button highlighted by a red rectangle. A 'Specialty/Subspecialty List' section follows, featuring a 'Filter By' dropdown, a 'Go' button, and 'Save Filters' and 'My Filters' options. The list table has columns for 'Specialty/Subspecialty', 'Provider Type', and 'End Date'. The first row shows 'Professional Counselor/No Subspecialty' with 'NON-PHYSICIANS' as the provider type and '12/31/2999' as the end date. At the bottom of the list, there are controls for 'Delete', 'View Page: 1', 'Go', 'Page Count', 'SaveToXLS', and 'Viewing Page: 1' with navigation arrows for 'First', 'Prev', 'Next', and 'Last'.

New Rendering/Serviceing Provider

- 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

The screenshot displays the CHAMPS web application interface. At the top, the CHAMPS logo is on the left, and navigation options like 'Provider' are in the center. A dark blue header bar contains user information 'Tester, Testing' and utility links: 'Quick Find', 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. Below the header, the breadcrumb trail shows 'New Enrollment > Individual Enrollment'. The main content area shows 'Application ID: 20171106241608' and 'Name: Tester, Testing'. A red box highlights the 'Close' and 'Save' buttons. The primary form section is titled 'Primary Specialty For Enrollment' and includes a dropdown menu for 'Primary Specialty/Subspecialty' (currently set to 'NON-PHYSICIANS/Professional Counselor/No Subspecialty'), radio buttons for 'Board Certified' (Yes/No) and 'Board Eligible' (Yes/No), and date pickers for 'Start Date' (01/01/2015) and 'End Date' (12/31/2999). A note on the right explains that the primary specialty designation is used for eligibility evaluation for the Primary Care Rate Increase.

New Rendering/Serviceing Provider

- Click Close to return to the enrollment steps

The screenshot shows the CHAMPS web application interface for provider enrollment. At the top, the CHAMPS logo is on the left, and navigation links for 'Quick Find', 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help' are on the right. The user is logged in as 'Tester, Testing'. The breadcrumb trail shows 'New Enrollment' > 'Individual Enrollment'. The main content area displays 'Application ID: 20171106241608' and 'Name: Tester, Testing'. Below this, there are three buttons: 'Close' (highlighted in red), 'Add', and 'Primary Speciality'. A section titled 'Specialty/Subspecialty List' contains a table with the following data:

Specialty/Subspecialty	Provider Type	End Date
<input type="checkbox"/> Professional Counselor/No Subspecialty	NON-PHYSICIANS	12/31/2999

At the bottom of the table, there are controls for 'View Page: 1', 'Go', 'Page Count', 'SaveToXLS', and navigation buttons for 'First', 'Prev', 'Next', and 'Last'.

New Rendering/Servicing Provider

- Step 2 is complete
- Click on Step 3: Associate Billing Provider

Application ID: 20171106241608 Name: Tester, Testing

Close

Enroll Provider - Individual

Business Process Wizard - Provider Enrollment (Individual). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	11/06/2017	11/06/2017	Complete	
Step 2: Add Specialties	Required	11/06/2017	11/06/2017	Complete	
Step 3: Associate Billing Provider	Required			Incomplete	
Step 4: Add License/Certification/Other	Required			Incomplete	Please add required License/Certification.
Step 5: Add Provider Controlling Interest/Ownership Details	Optional			Incomplete	
Step 6: Add Taxonomy Details	Required			Incomplete	
Step 7: Associate MCO Plan	Optional			Incomplete	
Step 8: Upload Documents	Optional			Incomplete	
Step 9: Complete Enrollment Checklist	Required			Incomplete	
Step 10: Submit Enrollment Application for Approval	Required			Incomplete	

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

New Rendering/Serviceing Provider

- Note: This step requires the NPI of the Provider/Facility you are rendering services for.
 - For example, Provider A works for Facility B; therefore, Facility B will be the Billing Provider and Provider A will be the Rendering Provider. Do not put your NPI.
- Click Add

The screenshot shows the CHAMPS web application interface. At the top, there is a navigation bar with the CHAMPS logo, a breadcrumb trail for 'Provider', and a user profile for 'Tester, Testing'. Below this is a secondary navigation bar with options like 'Quick Find', 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area displays 'Application ID: 20171106241608' and 'Name: Tester, Testing'. Below this, there are 'Close' and 'Add' buttons, with the 'Add' button highlighted in red. The 'Billing Provider List' section features a table with columns for 'Billing Provider NPI/ID', 'Billing Provider Name', 'Start Date', 'End Date', and 'Status'. The table is currently empty, with a red message 'No Records Found!' displayed below it. Filter controls and 'Save Filters'/'My Filters' buttons are also visible.

New Rendering/Serviceing Provider

- Complete all fields marked with an asterisk (*)
- Click Confirm Provider; Provider Name will populate
- Click Ok

CHAMPS Provider

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

Print Help

Application ID: 20171106241608 Name: Tester, Testing

Associate Billing Provider

Enter NPI/Provider ID of Billing Provider and click "Confirm Provider".

Type: *

ID: * → Provider Name:

Start Date: * End Date:

New Rendering/Serviceing Provider

- The associated provider's information is now listed under the Billing Provider List
- Click Close

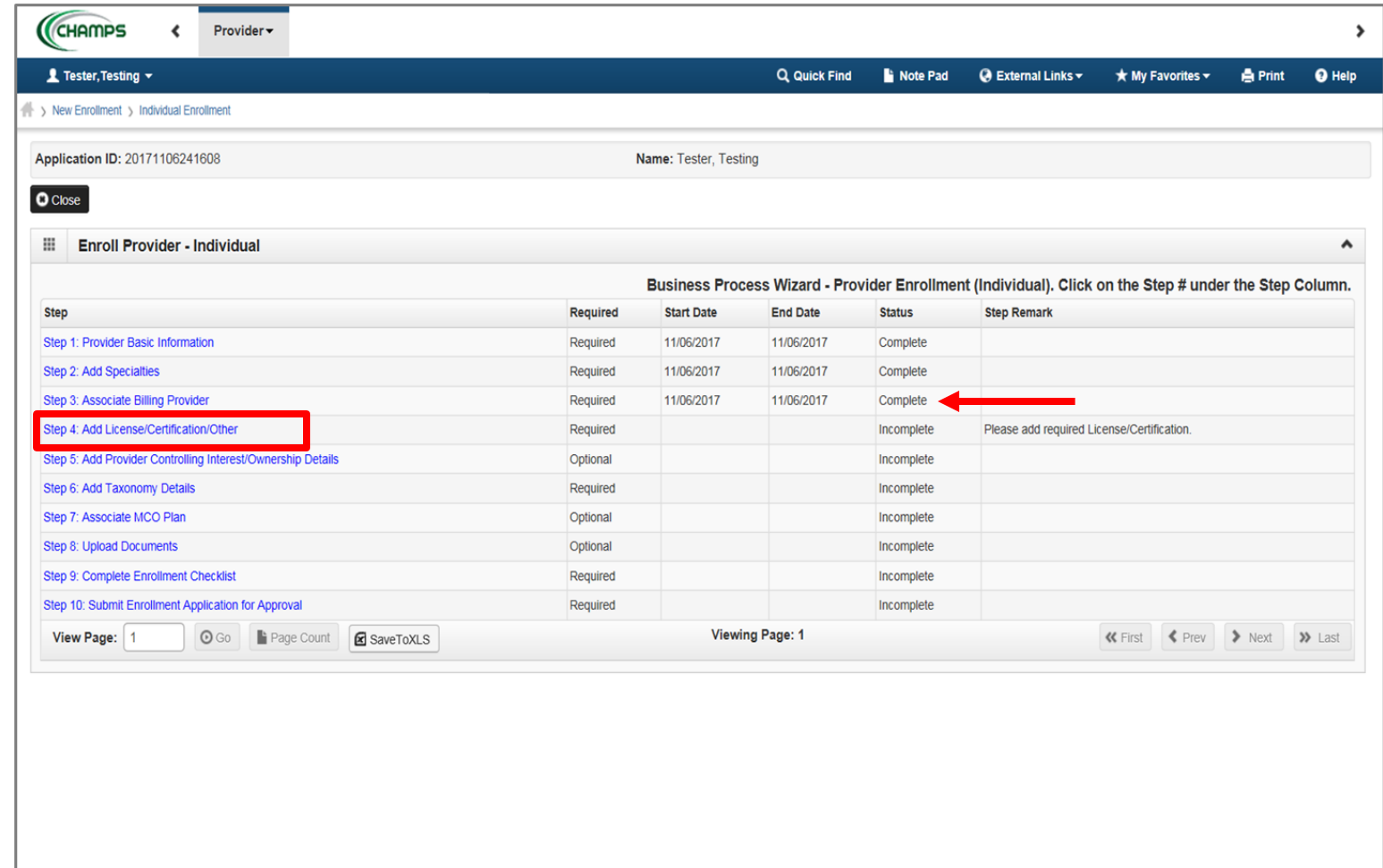
The screenshot displays the CHAMPS web application interface. At the top, the CHAMPS logo is visible on the left, and a navigation breadcrumb shows 'Provider'. Below this, a user profile for 'Tester, Testing' is shown, along with utility links for 'Quick Find', 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area shows the 'Application ID: 20171106241608' and 'Name: Tester, Testing'. A 'Close' button is highlighted with a red box, and an 'Add' button is next to it. Below this is the 'Billing Provider List' section, which includes a filter bar with a 'Filter By' dropdown and a 'Go' button. The list contains one entry with the following details:

Billing Provider NPI/ID	Billing Provider Name	Start Date	End Date	Status
<input type="checkbox"/>		11/06/2017	12/31/2999	Approved

At the bottom of the list, there are controls for 'Delete', 'View Page: 1', 'Go', 'Page Count', 'SaveToXLS', and 'Viewing Page: 1'. Navigation buttons for 'First', 'Prev', 'Next', and 'Last' are also present.

New Rendering/Servicing Provider

- Step 3 is complete
- Click on Step 4: Add License/Certification/Other



Application ID: 20171106241608 Name: Tester, Testing

Close

Enroll Provider - Individual

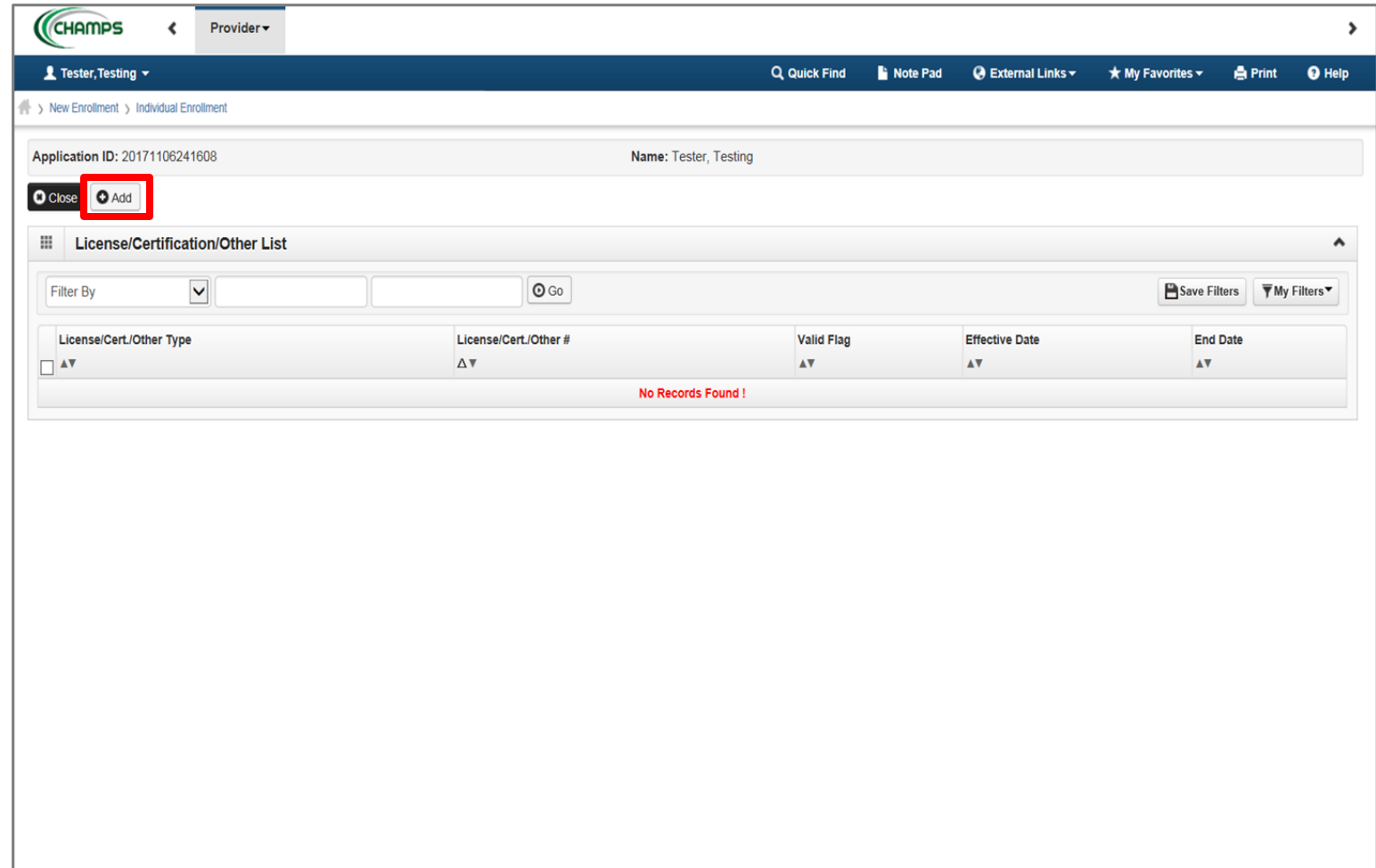
Business Process Wizard - Provider Enrollment (Individual). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	11/06/2017	11/06/2017	Complete	
Step 2: Add Specialties	Required	11/06/2017	11/06/2017	Complete	
Step 3: Associate Billing Provider	Required	11/06/2017	11/06/2017	Complete	
Step 4: Add License/Certification/Other	Required			Incomplete	Please add required License/Certification.
Step 5: Add Provider Controlling Interest/Ownership Details	Optional			Incomplete	
Step 6: Add Taxonomy Details	Required			Incomplete	
Step 7: Associate MCO Plan	Optional			Incomplete	
Step 8: Upload Documents	Optional			Incomplete	
Step 9: Complete Enrollment Checklist	Required			Incomplete	
Step 10: Submit Enrollment Application for Approval	Required			Incomplete	

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

New Rendering/Serviceing Provider

- Click Add



The screenshot displays the CHAMPS web application interface. At the top, the CHAMPS logo is visible on the left, and a breadcrumb trail shows 'Provider'. Below this, a user profile for 'Tester, Testing' is shown, along with navigation links for 'Quick Find', 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area shows 'Application ID: 20171106241608' and 'Name: Tester, Testing'. A toolbar contains 'Close' and 'Add' buttons, with the 'Add' button highlighted by a red rectangle. Below the toolbar is a section titled 'License/Certification/Other List' with a filter bar and a table. The table has columns for 'License/Cert./Other Type', 'License/Cert./Other #', 'Valid Flag', 'Effective Date', and 'End Date'. The table is currently empty, with a red message 'No Records Found!' displayed below it.

New Rendering/Serviceing Provider

- Complete all fields marked with an asterisk (*)
- Click Confirm License/Certification/Other
- Click Ok

The screenshot shows a web browser window displaying the CHAMPS application. The browser address bar shows "https://miologintp.michigan.gov/ - Welcome to MMS - Internet Explorer". The application header includes "CHAMPS" and "Provider". The main content area shows a form for "Add License/Certification/Other". The form includes the following fields:

- Application ID: 20171106241608
- Name: Tester, Testing
- License/Certification/Other Type: *
- License/Certification/Other #: *
- Valid Flag:
- Effective Date: *
- End Date:

At the bottom right of the form, there are three buttons: "Confirm License/Certification/Other", "OK", and "Cancel". The "Confirm License/Certification/Other" button is highlighted with a red box.

New Rendering/Serviceing Provider

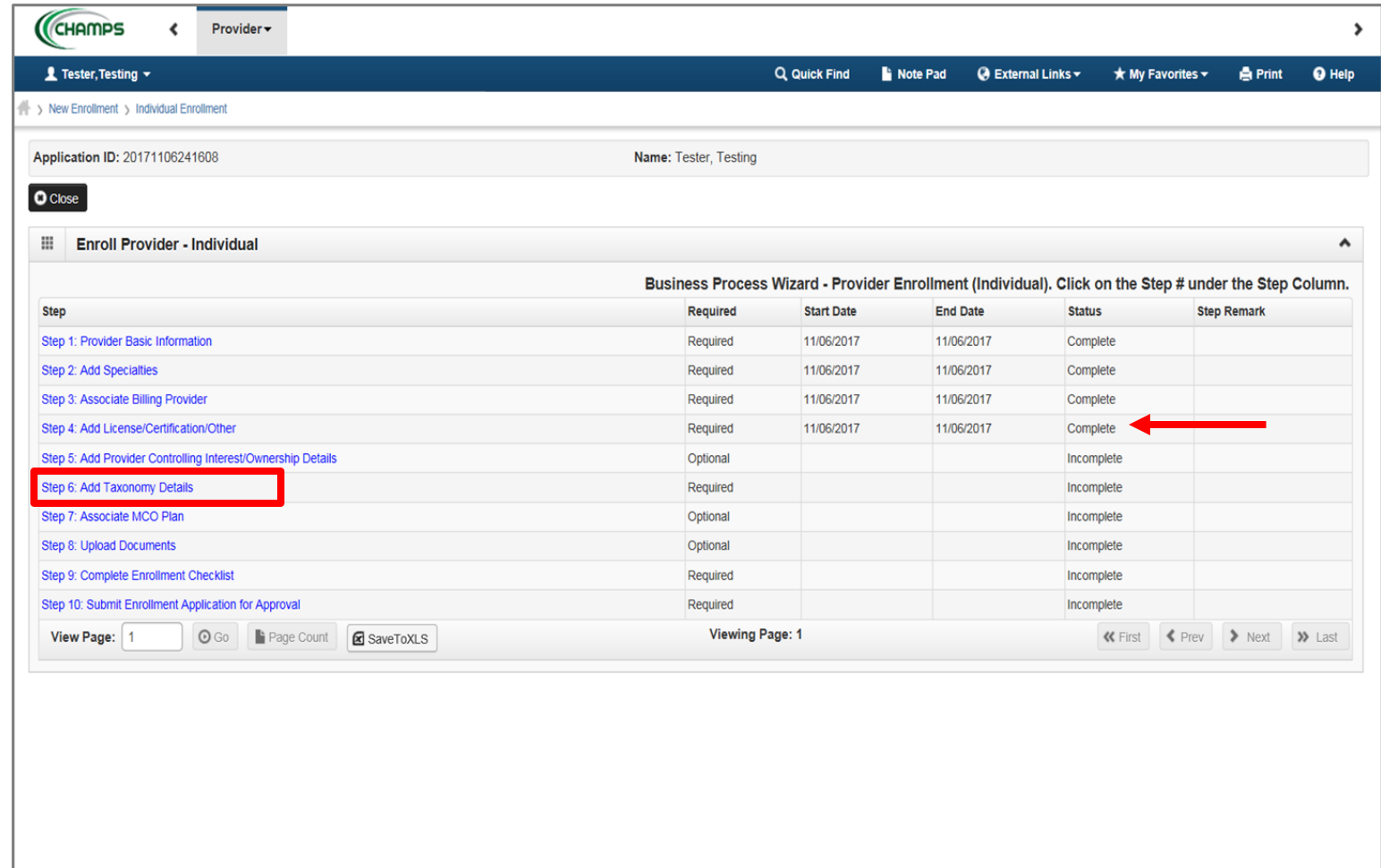
- The License/Certification/Other information will now be displayed
- To add additional License/Certification repeat the same process
- Click Close

The screenshot shows the CHAMPS web application interface. At the top, there is a navigation bar with the CHAMPS logo and a 'Provider' dropdown menu. Below this, a user profile for 'Tester, Testing' is visible, along with utility links for 'Quick Find', 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area displays the 'Application ID: 20171106241608' and 'Name: Tester, Testing'. A 'Close' button is highlighted with a red box, and an 'Add' button is also present. Below this is a section titled 'License/Certification/Other List' with a filter bar and a table of data. The table has columns for 'License/Cert./Other Type', 'License/Cert./Other #', 'Valid Flag', 'Effective Date', and 'End Date'. One row is visible for a 'State Professional License' with ID 1234567, a 'No' valid flag, and dates from 01/01/2010 to 12/31/2999. At the bottom of the table, there are controls for 'Delete', 'View Page: 1', 'Go', 'Page Count', 'SaveToXLS', and 'Viewing Page: 1'.

License/Cert./Other Type	License/Cert./Other #	Valid Flag	Effective Date	End Date
State Professional License	1234567	No	01/01/2010	12/31/2999

New Rendering/Servicing Provider

- Step 4 is complete
- Click on Step 6: Add Taxonomy Details
 - (Note: Step 5 is not required)



Application ID: 20171106241608 Name: Tester, Testing

Close

Enroll Provider - Individual

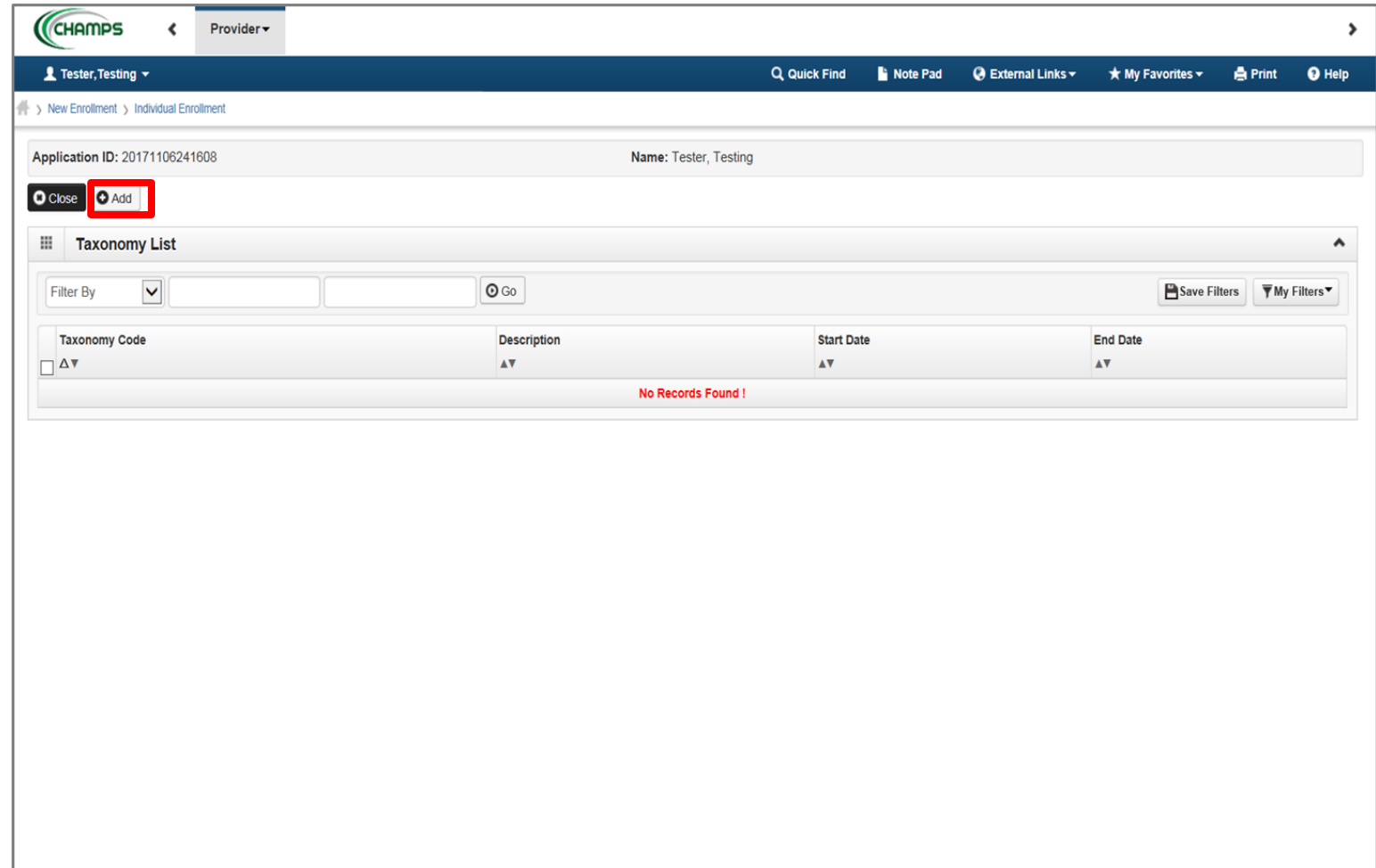
Business Process Wizard - Provider Enrollment (Individual). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	11/06/2017	11/06/2017	Complete	
Step 2: Add Specialties	Required	11/06/2017	11/06/2017	Complete	
Step 3: Associate Billing Provider	Required	11/06/2017	11/06/2017	Complete	
Step 4: Add License/Certification/Other	Required	11/06/2017	11/06/2017	Complete	
Step 5: Add Provider Controlling Interest/Ownership Details	Optional			Incomplete	
Step 6: Add Taxonomy Details	Required			Incomplete	
Step 7: Associate MCO Plan	Optional			Incomplete	
Step 8: Upload Documents	Optional			Incomplete	
Step 9: Complete Enrollment Checklist	Required			Incomplete	
Step 10: Submit Enrollment Application for Approval	Required			Incomplete	

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

New Rendering/Serviceing Provider

- Click Add



The screenshot displays the CHAMPS web application interface. At the top, the CHAMPS logo is visible on the left, and a breadcrumb trail shows 'Provider'. Below this, a user profile for 'Tester, Testing' is shown, along with navigation options: 'Quick Find', 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area shows 'New Enrollment > Individual Enrollment' with 'Application ID: 20171106241608' and 'Name: Tester, Testing'. Below this, there are 'Close' and 'Add' buttons; the 'Add' button is highlighted with a red rectangular box. Underneath is a 'Taxonomy List' section with a search filter and a 'Go' button. A table with columns 'Taxonomy Code', 'Description', 'Start Date', and 'End Date' is present, but it is empty, with a red message 'No Records Found!' displayed below it.

New Rendering/Serviceing Provider

- Enter in Taxonomy Code or click on (📄) next to the words, Click here for Taxonomy List, to look up appropriate taxonomy code

The screenshot displays the CHAMPS web application interface. At the top, the browser address bar shows 'https://milogintp.michigan.gov/ - Welcome to MMIS - Internet Explorer'. The application header includes the CHAMPS logo and a 'Provider' dropdown menu. The main content area shows the 'Add Taxonomy' form for Application ID: 20171106241608 and Name: Tester, Testing. The form contains the following fields:

- Taxonomy Code:** A text input field with a red arrow pointing to it and a red box around the text '(Click here for Taxonomy List)' to its right.
- Description:** A text input field.
- Start Date:** A date picker field with a calendar icon and an asterisk.
- End Date:** A date picker field with a calendar icon.

At the bottom right of the form, there are three buttons: 'Confirm Taxonomy', 'Ok', and 'Cancel'.

New Rendering/Serviceing Provider

- After clicking (📄) the [National Uniform Claim Committee](http://www.nucc.org) webpage will pop up
- Press (CTRL+F) to search for the appropriate taxonomy code

http://www.nucc.org/index.php National Uniform Claim Co... x

File Edit View Favorites Tools Help

NUCC
National Uniform Claim Committee

Search this site ...

MENU

Use the browser's find feature (Ctrl-F) to search for values. Taxonomy codes are self-selected. Choose the code that best identifies you as a provider.

- ⊕ Individual or Groups (of Individuals)
 - ⊕ Group [\[definition\]](#)
 - Multi-Specialty - **193200000X** [\[definition\]](#)
 - Single Specialty - **193400000X** [\[definition\]](#)
 - ⊕ Allopathic & Osteopathic Physicians [\[definition\]](#)
 - ⊕ Allergy & Immunology - **207K00000X** [\[definition\]](#)
 - Allergy - **207KA0200X** [\[definition\]](#)
 - Clinical & Laboratory Immunology - **207KI0005X** [\[definition\]](#)
 - ⊕ Anesthesiology - **207L00000X** [\[definition\]](#)
 - Addiction Medicine - **207LA0401X** [\[definition\]](#)
 - Critical Care Medicine - **207LC0200X** [\[definition\]](#)
 - Hospice and Palliative Medicine - **207LH0002X** [\[definition\]](#)
 - Pain Medicine - **207LP2900X** [\[definition\]](#)
 - Pediatric Anesthesiology - **207LP3000X** [\[definition\]](#)
 - Clinical Pharmacology - **208U00000X** [\[definition\]](#)
 - Colon & Rectal Surgery - **208C00000X** [\[definition\]](#)
 - ⊕ Dermatology - **207N00000X** [\[definition\]](#)
 - Clinical & Laboratory Dermatological

Clicking a [\[definition\]](#) link to the left displays code value definitions, when available, and additional information about the selected code in this space.

If you are unable to find a code to meet your need:

- [Submit a Question](#)
- [More Information](#)

New Rendering/Serviceing Provider

- Enter Start Date
- Click Confirm Taxonomy
- Click Ok

The screenshot shows the CHAMPS web application interface. At the top, the browser address bar displays "https://milogintp.michigan.gov/ - Welcome to MMIS - Internet Explorer". The application header includes the CHAMPS logo and a "Provider" dropdown menu. Below the header, the form displays "Application ID: 20171106241608" and "Name: Tester, Testing". The main section is titled "Add Taxonomy" and contains the following fields:

- Taxonomy Code:** A text input field with a red asterisk and a link: "(Click here for Taxonomy List)".
- Description:** A text input field.
- Start Date:** A date picker field with a red arrow pointing to it and a red asterisk.
- End Date:** A date picker field.

At the bottom right of the form, there are three buttons: "Confirm Taxonomy", "Ok", and "Cancel". The "Confirm Taxonomy" and "Ok" buttons are highlighted with a red rectangular box.

New Rendering/Serviceing Provider

- The Taxonomy Code information will be displayed
- Click Close

The screenshot shows the CHAMPS web application interface. At the top, there is a navigation bar with the CHAMPS logo and a 'Provider' dropdown menu. Below this, a user profile for 'Tester, Testing' is visible, along with utility links for 'Quick Find', 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area displays 'Application ID: 20171106241608' and 'Name: Tester, Testing'. A 'Close' button is highlighted with a red box, and an 'Add' button is next to it. Below this is a 'Taxonomy List' section with a 'Filter By' dropdown and a 'Go' button. A table lists taxonomy codes, with one entry selected: '101YP2500X' with a description of 'Professional', a start date of '11/02/2017', and an end date of '12/31/2999'. At the bottom of the table, there are controls for 'Delete', 'View Page: 1', 'Go', 'Page Count', 'SaveToXLS', and 'Viewing Page: 1'.

Taxonomy Code	Description	Start Date	End Date
<input type="checkbox"/> 101YP2500X	Professional	11/02/2017	12/31/2999

New Rendering/Servicing Provider

- Step 6 is complete
- Click on Step 9: Complete Enrollment Checklist
 - (Note: Steps 7 & 8 are not required)

Application ID: 20171106241608 Name: Tester, Testing

Close

Enroll Provider - Individual

Business Process Wizard - Provider Enrollment (Individual). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	11/06/2017	11/06/2017	Complete	
Step 2: Add Specialties	Required	11/06/2017	11/06/2017	Complete	
Step 3: Associate Billing Provider	Required	11/06/2017	11/06/2017	Complete	
Step 4: Add License/Certification/Other	Required	11/06/2017	11/06/2017	Complete	
Step 5: Add Provider Controlling Interest/Ownership Details	Optional			Incomplete	
Step 6: Add Taxonomy Details	Required	11/06/2017	11/06/2017	Complete	
Step 7: Associate MCO Plan	Optional			Incomplete	
Step 8: Upload Documents	Optional			Incomplete	
Step 9: Complete Enrollment Checklist	Required			Incomplete	
Step 10: Submit Enrollment Application for Approval	Required			Incomplete	

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

New Rendering/Serviceing Provider

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

CHAMPS < Provider >

Tester, Testing > Quick Find > Note Pad > External Links > My Favorites > Print > Help

> New Enrollment > Individual Enrollment

Application ID: 20171108241608 Name: Tester, Testing

Close Save

Provider Checklist

Question	Answer	Comments
Do you need to request a Retro Enrollment Date? If Yes, enter the requested Retro Enrollment Date in the comment field.	Not Completed	
Are you currently excluded from any State program?	Not Completed	
Are you currently excluded from any Federal program?	Not Completed	
Have you ever had a criminal or health-related conviction?	Not Completed	
Have you ever had a judgment under any false claims act?	Not Completed	
Have you ever had a program exclusion/debarment?	Not Completed	
Have you ever had a civil monetary penalty?	Not Completed	
Are you applying as a Private Duty Nurse (LPN/RN) for private duty services?	Not Completed	
Do you have ownership interest in other entities reimbursable by Medicaid and/or Medicare? If Yes, provide details in "Add Ownership Details" step.	Not Completed	
Do you accept new patients?	Not Completed	
Have you had any malpractice settlement, judgment, or agreement? If yes, enter dollar amount(s) and date(s).	Not Completed	
If you are a Nurse Practitioner or Nurse Midwife, a Collaborative Agreement is required. Please provide NPI of servicing physician. If you don't have an agreement, please answer yes and provide an explanation.	Not Completed	
Dental Hygienist-Do you have a collaborative agreement in place? If "Yes", with what NPI?	Not Completed	
Are you affiliated with a PA 161 program? If yes, please provide the NPI of that program(s) in the comments.	Not Completed	
All providers are considered for the Beneficiary Monitoring Program. Do you object to this participation?	Not Completed	
Have you completed American Pharmacists Assoc's Delivering Medication Therapy Mgmt Services or program approved by Accreditation Council of Pharmacy Education? If yes, then enter what you have completed.	Not Completed	

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

New Rendering/Servicing Provider

- Step 9 is complete
- Click on Step 10: Submit Enrollment Application for Approval
 - (Note: If you chose not to complete optional steps you can still submit your application)

You must complete this step to finalize your application submission

CHAMPS Provider

Tester, Testing

Application ID: 20171106241608 Name: Tester, Testing

Close

Enroll Provider - Individual

Business Process Wizard - Provider Enrollment (Individual). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	11/06/2017	11/06/2017	Complete	
Step 2: Add Specialties	Required	11/06/2017	11/06/2017	Complete	
Step 3: Associate Billing Provider	Required	11/06/2017	11/06/2017	Complete	
Step 4: Add License/Certification/Other	Required	11/06/2017	11/06/2017	Complete	
Step 5: Add Provider Controlling Interest/Ownership Details	Optional	11/06/2017	11/06/2017	Complete	
Step 6: Add Taxonomy Details	Required	11/06/2017	11/06/2017	Complete	
Step 7: Associate MCO Plan	Optional			Incomplete	
Step 8: Upload Documents	Optional			Incomplete	
Step 9: Complete Enrollment Checklist	Required	11/06/2017	11/06/2017	Complete	
Step 10: Submit Enrollment Application for Approval	Required			Incomplete	

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

New Rendering/Serviceing Provider

- Final Submission: Click Next

The screenshot shows the CHAMPS web application interface. At the top, there is a navigation bar with the CHAMPS logo, a 'Provider' dropdown menu, and a user profile for 'Tester, Testing'. Below the navigation bar, there are utility links: 'Quick Find', 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area shows the 'New Enrollment > Individual Enrollment' path. A header bar displays 'Application ID: 20171106241608' and 'Name: Tester, Testing'. Below this, there are 'Close' and 'Next' buttons, with the 'Next' button highlighted by a red box. The 'Final Submission' section contains the following text: 'Application ID: 20171106241608', 'EnrollmentType: Individual/Sole Proprietor', 'The information submitted for enrollment shall be verified and reviewed by the State. During this time, any changes to the information shall not be accepted.', and 'I agree that the information submitted as a part of the application is correct (Private and Confidential)'. Below this is an 'Application Document Checklist' table with columns for 'Forms/Documents', 'Special Instructions', 'Source', and 'Required'. The table is currently empty, displaying 'No Records Found!' in red text.

Forms/Documents	Special Instructions	Source	Required
No Records Found !			

New Rendering/Serviceing Provider

- Read through the Terms and Conditions

The screenshot shows a web browser window with the CHAMPS logo in the top left. The user is logged in as 'Tester, Testing'. The breadcrumb trail is 'New Enrollment > Individual Enrollment'. The application ID is 20171106241608 and the name is Tester, Testing. There are buttons for 'Close' and 'Submit Application'. A note states: 'After reading the Terms and Conditions be sure to check the agreement box located at the end of the document.'

Medical Assistance Provider Enrollment & Trading Partner Agreement - Conditions

In applying for enrollment as a provider or trading partner in the Medical Assistance Program (and programs for which the Michigan Department Of Health and Human Services (MDHHS) is the fiscal intermediary), I represent and certify as follows:

1. The applicant, and the employer (if applicable), certify that the undersigned has/have the authority to execute this Agreement.
2. Enrollment in the Medical Assistance Program does not guarantee participation in MDHHS managed care programs nor does it replace or negate the contract process between a managed care entity and its providers or subcontractors.
3. All information furnished on this Medical Assistance Provider Enrollment & Trading Partner Agreement form is true and complete.
4. The providers and fiscal agents of ownership and control information agree to provide proper disclosure of provider's owners and other persons criminal related to Medicare, Medicaid or Title XX involvement. [42 CFR 455.100]
5. The applicant and the employer agree to provide proper disclosure of any criminal convictions related to Medicare (Title XVIII), Medicaid (Title XIX), and other State Health Care Programs (Title V, Title XX, and Title XXI) involvement since the inception of Medicare, Medicaid, or Title XX programs. [42 CFR 455.106 and 42 U.S.C. § 1320a-7]
6. I agree to read the Medicaid Provider Manual from the Michigan Department Of Health and Human Services (MDHHS). I also agree to comply with 1) the terms and conditions of participation noted in the manual, and 2) MDHHS's policies and procedures for the Medical Assistance Program contained in the manual, provider bulletins and other program notifications.
7. I agree to comply with the provisions of 42 CFR 455.104, 42 CFR 455.105, 42 CFR 431.107 and Act No. 280 of the Public Acts of 1939, as amended, which state the conditions and requirements under which participation in the Medical Assistance Program is allowed.
8. I agree to comply with the requirements of Section 6032 of the Deficit Reduction Act of 2005, codified at section 1902 (a)(68) of the Social Security Act which relates to the conditions and requirements of "Employee Education About False Claims Recovery."
9. I agree that, upon request and at a reasonable time and place, I will allow authorized state or federal government agents to inspect, copy, and/or take any records I maintain pertaining to the delivery of goods and services to, or on behalf of, a Medical Assistance Program beneficiary. These records also include any service contract(s) I have with any billing agent/service or service bureau, billing consultant, or other healthcare provider.
10. I agree to include a clause in any contract I enter into which allows authorized state or federal government agents access to the subcontractor's accounting records and other documents needed to verify the nature and extent of costs and services furnished under the contract.
11. I understand that the incentive payment requested using my National Provider Identifier (NPI) number will be made directly to the Tax ID Number (TIN) that was indicated during the registration process.
12. I am not currently suspended, terminated, or excluded from the Medical Assistance Program by any state or by the U.S. Department of Health and Human Services.

New Rendering/Servicing Provider

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

The screenshot shows a web browser window with the CHAMPS logo in the top left. The page title is "Provider" and the user is logged in as "Tester, Testing". The breadcrumb trail is "New Enrollment > Individual Enrollment". The application ID is 20171106241608 and the name is Tester, Testing. A "Submit Application" button is highlighted with a red box. Below the button is a scrollable area containing the terms and conditions, including sections 6 through 10. At the bottom, a checkbox is checked and highlighted with a red box, followed by the text: "By checking this, I certify that I have read and that I agree and accept the enrollment conditions in the Medical Assistance Provider Enrollment & Trading Partner Agreement."

Application ID: 20171106241608 Name: Tester, Testing

Submit Application after reading the Terms and Conditions be sure to check the agreement box located at the end of the document.

including all costs and reasonable attorney fees, arising out of electronic transactions the Trading Partner submits to MDHHS.

6. Standard Transactions.
All Standard Transactions, as defined by HIPAA, will be conducted by the parties using only code sets, data elements, and formats specified by the Transaction Rules and instructions in the MDHHS Companion Guides. The parties agree that when conducting Standard Transactions, they will not change the definition, data condition, or use of a data element or segment in a standard, add data elements or segments to the maximum defined data set, use any code or data elements that are either marked "not used" in the standard's implementation specification or are not in the standard's implementation specification(s), or change the meaning or intent of the HIPAA standards implementation specifications.

7. Testing.
All new Trading Partners will cooperate with MDHHS upon request in testing processes prior to submission of production data. Existing Trading Partners will cooperate with MDHHS upon request in testing processes for any changes in submission format prior to submission of production files. MDHHS will notify the Trading Partner of the effective date for production data after successful testing.

8. Data and Network Security.
The parties agree to use reasonable security measures to protect the integrity of data transmitted under this Agreement and to protect this data from unauthorized access. The Trading Partner shall comply with MDHHS data and network security requirements, which may change from time to time and as may be required by the HIPAA security regulations.

9. Automatic Amendment for Regulatory Compliance.
This Agreement will automatically be amended to comply with any final regulation or amendment to a final regulation adopted by the U.S. Department of Health and Human Services concerning the subject matter of this Agreement upon the effective date of the final regulation or amendment.

10. Miscellaneous.
Provisions 3 and 8 shall survive termination of this Agreement.

The Trading Partner will notify MDHHS of any changes in trading partner information supplied including, but not limited to, the name of the service bureau, billing service, recipient of remittance file, or provider code at least 30 calendar days prior to the effective date of such change.

By checking this, I certify that I have read and that I agree and accept the enrollment conditions in the Medical Assistance Provider Enrollment & Trading Partner Agreement.

New Rendering/Servicing Provider

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

The screenshot displays the CHAMPS web application interface. At the top, the CHAMPS logo is visible on the left, and a navigation menu includes 'Provider', 'Quick Find', 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The user is logged in as 'Tester, Testing'. The breadcrumb trail shows 'New Enrollment > Individual Enrollment'. The main content area displays 'Application ID: 20171106241608' and 'Name: Tester, Testing'. A red notification message states: 'Your Application Number 20171106241608 has been successfully submitted for State review. Return with this application number to track the status of your application.' Below this is a 'Close' button. The main section is titled 'Enroll Provider - Individual' and contains a 'Business Process Wizard - Provider Enrollment (Individual). Click on the Step # under the Step Column.' table.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	11/06/2017	11/06/2017	Complete	
Step 2: Add Specialties	Required	11/06/2017	11/06/2017	Complete	
Step 3: Associate Billing Provider	Required	11/06/2017	11/06/2017	Complete	
Step 4: Add License/Certification/Other	Required	11/06/2017	11/06/2017	Complete	
Step 5: Add Provider Controlling Interest/Ownership Details	Optional	11/06/2017	11/06/2017	Complete	
Step 6: Add Taxonomy Details	Required	11/06/2017	11/06/2017	Complete	
Step 7: Associate MCO Plan	Optional			Incomplete	
Step 8: Upload Documents	Optional			Incomplete	
Step 9: Complete Enrollment Checklist	Required	11/06/2017	11/06/2017	Complete	
Step 10: Submit Enrollment Application for Approval	Required	11/06/2017	11/06/2017	Complete	

At the bottom of the wizard, there are controls for 'View Page: 1', 'Go', 'Page Count', 'SaveToXLS', and 'Viewing Page: 1'. Navigation buttons for 'First', 'Prev', 'Next', and 'Last' are also present.

Track Existing Application

How to track a submitted Rendering/Service provider application within CHAMPS

Track Existing Application

- Select Provider tab
- Click Track Application

The screenshot displays the CHAMPS web application interface. At the top left, the CHAMPS logo is visible. A navigation bar contains a 'Provider' dropdown menu, which is highlighted with a red box. Below this, a 'PROVIDER ENROLLMENT' dropdown menu is open, showing two options: 'New Enrollment' and 'Track Application'. A red arrow points to the 'Track Application' option. The main content area shows a table with two rows: 'Enroll As A New Provider' and 'Track Existing Provider Application'. The 'Track Application' link is highlighted in blue.

Track Application	Enroll As A New Provider
	Track Existing Provider Application

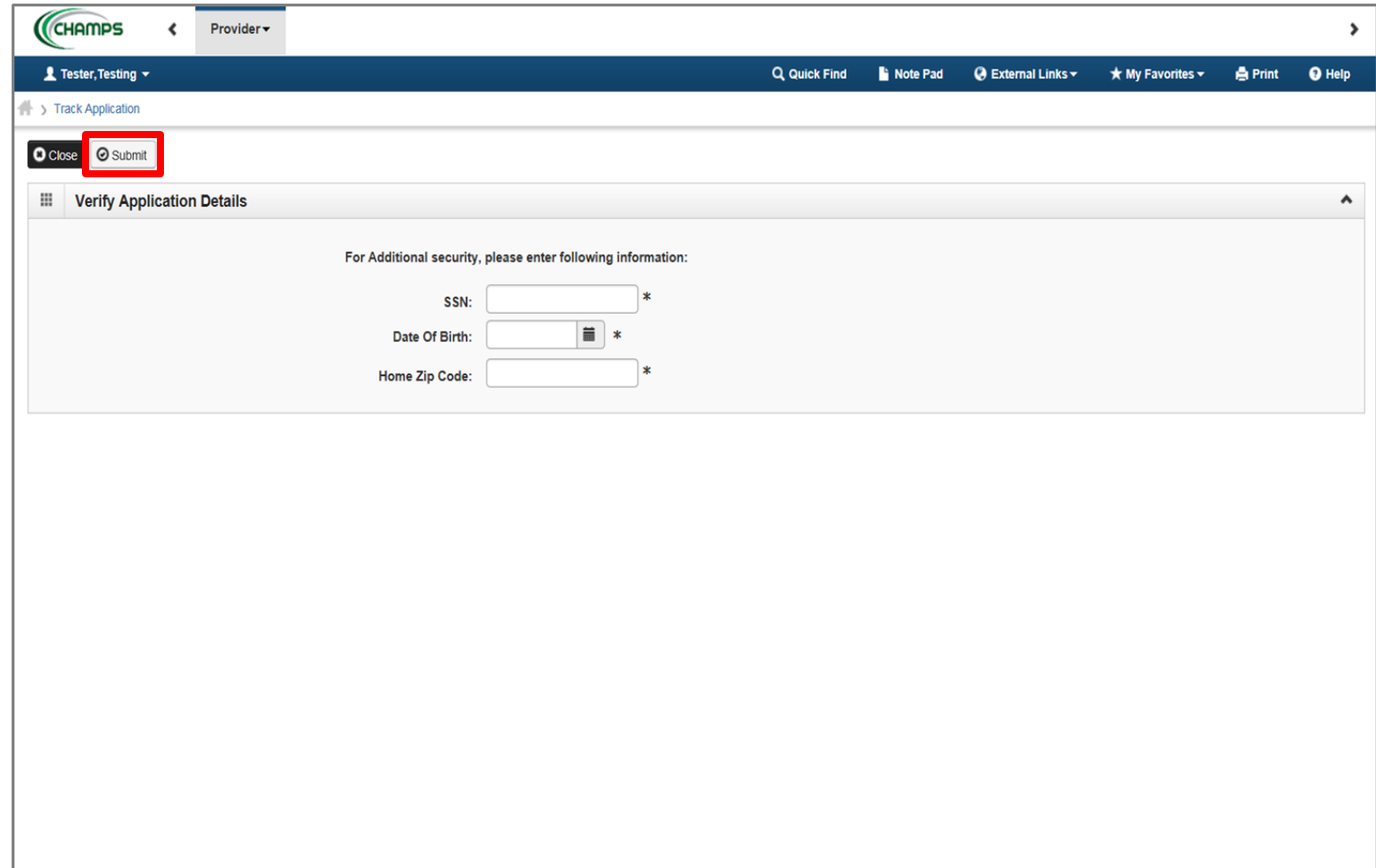
Track Existing Application

- Fill in Application ID
- Click Next

The screenshot shows the CHAMPS web application interface. At the top, there is a navigation bar with the CHAMPS logo, a "Provider" dropdown menu, and a user profile for "Tester, Testing". Below the navigation bar, there are utility links: "Quick Find", "Note Pad", "External Links", "My Favorites", "Print", and "Help". The main content area is titled "Track Application" and contains two panels. The first panel, "Track Existing Application", has a "Close" button and a "Next" button (highlighted with a red box). Below the panel title, there is a text prompt: "Please provide the Application ID to track your application." followed by a red arrow pointing to an "Application ID:" label and an input field with an asterisk. The second panel, "Request Access to Home Help Provider Info", contains a text prompt: "Click the below link if you are an Existing Home Help Individual or Agency accessing CHAMPS system for the first time. provide the Application ID to track your application." and a blue hyperlink: "Home Help Providers requesting access to their information."

Track Existing Application

- Complete all fields marked with an asterisk (*)
- Click Submit



CHAMPS

Provider

Tester, Testing

Quick Find Note Pad External Links My Favorites Print Help

Track Application

Close Submit

Verify Application Details

For Additional security, please enter following information:

SSN: *

Date Of Birth: *

Home Zip Code: *

Track Existing Application

- Confirmation your Provider Enrollment Application has been submitted and is being reviewed by the state
- Click Close

The screenshot shows the CHAMPS web application interface. At the top, there is a navigation bar with the CHAMPS logo and a 'Provider' dropdown menu. Below this, a user profile for 'Tester, Testing' is visible, along with utility icons for Quick Find, Note Pad, External Links, My Favorites, Print, and Help. The main content area displays the application ID '20171106241608' and the name 'Tester, Testing'. A prominent orange message box states: 'Your application is currently In-Review by the Provider Enrollment Unit. You cannot make any modifications to your enrollment information at this time.' A 'Close' button is highlighted with a red box. Below the message is a 'Business Process Wizard - Provider Enrollment (Individual)' section with a table of steps. The table has columns for Step, Required, Start Date, End Date, Status, and Step Remark. The steps range from 'Provider Basic Information' to 'Submit Enrollment Application for Approval'. The status of each step is either 'Complete' or 'Incomplete'. At the bottom of the wizard, there are navigation controls including 'View Page: 1', 'Go', 'Page Count', 'SaveToXLS', 'Viewing Page: 1', and 'First', 'Prev', 'Next', 'Last' buttons.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	11/06/2017	11/06/2017	Complete	
Step 2: Add Specialties	Required	11/06/2017	11/06/2017	Complete	
Step 3: Associate Billing Provider	Required	11/06/2017	11/06/2017	Complete	
Step 4: Add License/Certification/Other	Required	11/06/2017	11/06/2017	Complete	
Step 5: Add Provider Controlling Interest/Ownership Details	Optional	11/06/2017	11/06/2017	Complete	
Step 6: Add Taxonomy Details	Required	11/06/2017	11/06/2017	Complete	
Step 7: Associate MCO Plan	Optional			Incomplete	
Step 8: Upload Documents	Optional			Incomplete	
Step 9: Complete Enrollment Checklist	Required	11/06/2017	11/06/2017	Complete	
Step 10: Submit Enrollment Application for Approval	Required	11/06/2017	11/06/2017	Complete	

Provider Enrollment Final Steps

- Please allow the State time to review the Provider Enrollment Application.
- After the State has looked over the Provider Enrollment Application Providers will receive a letter letting them know whether they have been approved or denied.
 - Letter for a Rendering/Servicing provider is sent to the Billing Provider's Correspondence address provided in the Provider Enrollment Application

Provider Enrollment Resources



Provider Enrollment website: <https://www.michigan.gov/mdhhs/doing-business/providers/providers/medicaid/provider-enrollment>



Trainings:

CHAMPS Enrollment Application: [Rendering/Serviceing Domain Administrator Functions -PDF](#)
Track Application – [PDF](#)



Forms:

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



Provider Enrollment:

1-800-292-2550
ProviderSupport@Michigan.gov
ProviderEnrollment@Michigan.gov



Thank you for participating in the Michigan Medicaid Program