

Provider Enrollment Track Application



“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 Enrollment Process Overview

- Step 1: Determine if provider needs to enroll with CHAMPS Michigan Medicaid
 - Policy Bulletin MSA: [13-17](#)
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 - Policy Bulletin MSA: [19-20](#)
- Step 2: [Determine CHAMPS Enrollment Type](#)
- Step 3: [Enroll with SIGMA – Vendor Self-Service](#)
 - After completing SIGMA registration allow 3-5 business days to begin and complete the CHAMPS application. If you attempt to enroll in CHAMPS during this time you may get an error when validating your information.
- 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 ([DCH-1401](#))

Track Existing Application

How to track a submitted application within CHAMPS

Track Existing Application

- Click the CHAMPS hyperlink.

The screenshot shows the MiLogin for Business website. The header includes the Michigan state logo, the text "MiLogin for Business", and navigation links for "Home", "Discover Online Services", "Help", and "Contact Us". The main content area features a "Welcome" message and a sub-header "Access your requested online services and search for more." Below this, there are two white boxes. The left box contains the MDHHS logo, the text "Michigan Department of Health & Human Services (MDHHS)", and a "CHAMPS" hyperlink. A red rectangular box highlights the right-pointing arrow next to the "CHAMPS" text. The right box is titled "Discover Online Services" and contains text about MiLogin security and a "Find Services" link with a right-pointing arrow. The footer includes "Copyright 2023 State of Michigan" and a "Policies" link.

Track Existing Application

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

The screenshot shows the 'MiLogin for Business' web application interface. At the top, there is a navigation bar with a Michigan state icon, the title 'MiLogin for Business', and links for 'Home', 'Discover Online Services', 'Help', and 'Contact Us'. Below the navigation bar 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 central focus is a white box containing the MDHHS logo and the heading 'CHAMPS'. Below the heading is a paragraph describing the CHAMPS system. Underneath is a section titled 'Please accept the Terms and Conditions to continue:' followed by a scrollable 'Terms & Conditions' box. Below the terms is a checked checkbox for 'I agree to the Terms & Conditions' and a red-bordered 'Launch service' button. The footer contains 'Copyright 2023 State of Michigan' and a 'Policies' link.

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

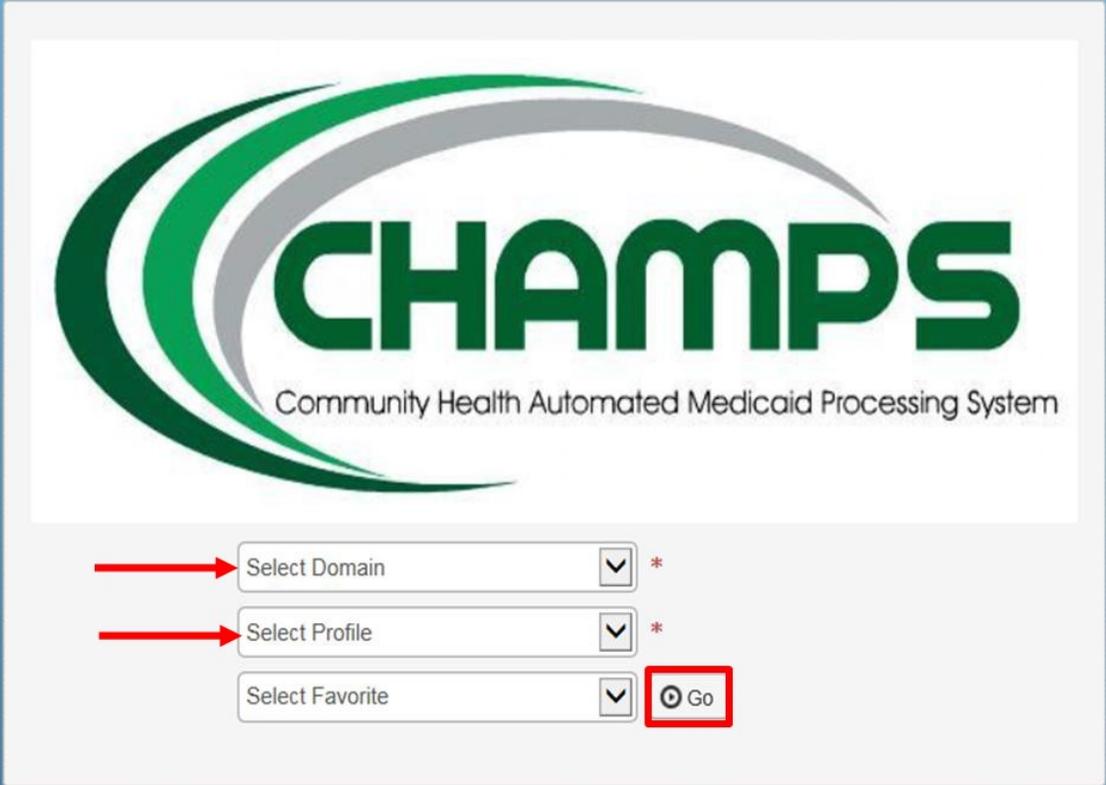
I agree to the Terms & Conditions

Launch service

Copyright 2023 State of Michigan Policies

Track Existing Application

- Select the Billing NPI from the Domain dropdown.
- Select the appropriate profile (for example full access, limited access, provider enrollment, etc.).
- Click Go.
 - Please Note: If there are no Domain or Profile options to select from reference [Domain Administrator Functions](#) >> Adding Users/Assigning Profiles.



CHAMPS
Community Health Automated Medicaid Processing System

Select Domain *
Select Profile *
Select Favorite * Go

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 dropdown menu labeled 'Provider' is open, showing two options: 'New Enrollment' and 'Track Application'. The 'Track Application' option is highlighted with a red box. Below the dropdown menu, there is a table with two columns. The first column contains links for 'New Enrollment' and 'Track Application'. The second column contains the corresponding actions: 'Enroll As A New Provider' and 'Track Existing Provider Application'. The 'Track Application' link is also highlighted with a red box. The interface includes a navigation bar with options like 'Quick Find', 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'.

New Enrollment	Enroll As A New Provider
Track Application	Track Existing Provider Application

Track Existing Application

- Fill in Application ID
- Click Next

CHAMPS < My Inbox ▾ Provider ▾

Provider Portal > Track Application

Close Next

Track Existing Application

Please provide the Application ID to track your application.

Application ID: *

Request Access to Home Help Provider Info

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.

[Home Help Providers requesting access to their Information.](#)

Track Existing Application

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

CHAMPS < My Inbox > Provider >

Note Pad External Links > My Favorites > Print Help

Provider Portal > 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 Provider Portal interface. At the top, there is a navigation bar with 'CHAMPS' logo, 'My Inbox', and 'Provider' tabs. Below this is a dark blue header with utility icons: Note Pad, External Links, My Favorites, Print, and Help. The breadcrumb trail reads 'Provider Portal > Track Application > Individual Enrollment'. The main content area displays 'Application ID: 20171115618358' and 'Name: Tester, Test'. 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 section titled 'Enroll Provider - Individual' with a 'Business Process Wizard - Provider Enrollment (Individual). Click on the Step # under the Step Column.' instruction. A table lists 14 steps, all with a status of 'Complete'. At the bottom, there are controls for 'View Page: 1', 'Go', 'Page Count', 'SaveToXLS', and 'Viewing Page: 1' with navigation arrows.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	11/15/2017	11/15/2017	Complete	
Step 2: Add Locations	Required	11/15/2017	11/15/2017	Complete	
Step 3: Add Specialties	Required	11/15/2017	11/15/2017	Complete	
Step 4: Associate Billing Provider	Optional	11/15/2017	11/15/2017	Complete	
Step 5: Add License/Certification/Other	Required	11/15/2017	11/15/2017	Complete	
Step 6: Add Mode of Claim Submission/EDI Exchange	Required	11/15/2017	11/15/2017	Complete	
Step 7: Associate Billing Agent	Required	11/15/2017	11/15/2017	Complete	
Step 8: Add Provider Controlling Interest/Ownership Details	Required	11/15/2017	11/15/2017	Complete	
Step 9: Add Taxonomy Details	Required	11/15/2017	11/15/2017	Complete	
Step 10: Associate MCO Plan	Optional	11/15/2017	11/15/2017	Complete	
Step 11: 835/ERA Enrollment Form	Optional	11/15/2017	11/15/2017	Complete	
Step 12: Upload Documents	Required	11/15/2017	11/15/2017	Complete	
Step 13: Complete Enrollment Checklist	Required	11/15/2017	11/15/2017	Complete	
Step 14: Submit Enrollment Application for Approval	Required	11/15/2017	11/15/2017	Complete	

Provider Enrollment Resources



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



SIGMA:

New Individual Providers must register with SIGMA as Vendors Visit: [Michigan.gov/SIGMAVSS](https://www.michigan.gov/SIGMAVSS)



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