

# Enrollment Instructions

## *Associating MPHI as a Billing Agent*

### Overview

CHAMPS requires Individual Sole Proprietor's/Group/FAO enrollments to associate MPHI as their Billing Agent in CHAMPS before using any of MPHI's eligibility verification services (including the Health Plan Benefits Website). This guide provides instructions to associate MPHI as the Billing Agent.

### Existing Providers Enrolled in CHAMPS:

#### Login to Champs

1. Access **CHAMPS** using your user name and password
2. Follow **CHAMPS** login screen prompts

#### Modify Provider Information

1. Click the **Provider** tab drop down
2. Click the **Manage Provider Information** hyperlink

#### Associate Billing Agent

1. Click the **Associate Billing Agent** hyperlink from the Business Process Wizard
2. Click the **Add** button
3. Enter **1630780** in the **Billing Agent ID** field
4. Click on the **Confirm/Search Billing Agent** button
5. Enter the **Current Date** in the **Association Start Date** field
6. Enter **12/31/2999** in the **Association End Date** field
7. Click the **OK** button
8. Click the **Close** button

#### Complete Enrollment Checklist

1. Click the **Complete Modification Checklist** hyperlink from the Business Process Wizard
2. Answer each question by selecting appropriate answer from the **Answer** drop-down list
3. Add comments in **Comments** section if required
4. Click the **Save** button
5. Click the **Close** button

#### Submit Modification Request for Review

1. Click the **Submit Modification Request for Review** hyperlink from the Business Process Wizard
2. Click the **Next** button.
3. Select the **Checkbox (...I certify and accept...)**
4. Click the **Submit Application** button
5. Click the **OK** button. The screen returns to the **Business Process Wizard** screen. The **Status** of the Application changes from **"In-Process"** to **"In-Review"**
6. Click the **Close** button

#### For Additional Support:

If you need navigational support to complete you CHAMPS enrollment or experience any difficulties when submitting the enrollment, please call: (800) 292-2550, option 4.

### **New Providers:**

Associate MPHI as a Billing Agent when you enroll as a new Individual Sole Proprietor/Group/ FAO enrollment. Please follow the Enrollment Quick Reference Guide for your enrollment type:

#### **Enroll As Group Provider Quick Reference**

[http://www.michigan.gov/documents/mdch/enroll\\_group\\_provider\\_229366\\_7.pdf](http://www.michigan.gov/documents/mdch/enroll_group_provider_229366_7.pdf)

#### **Enroll As FAO Provider Quick Reference**

[http://www.michigan.gov/documents/mdch/enroll\\_FAO\\_provider\\_229365\\_7.pdf](http://www.michigan.gov/documents/mdch/enroll_FAO_provider_229365_7.pdf)

#### **Enroll As Individual Provider-Rendering/Servicing Only Quick Reference**

[http://www.michigan.gov/documents/mdch/individual\\_provider\\_render\\_service\\_229368\\_7.pdf](http://www.michigan.gov/documents/mdch/individual_provider_render_service_229368_7.pdf)

#### **Associate Billing Agent**

1. Click the **Associate Billing Agent** hyperlink from the Business Process Wizard
2. Click the **Add** button
3. Enter **1630780** in the **Billing Agent ID** field
4. Click on the **Confirm/Search Billing Agent** button
5. Enter the **Current Date** in the **Association Start Date** field
6. Enter **12/31/2999** in the **Association End Date** field (field will be auto-populated)
7. Click the **OK** button.
8. Click the **Close** button

#### **Step Reference**

These are the numbers currently associated with each step in CHAMPS.

#### **Group Providers**

- Step 5: Associate Billing Agent
- Step 11: Complete Enrollment Checklist
- Step 12: Submit Modification Request for Review

#### **Facility/Agency/Organization**

- Step 6: Associate Billing Agent
- Step 12: Complete Enrollment Checklist
- Step 13: Submit Modification Request for Review

#### **Individual/Sole Proprietor**

- Step 7: Associate Billing Agent
- Step 13: Complete Enrollment Checklist
- Step 14: Submit Modification Request for Review

#### **For Additional Support:**

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