Provider Enrollment Quick Reference

Rendering/Servicing Provider

The following Quick Reference checklist shows providers how to register for MILogin and CHAMPS, and includes instructions to each required Provider Enrollment step. Please note, the following checklist is to walk providers through a *new* Provider Enrollment Application. If you are an existing provider with MILogin and CHAMPS access please skip to page 4 and reference the column at the right.

Track Existing Application:
Providers will need to track their existing application if an enrollment application has been started but was not finished. This can be done by going to the checklist and locating, Track Existing Application. New Providers will need to follow the steps on the left. Existing Providers will need to follow the instructions on the right.

Modification:
Providers may find they need to make changes or a modification to their enrollment application after the application has been approved. This can be done by going to the checklist and locating, Manage Provider Information (Modification). Once the application has been approved Providers can follow the instructions provided.

Notes:
- All Applications must be completed and submitted for State Review within 30 calendar days of the original start date or they will be deleted.
- Within the application, required fields are marked with an asterisk **(*)**.
- When using the **Filter By** feature, the percent sign **(%)** acts as a wildcard. It can be used in conjunction with search criteria or by itself.
- Enter **Start** and **End Dates** using format **mm/dd/yyyy**
- For expert assistance contact Provider Support at 1-800-292-2550 or ProviderEnrollment@michigan.gov

PE QR – Rendering/Servicing Provider – 01/18/18

Checklist

Register

Register for MILogin and CHAMPS

1. Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)

2. Enter https://milogintp.Michigan.gov into the search bar

3. Click Sign Up

4. Complete all required fields

5. Check the 'I agree' box

6. Click Next

7. Create the user ID and password following the listed guidelines

8. Select the preferred password recovery method(s)

9. Click Create Account

10. Your MILogin account has now been created successfully

11. Click the Login button to return to the login screen

12. Enter your User ID and Password you just created

13. Click Login

14. Your Home Page will not show any applications

15. Click Request Access

16. Type CHAMPS in the search box

17. Click the search/magnifying button

18. Click on CHAMPS

19. Review/Read the terms & conditions

20. Select the 'I agree to the terms & conditions' radio button

21. Click Request Access

22. Verify all information is correct

23. Click Submit

24. You will be given confirmation that your request has been submitted successfully

25. Click the Home button to return to the MILogin Home page. You will be directed back to your MILogin Home Page

26. Click the CHAMPS hyperlink

27. Review/Read the terms & conditions

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

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Step 1

Provider Basic Information

1. Click New Enrollment

2. Select Regular Individual/Sole Proprietor

3. Click Submit

4. Select Applicant Type: Individual/Sole Proprietor

5. Basic Information: Fill in all fields marked with an asterisk (*)

6. Home Address: Fill in Address Line 1 and Zip code, click Validate Address (you should receive "Address Validation Successful")

7. Click Confirm

8. Click Finish

9. Confirmation, Basic Information is complete

10. Take note of the Application ID, as this is used to track your application status

11. Click Ok

12. Individual Provider Enrollment steps are listed (Please Note: some steps are required versus optional)

13. Step 1 has a status of Complete, continue to Step 2: Add Locations

Existing Provider

1. Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)

2. Enter https://milogintp.Michigan.gov into the search bar

3. Enter your User ID and Password

4. Click Login

5. You will be directed to your MILogin home page

6. Click the CHAMPS hyperlink

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

8. Select the Billing NPI from the Domain drop-down

9. Select the appropriate profile (e.g., Full Access, Limited Access, Provider Enrollment)

10. Once at the Provider Portal page, click on the Provider tab

11. Continue with steps in the left column

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Step 2

Add Specialties

1. Click on Step 2: Add Specialties

2. Click Add, to enter Specialty/Subspecialty List

3. Choose appropriate Provider Type and Specialty (Please Note: There is no need to fill in an End Date)

4. Dependent on the Specialty chosen, Available Subspecialties will populate

5. Select Available Subspecialties click >> to add to Associated Subspecialties list

6. Click Ok

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

8. Choose Primary Specialty/Subspecialty from the drop-down list of already added specialties

9. Select Yes if Board Certified or Board Eligible

10. Enter Start Date

11. Click Save

12. Click Close

13. Click Close to return to the enrollment steps

14. Step 2 is complete, continue to Step 3: Associate Billing Provider

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Step 3

Associate Billing Provider

1. Click on Step 3: Associate Billing Provider

2. Click Add

3. Complete all fields marked with an asterisk (*)

4. Click Confirm Provider; Provider Name will populate

5. Click Ok

6. The associated providers' information is now listed under the Billing Provider List

7. Click Close

8. Step 3 is complete, continue to Step 4: Add License/Certification/Other

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Step 4

Add License/Certification/Other

1. Click on Step 4: Add License/Certification/Other
2. Click Add
3. Complete all fields marked with an asterisk (*)
4. Click Confirm License/Certification/Other
5. Click Ok
6. The License/Certification/Other information will now be displayed
7. To add additional License/Certification repeat the same process
8. Click Close
9. Step 4 is complete, continue to Step 6: Add Taxonomy Details

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Step 6

Add Taxonomy Details

1. Click on Step 6: Add Taxonomy Details
   (Please Note: Step 5 is not required)

2. Click Add

3. Enter in Taxonomy Code or click on the symbol next to the words, Click here for Taxonomy List, to look up appropriate taxonomy code

4. After clicking on the symbol the [National Uniform Claim Committee](#) webpage will pop-up

5. Press (CTRL+F) to search for appropriate taxonomy code

6. Enter Start Date (Please Note: Must be current date or date of application)

7. Click Confirm Taxonomy

8. Click Ok

9. The Taxonomy Code information will be displayed

10. Click Close

11. Step 6 is complete, continue to Step 9: Complete Enrollment Checklist

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Step 9

Complete Enrollment Checklist

1. Click on Step 9: Complete Enrollment Checklist
   (Please Note: Steps 7 & 8 are not required)

2. Answer the questions in the Provider Checklist as appropriate

3. Add Comments when necessary

4. Click Save

5. Click Close

6. Step 9 is complete, continue to Step 10: Submit Enrollment Application for Approval

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Step 10

Submit Enrollment Application for Approval

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

2. You must complete step 10 to submit your application

3. Final Submission: Click Next

4. Read through the Terms and Conditions

5. Check the box at the end to agree to the Terms and Conditions

6. Click Submit Application

7. Step 10 is now complete and the application has been submitted to the State for review

8. Take note of your Application ID for further tracking

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

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Track App

Track Existing Application

Existing Provider

Left column:

1. Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
2. Enter https://milogintp.Michigan.gov into the search bar
3. Enter your User ID and Password
4. Click Login
5. You will be directed to your MILogin home page
6. Click the CHAMPS hyperlink
7. Click Acknowledge/Agree to accept the Terms & Conditions to get into CHAMPS
8. Click Track Application
9. Fill in Application ID
10. Click Next
11. Complete all fields marked with an asterisk (*)
12. Click Submit

Right column:

1. Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
2. Enter https://milogintp.Michigan.gov into the search bar
3. Enter your User ID and Password
4. Click Login
5. You will be directed to your MILogin home page
6. Click the CHAMPS hyperlink
7. Click Acknowledge/Agree to accept the Terms & Conditions to get into CHAMPS
8. Select the Billing NPI from the Domain drop-down
9. Select the appropriate profile (e.g., Full Access, Limited Access, Provider Enrollment)
10. Once at the Provider Portal page, click on the Provider tab
11. Click on Track Application
12. Fill in Application ID
13. Click Next
14. Complete all fields marked with an asterisk (*)
15. Click Submit

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Modification

Manage Provider Information (Modification)

1. Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)

2. Enter https://milogintp.Michigan.gov into the search bar

3. Enter your User ID and Password

4. Click Login

5. You will be directed to your MILogin home page

6. Click the CHAMPS hyperlink

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

8. Select the Billing NPI from the Domain drop-down

9. Select the appropriate profile (e.g., Full Access, Limited Access, Provider Enrollment)

10. Once at the Provider Portal page, click on the Provider tab

11. Select Manage Provider Information

12. Go through and make the necessary changes

13. Complete the last step, Submit Modification Request for Review, in order to complete the modification

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