



Instructions for Completing Michigan Medicaid Enrollment

1. Please associate/enroll the following ids as billing agents for your 270/271 transactions, per the attached payer instructions. For assistance, please contact CHAMPS Provider Support at 1-800-292-2550, Option 3.
 - MPHI Billing Agent ID: 1630780
 - Experian's Billing Agent ID: 7047853

Both Billing Agent IDs must be associated in order to proceed.

2. Once completed, periodically review the entries made on your CHAMPS account which will indicate the current status. Once the status shows "approved", please send an email notification to Experian's Enrollment Team at csenrollment@experianhealth.com stating that enrollment has been completed for Michigan Medicaid.
3. Please include the Billing Agent IDs, the NPIs enrolled, and your Experian account name/client id/database code. Your client information should be filled out on the attached coversheet and returned with your email confirmation

Third Party Agencies: Please have your client(s) follow the steps outlined above and return the completed forms with the completed coversheet to you to return to Experian.
Thank you for your continued interest in Experian!

Payer Enrollment Cover Sheet

To process your payer enrollment correctly, please complete the below before sending in the form.

- Client ID:
- Partner Name (if applicable):
- Facility Name:
- Contact Name:
- Contact Email:
- Contact Phone #:

If you have any questions please email CSenrollment@experianhealth.com

Enrollment Instructions

Associating MPHI as a Billing Agent

Overview

CHAMPS is now requiring Providers 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 provide instructions for Providers that need to associate MPHI as their Billing Agent.

Existing Providers

Instructions for providers that are already enrolled in CHAMPS:

Login to Champs

1. Access **CHAMPS** using **SSO**
2. Follow **CHAMPS** login screen prompts

Modify Provider Information

1. Click the **Provider** tab
2. Click the **Manage Provider** hyperlink
3. 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 (field will be auto-populated)
7. Click the **OK** button.
8. Click the **Close** button

Note: MPHI doesn't need to be authorized to handle the 835 transaction on your behalf. Please leave all of the fields in **Authorized Transaction Responses** empty.

Complete Enrollment Checklist

1. Click the **Complete Enrollment 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 Enrollment Application for Approval

1. Click the **Submit Enrollment Application for Approval** 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

New Providers

Associate MPHI as a Billing Agent when you enroll as a new provider. Please follow the Enrollment Quick Reference Guide for your provider type:

Enroll As Group Provider Quick Reference

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

Enroll As Individual Provider-Rendering/Service Only Quick Reference

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

Note: MPHI doesn't need to be authorized to handle the 835 transaction on your behalf. Please leave all of the fields in **Authorized Transaction Responses** empty.

Further Assistance

Please contact Provider Support if you have trouble associating MPHI as your Billing Provider.

Provider Support

(800) 292-2550 - Option 3

Step Reference

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

Group Providers

- Step 5: Associate Billing Agent
- Step 9: Complete Enrollment Checklist
- Step 10: Submit Enrollment Application for Approval

Facility/Agency/Organization

- Step 6: Associate Billing Agent
- Step 10: Complete Enrollment Checklist
- Step 11: Submit Enrollment Application for Approval

Individual/Sole Proprietor

- Step 3: Associate Billing Provider
- Step 9: Complete Enrollment Checklist
- Step 10: Submit Enrollment Application for Approval