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## Michigan Medicaid

### MDCH - MICHIGAN Department of Community Health Enrollment Instructions – Professional Claims & ERA

The enrollment process must be completed through the CHAMPS on-line system at [www.michigan.gov/medicaid](http://www.michigan.gov/medicaid) providers.

**All Providers must register for an SSO Login.**

Go to <https://sso.state.mi.us/>

**837- Claims and 835- ERAs (New Provider Enrollment- Group or Individual)**

Access CHAMPS using your SSO Login.

Select "Provider Enrollment", "New Enrollment"

**837-Claims (Change Provider Enrollment)**

Access CHAMPS using your SSO Login.

Select "Manage Provider Information", Select Step # associated with Change that you want to make, e.g, Locations, Associate Billing Agent, etc.

**Information you will need during steps of online process includes:**

**Step 1 Provider Type** Group Practice, Legal Entity Name, Entity Business Name, NPI Enrollment Eff Date, EIN/TIN and Contact Email Address

**Step 2 Add Locations** Complete address information for each location.

**Step 3 Add Specialties**

**Step 4 Add Mode of Claim Submission**

Select "Data Exchange Gateway (DEG): Current method that Billing Agents use when submitting an elec 837 batch"

**Step 5 Associate Billing Agent**

To receive ERAs, See "X12 835 HealthCare Claim Status" Click "Authorize"

**NOTE:** Only one Billing Agent can receive 835's per Tax ID. If a Billing Agent is already on file to receive 835 for your Tax ID, you will not be allowed to make this authorization. See instructions under 835 ERAs for Changing your Billing Agent to receive ERAs.

Select from list "Practice Insight" Verify Billing Agent # 1217534

**Step 6 Add Ownership Details** Owner type, Legal Entity Name, etc

**Step 7 Add Taxonomy Details** Choose from list of Taxonomy Numbers

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**835- ERAs Electronic Remittance Request (Change Billing Agent only)**

1. Send an email to [AutomatedBilling@michigan.gov](mailto:AutomatedBilling@michigan.gov). The email should provide authorization to remove one Billing Agent and Add another Billing Agent to receive 835's for your Provider Tax ID #..

**For Assistance with Online enrollment:**

Refer to User Guide and Quick Reference documentation for each type of enrollment at [http://www.michigan.gov/mdch/0,1607,7-132-2945\\_5100-145006--,00.html](http://www.michigan.gov/mdch/0,1607,7-132-2945_5100-145006--,00.html) (Scroll down to bottom of the page to "Resources.")

**CHAMPS Help Line**  
**1-888-643-2408**  
**Or 517-241-5676**  
**Email: CHAMPS@michigan.gov**