

How to Register as a Medicaid Provider

Michigan Medicaid SPEECH-LANGUAGE PATHOLOGISTS to obtain a National Provider Identification Number (NPI) and to ENROLL in the Community Health Automated Medicaid Processing System (CHAMPS) in order to provide services/bill for the treatment of Medicaid patients. Once you have obtained your NPI number, you may then register as a Medicaid provider. Follow the steps below to begin the registration process.

Step1: Take note of your license number by following this link:

<https://w2.lara.state.mi.us/VAL/License/Search>

License Number _____

Original Date your license was issued _____

Step 2: Obtain a National Provider Identification Number (NPI):

Part A:

1. Click on the following link

<https://nppes.cms.hhs.gov>

2. Select **“Create or Manage a New Account”**
3. A pop-up will open directing you to another page – select **“OK”** Briefly read through the security statement and select **“Accept”**
4. Select the **“Create account now”** icon located on the right-hand side of the screen
 - A. Enter the e-mail address that you would prefer CMS send communication through in the future and for the purpose of completing the registration process.
 - B. Enter the generated security code as pictured-**Select Submit**
 - C. Fill in all of the required username, password and security questions
 - D. The password must contain: numbers, letters and a specific special character of the options given here: @ # & () - _ ‘ “ . , * ; : /
 - E. Select Continue
 - F. Fill in all of the required *User Information* items
 - i. Business phone
 - ii. Select Continue
 - iii. You may receive a pop-up to further clarify your zip code – select **“Continue”** if correct you will be directed to a page verifying account creation
5. Select **“Continue to Homepage”** to be directed to the next step of this process

Part B: Profile

1. Select **“Register for an NPI”** located in the **“Are you an Individual Provider?”** section pictured at right
2. Sign-in with the username and password created in **Part A**
3. Select **“Apply for an NPI for myself”** on the left side of the screen
4. Look over the Provider Profile – multiple items will be pre-filled, however go through & complete all remaining required items & ensure pre-filled information is correct.

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5. For “Is this a Sole Proprietor?” select YES
6. Next Select Address
 - A. Click “Add Business Mailing Address”
 - B. You will enter your employer mailing address
 - C. Enter employer telephone number
 - D. **Click Save**
 - E. You may be prompted via pop-up to select a more standardized address – select “Accept Standardized Address”
 - F. Click “Add Practice Location”
 - G. Click the box in front of “Same as Mailing Address” to auto-fill all required items
 - H. **Click Save**
7. Next Click Other Identifiers
 - A. This section is optional & therefore you will not enter any information & simply select next at the bottom of the screen to move on to the Taxonomy section.
 - B. Under Taxonomy – choose your role
 - i. Speech-Language Pathologist
 - ii. Taxonomy #: 235Z00000X
 - iii. Enter your License number and State Issued from Step 1
 - iv. Select Save
8. Next Select Contact Info
 - A. Click the box in front of “Contact Person is same as Myself” to auto-fill of the of the required items
9. Next Select Error Check
 - A. All required items should now appear green – if any item appears red please go back & correct before selecting the next button.
10. Next Select Submission
 - A. Click in the check box in front of the statement “I certify that this form is being completed by, or on behalf of, a health care provider as defined at ...” **Select Submit**
11. Your NPI number will arrive in your email in-box in the second email from npienumerator.com
12. Create a folder in your in box to save these emails NPI
13. Your NPI number will be the same regardless of your employer.
14. If you obtained an NPI while employed elsewhere, you should go to website to update employer (this can be done later: not crucial to the CHAMPS process).

Step 3: Register as a Medicaid Provider

Part A: Create an Account

1. Follow the link below to create an account with Medicaid:

<https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/>

2. Click Sign-up Profile Information

- A. Fill in the required information

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- B. Use the same e-mail used to set-up the NPI from above
 - C. Enter work phone
 - D. Answer the verification question
 - E. Click the “I agree to the terms & conditions” check box
3. Next Select Security Setup
- A. Enter your username following the rules given and note it below as you may need it for future reference
 - i. Username _____
 - B. Create a password using the rules given
 - C. Choose your preference Security Option
 - D. Click on Create Account Confirmation
 - i. After receiving confirmation of creation of your account from Michigan.gov... Select Login – this will return you to the Michigan.gov Homepage

Part B: Sign-up in the CHAMPS (Community Health Automated Medicaid Processing System) system ○

- 1. Log-in with the username & password you created in **Part A**.
- 2. Click on the Request Access Link Search Application
 - A. Type CHAMPS in the search box & select the singular CHAMPS option
 - B. Click on the CHAMPS link appears at the bottom of the screen
 - C. Briefly review the terms & conditions as desired and select the “I agree to the terms & condition” button.
 - D. Select Request Access Additional Information
 - E. Verify all presented information is correct
 - F. Leave CHAMPS user type as “Provider/Other”
 - G. Select Submit Confirmation
 - i. Once you have received confirmation of your CHAMPS application from Michigan.gov...**Exit**

Part C: Complete the enrollment process

- 1. Select the CHAMPS link at the bottom of the screen and Acknowledge/Agree to the presented Terms & Conditions. You will be diverted to the CHAMPS Provider Enrollment Page
 - A. Select New Enrollment
 - B. Leave the select of Individual/Sole Proprietor
 - C. Click Submit at the bottom left of the screen
 - A. A pop-up will open requesting personal information
 - F. Fill in all required information
 - i. Leave applicant type as “Rendering/Service Only”
 - ii. Enter NPI number from Step 2, Part B above or reference the confirmation email received.
 - iii. Enter the email address provided in the previous steps
 - a. For Home Address
 - b. Enter the City & State in the blank space below “OTHER”

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- c. Enter the Zip
- d. Hit the "Validate Address" Button to auto-fill the drop down options.
- e. Click Finish
- G. Note your Application ID Number below as you will need this information to complete the registration process

Application ID _____

- H. Click OK in the bottom Right corner to close the pop-up

2. Select Add Specialties

- A. Click Add at the top left
- B. For Provider Type Select "Non-Physicians"
- C. For Specialty select Speech Language Pathologist
 - i. **There is no need to fill in an "End Date"**
 - ii. Select **Ok** in the bottom right of the screen
 - iii. Once all Specialties and Sub-Specialties have been selected; **Click on Primary Specialty Under Primary Specialty/Sub-specialty select the only available option**
 - a. **Do not select "yes" for Board Certification**
 - b. Start date will be auto-filled and will not allow for changes
 - c. **There is no "End Date" required. Click Save, Click Close**
 - iv. Click Close to be returned to the Provider Enrollment
- D. Select Associate Billing Provider: (your employer)
 - i. Click Add Under Type select NPI
 - ii. Enter Employer NPI (assume this is required but not clear on private practice)
 - iii. Enter Start Date as today's date. **There is no need to enter an "End Date"**
 - iv. Select Confirm Provider. **Select Ok**
 - v. Select Close
- E. Select Add License/Certification/Other
 - i. Click Add Under License/Certification/Other Select "State Professional License" ○
 - ii. Enter All required information
 - a. Enter the Issue Date of your license from Step 1 without slashes
 - b. Enter your License Number from Step 1. **There is no need to enter an "End Date"**
 - c. Select Confirm License & the "End Date" will auto-fill
 - d. Select OK
 - e. Select Close
- F. Skip Add Provider Controlling Interest
- G. Select Add Taxonomy Details
- A. Select Add
 - i. Enter Corresponding Taxonomy Code
 - ii. 235Z00000X Speech Language Pathologist

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iii. For start date enter your License Issue Date from the previous steps. Select Confirm Taxonomy. **Click OK**

iv. **Click Close**

B. Skip Associate MCO Plan

C. Skip Upload Documents

D. Select Complete Enrollment Checklist...Answer the questions as appropriate

i. Answer YES for accepting new patients

ii. Click Save at the upper left corner

iii. Click Close

E. Select Submit Enrollment Application for Approval

F. You will be directed to a page for Final Submission

i. Select Next

ii. Scroll down to the bottom & click on the check box next to the agreement statement

iii. Select Submit Application in the upper left corner

iv. Click Close

Step 4: Verify your Provider Enrollment Application

A. Click on Provider at the upper left

B. Select Track Application

C. Enter the Application Number noted in the previous steps

D. Click Next

E. Enter Additional security information

F. Click Submit

G. If you have correctly completed the enrollment process, you will see a message stating **“Your application is currently In-Review by the Provider Enrollment Unit. You cannot make any modifications to your enrollment information at this time”** at the top of the screen.

Following are links to power point presentations that have more in depth instructions for completing this process if needed:

http://www.michigan.gov/documents/mdch/032008_sso_registration_instructions_Final_Copy_228984_7.pdf

http://www.michigan.gov/documents/mdch/individual_rendering_servicing_229456_7.pdf