

MEDICAID MICHIGAN PRE-ENROLLMENT INSTRUCTIONS – 00111



HOW LONG DOES PRE-ENROLLMENT TAKE?

- Standard processing time is 1 week

WHAT FORM(S) SHOULD I COMPLETE?

- Medicaid Michigan does not have enrollment forms. Their entire enrollment process is completed online.
- Prior to enrolling you must first create a CHAMPS account within their Single Sign on System. Follow the instructions below to create your account:
 - Access Medicaid Maryland's new processing system, CHAMPS by going to <https://sso.state.mi.us/>
 - Click the "Register" button
 - Follow the registration process by completing the required information.
 - For more detailed instructions go to: http://www.michigan.gov/documents/mdch/032008_sso_registration_instructions_Final_Copy_228984_7.pdf
- Once you have created your CHAMPS account you must log into your account and enroll.
 - If you are an individual follow the instructions outlined in the following link: http://www.michigan.gov/documents/mdch/enroll_individual_provider_229367_7.pdf
 - When you get to Step 7: Associate Billing Agent, enter Office Ally's Billing Agent ID 7053205
 - If you are a Group follow the instructions outlined in the following link: http://www.michigan.gov/documents/mdch/enroll_group_provider_229366_7.pdf
 - When you get to Step 5: Associate Billing Agent, enter Office Ally's Billing Agent ID 7053205

FOR ADDITIONAL RESOURCES AND INFORMATION GO TO:

[HTTP://WWW.MICHIGAN.GOV/MDCH/0,1607,7-132-2945_5100-145006--,00.HTML#RESOURCES](http://www.michigan.gov/mdch/0,1607,7-132-2945_5100-145006--,00.html#resources)

WHAT PROVIDER NUMBER DO I USE?

- NPI Number

HOW DO I CHECK STATUS?

- Log into your CHAMPS account to view enrollment status.
- Once you have confirmed your enrollment has been processed and you are linked to Office Ally's Billing Agent ID 7053205 and contact My Clients Plus.

NOTE TO MY CLIENTS PLUS USERS:

Once you have confirmed with the insurance payor that your provider number is linked to Office Ally please fax the following information to My Clients Plus at 888-653-7115.

- **My Clients Plus**
- **Provider/Practice Name as pre-enrolled with the insurance payer**
- **Fed Tax ID**
- **Billing NPI**
- **Insurance Payer (including State if BCBS, Medicare or Medicaid).**
- **The statement “I have verified my provider ID has been linked to Office Ally with the Insurance Payor”.**
- **Provider email address where you can be notified of setup completion.**

For Noridian Pre-Enrollments Please Also Include:

- **Submitter number**