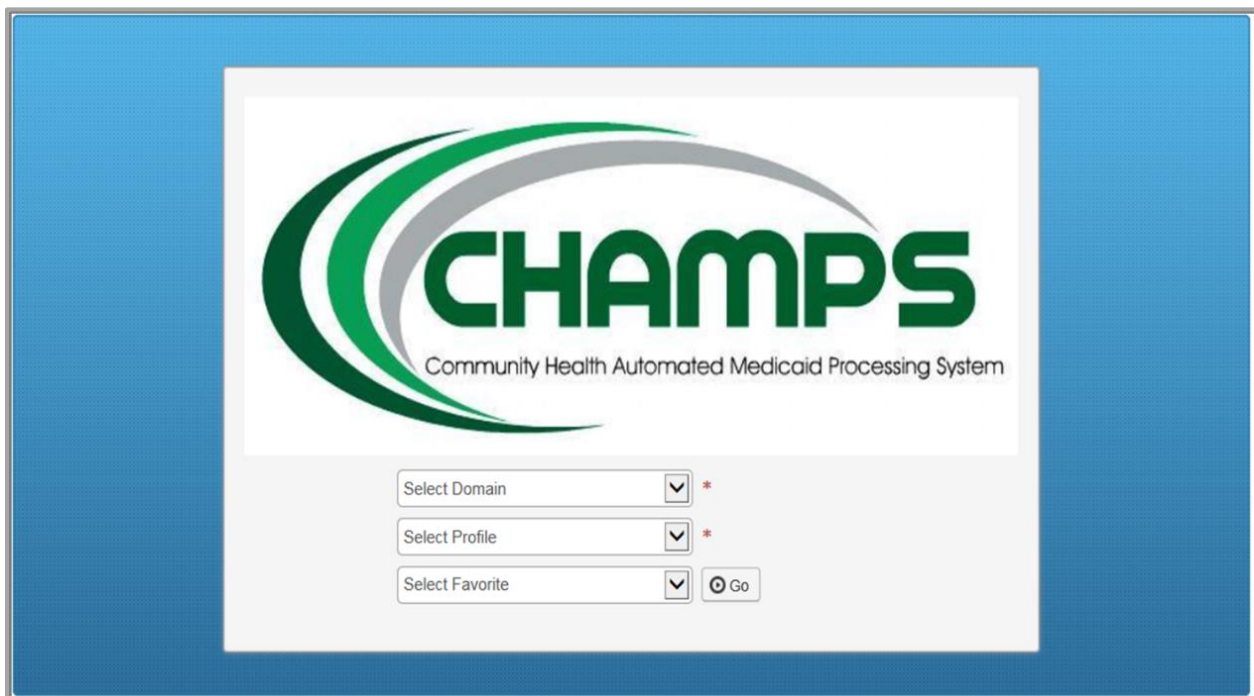


Facility Settlement: How to Identify State of Michigan Hospital Auditor

Disclaimer: The following guideline was developed with the intent of the user having access to CHAMPS with a FS Hospital profile. Users may not be able to view all screens or functions of the Facility Settlement system if they do not have a FS Hospital profile. Users would need to work with their Organization's Domain Administrator if they should have access to a CHAMPS FS Hospital profile or would like to change their Profile.

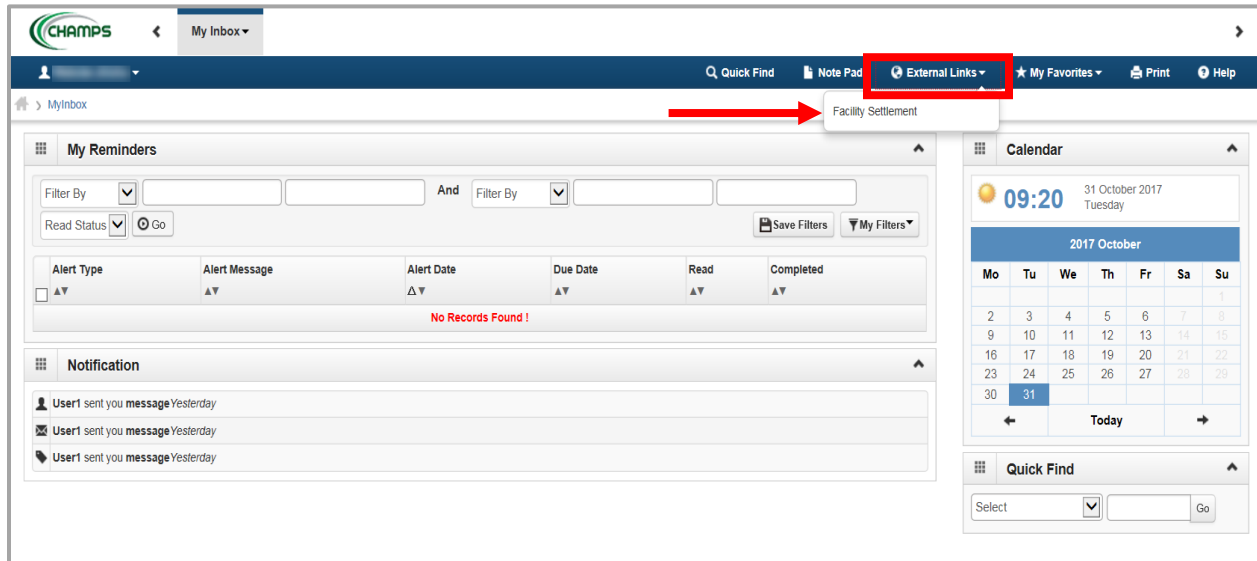
It is up to the Organization to determine the appropriate access a user should be granted. The Domain Administrator can assign the applicable profile to the User.

1. Select the Billing NPI from the Domain drop-down
2. Select the FS Hospital Profile
3. Click Go

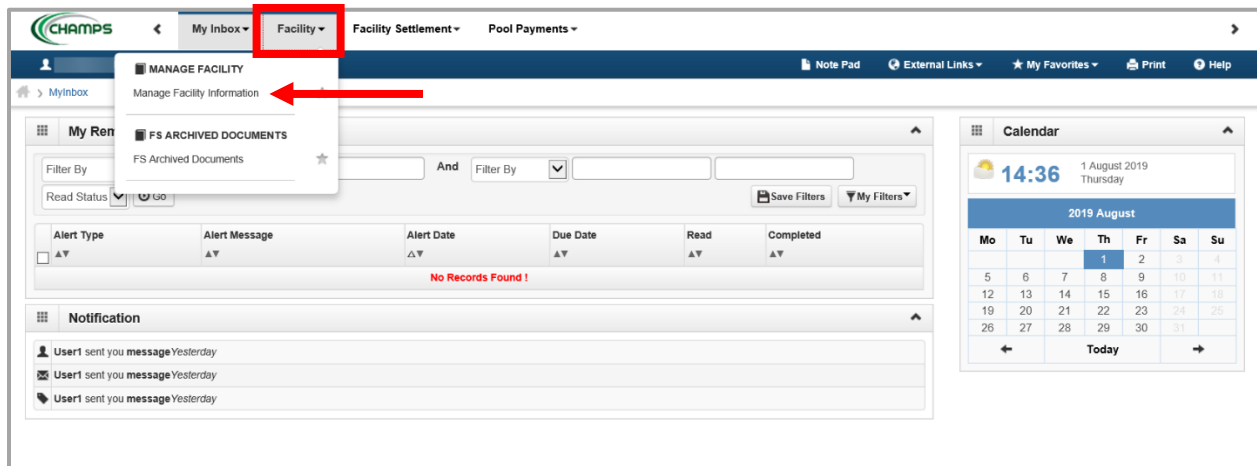


The screenshot displays the CHAMPS login screen. At the top, the CHAMPS logo is shown, consisting of a green and grey swoosh followed by the word "CHAMPS" in green. Below the logo, the text "Community Health Automated Medicaid Processing System" is visible. The login area contains three dropdown menus: "Select Domain", "Select Profile", and "Select Favorite". Each dropdown menu has a downward arrow and a red asterisk. To the right of the "Select Favorite" dropdown is a "Go" button with a circular arrow icon.

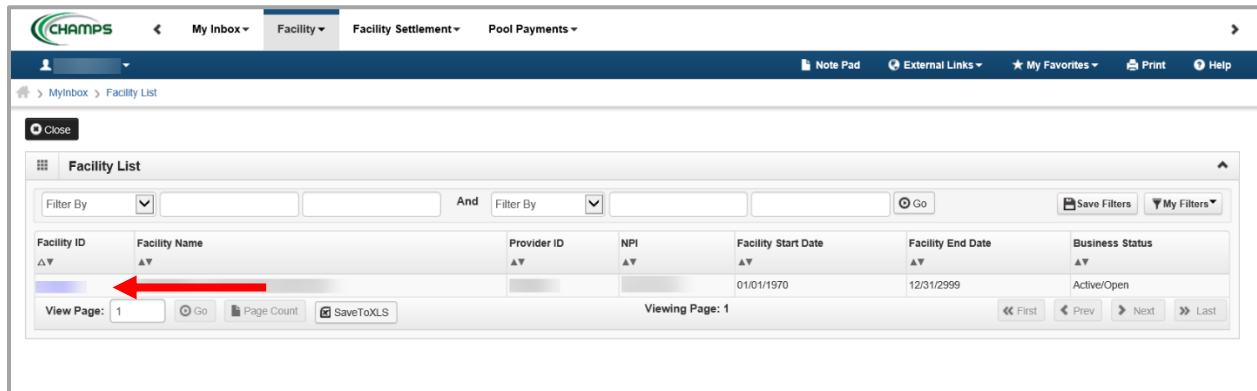
4. Once logged in you will be directed to the Provider Portal page
5. Click on External Links
6. Select Facility Settlement



7. Click Facility
8. Select Manage Facility Information



9. Click the Facility ID hyperlink



10. The Auditor and Backup Auditor names will be displayed.

The screenshot shows the CHAMPS Facility Detail page. The 'Facility Detail' section contains the following fields:

- Facility ID: [Redacted]
- Facility Name: [Redacted]
- Facility Start Date: [Redacted]
- Facility End Date: 12/31/2999
- Medicare Number: [Redacted]
- Facility Type: HOSPITAL
- Auditor:** [Redacted] (highlighted with a red box)
- Backup Auditor:** [Redacted] (highlighted with a red box)
- Primary Provider: [Redacted]
- Business Status: Active/Open

The 'Associated Providers' section below shows a table of providers with columns for Provider ID, NPI, Provider Name, Association Start Date, Association End Date, Status, and Operational Flag. The table contains three rows of data, all with 'Approved' status and 'Active' operational flags.

11. Enter the name(s) into the State of Michigan Employee Directory website:

<http://www.state.mi.us/dit/Default.aspx>

12. Click Submit

The screenshot shows the 'State of Michigan Contact Directory' search page. At the top, there is a header for the Michigan Department of Technology, Management and Budget (DTMB). The main content area includes the following elements:

- Navigation links: Contact DTMB, DTMB Home, MI.gov
- Logo: MICHIGAN DEPARTMENT OF DTMB TECHNOLOGY, MANAGEMENT AND BUDGET
- Section Title: State of Michigan Contact Directory
- Text: Legislative contacts can be found at [LSB contacts](#)
- Form Fields:
 - Last Name: [Text input field]
 - First Name: [Text input field]
- Buttons: **Submit** (highlighted with a red box), Clear
- Instructions: Enter the last and / or first name, or portion of name followed by an asterisk (*). A maximum of 20 names will be returned.
- Examples: (Examples: Placing Ron* in the Last Name field will return information on all users with the last name beginning with Ron. Placing Williams in the Last Name field and J* in the First Name field will return information on all users whose name begins with J and whose last name is Williams.)
- Footer: MI.gov, Contact DTMB, Policies

13. The results will display the name, department, phone number and email address. If more than one result is returned, the DHHS department contact is the correct contact

[Contact DTMB](#) [DTMB Home](#) [MI.gov](#)

MICHIGAN DEPARTMENT OF
DTMB TECHNOLOGY,
MANAGEMENT AND BUDGET

State of Michigan Contact Directory

Legislative contacts can be found at [LSB contacts](#)

Your query returned 3 results

Name	Department	Phone	E-Mail
[Redacted]	MDOT	[Redacted]	[Redacted]
[Redacted]	DHHS	[Redacted]	[Redacted]
[Redacted]	DHHS	[Redacted]	[Redacted]

Last Name:

First Name:

Submit
Clear

Enter the last and / or first name, or portion of name followed by an asterisk (*). A maximum of 20 names will be returned.