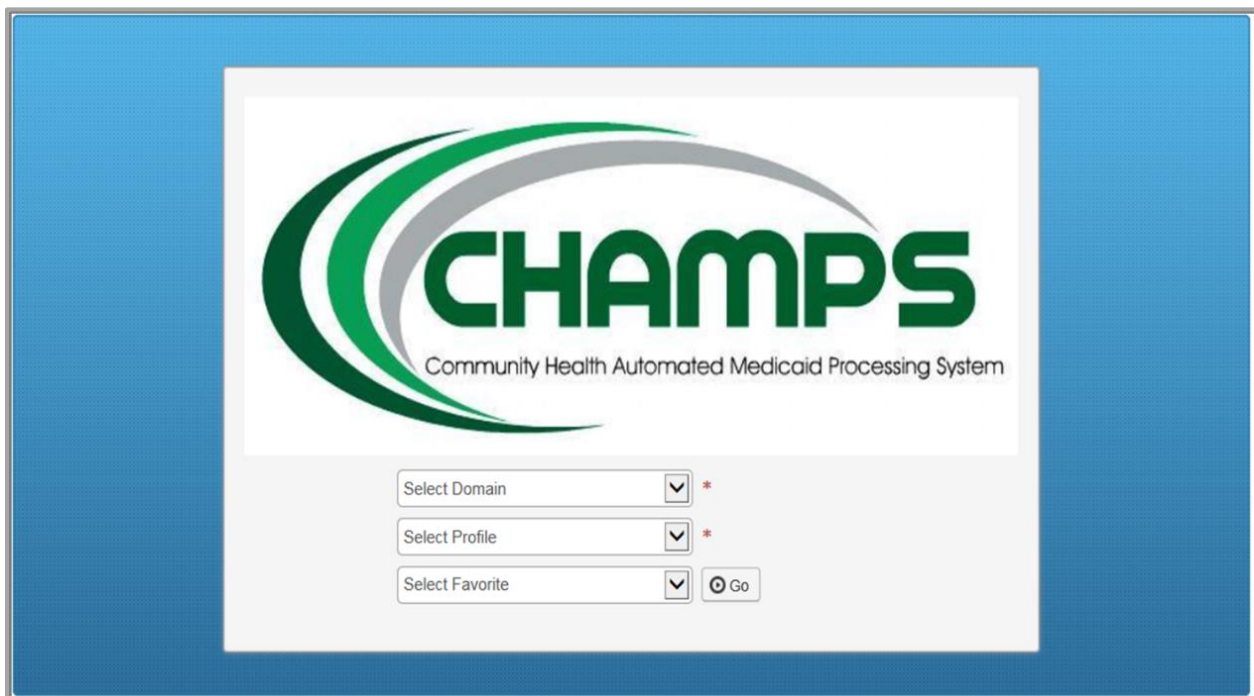# Facility Settlement: How to Identify State of Michigan Hospital Auditor

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
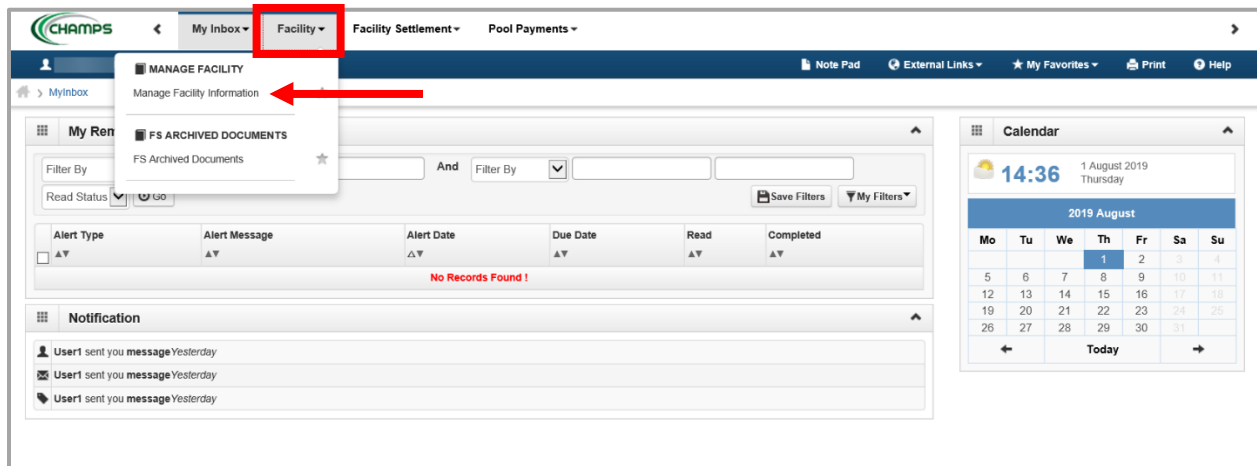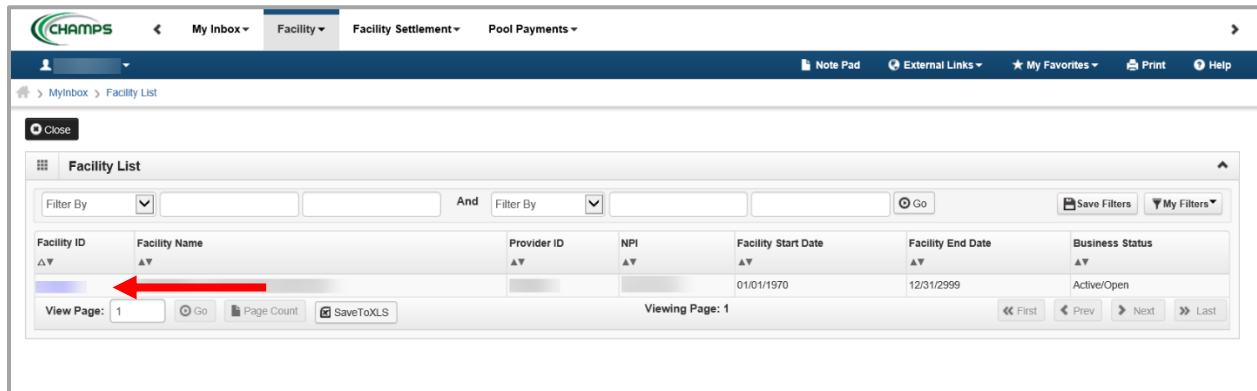2. Select the FS Hospital Profile
3. Click Go

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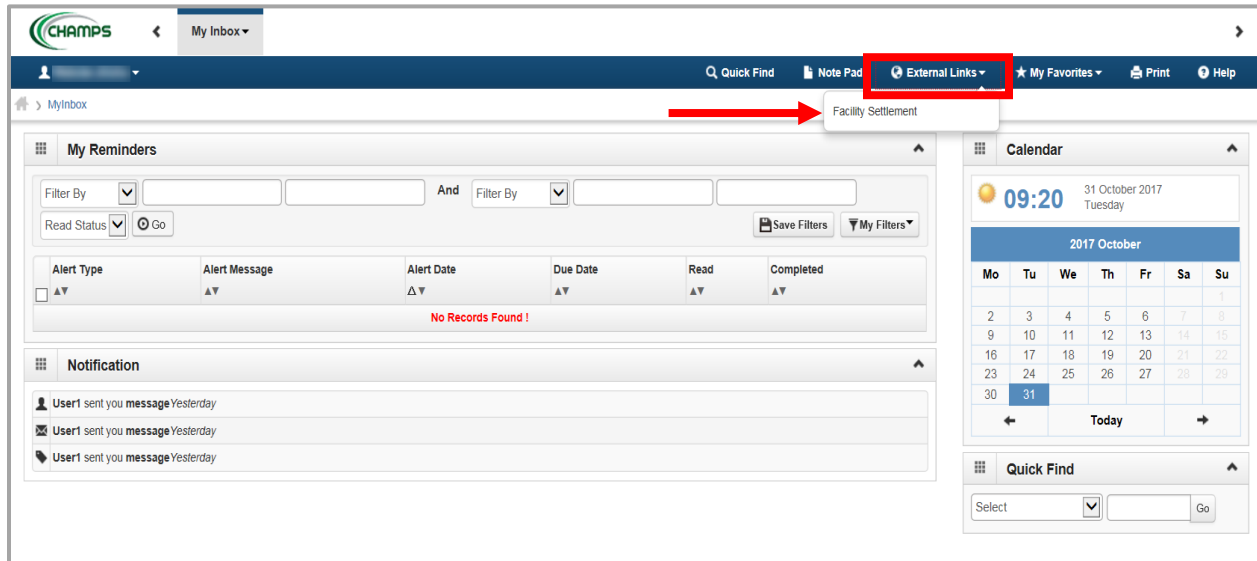
7. Click Facility
8. Select Manage Facility Information

9. Click the Facility ID hyperlink

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

11. Enter the name(s) into the State of Michigan Employee Directory website:
http://www.state.mi.us/dit/Default.aspx

12. Click Submit

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

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
	MDOT		
	DHHS		
	DHHS		

Last Name:

First 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.