



My Inbox Quick Reference

Business Rules

- My Inbox access is conditional upon the Provider Profile selected
- Use the **Cancel** button to close out of a window, **DO NOT** click the to exit the page.
- When using the **Filter By** feature, the percent sign (%) acts as a wildcard. It can be used in conjunction with search criteria or by itself.

Action	My Inbox Hyperlink	Notes
My Inbox	1. After you have logged into CHAMPS with your Single Sign On (SSO) user ID and password and selected any desired profile 2. Click the My Inbox tab at the top of the page 3. Click My Inbox hyperlink 4. Optionally, select criteria in Filter By drop down Filter By: <input type="text"/> 5. Optionally, select criteria in Read Status drop down Read Status: <input type="text"/> 6. Click <input type="button" value="Go"/>	<ul style="list-style-type: none"> • System displays CHAMPS generated messages
Action	Change Profile Hyperlink	Notes
Change Profile	1. After you have logged into CHAMPS with your Single Sign On (SSO) user ID and password and selected any desired profile 2. Click the My Inbox tab at the top of the page 3. Click Change Profile hyperlink 4. Select appropriate Domain from the Select a Domain drop down Select a Domain: <input type="text" value="Your NPI Here 1234567890"/>	<ul style="list-style-type: none"> • Important: When choosing a Domain you note the NPI you are selecting, as you will only be able to submit or access information regarding that NPI number

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	<p>5. Select appropriate Profile from the Profile drop down Select a Profile: <input type="text"/> -</p> <p>6. Click <input type="button" value="Go"/></p>	<ul style="list-style-type: none"> • Important: Profiles must be established to grant access to the subsystems within CHAMPS. Users may have multiple profiles if necessary. • The following is a list of the Profiles and definitions: <ul style="list-style-type: none"> • Domain Administrator – The individual who assigns or removes domain and profile access for other CHAMPS users • CHAMPS Full Access- Full Fee for Service access to Provider Enrollment, Prior Authorization, Eligibility, and Claims Subsystems • CHAMPS Limited Access- View only access to Provider Enrollment and full Fee for Service access to Prior Authorization, Eligibility, and Claims Subsystems • Prior Authorization Access- Fee for Service access to Prior Authorization only • MCO Provider Access- Access to Managed Care Organization Provider Enrollment only • Eligibility Inquiry- Fee for Service access to Eligibility only • Provider Enrollment Access- Fee for Service full access to Provider Enrollment only • View Provider Enrollment- View only access to Provider Enrollment • Billing Agent Access- Access to Billing Agent Provider Enrollment and limited Claims access • Claims Access- Full Fee for Service access to Claims only
Action	Archived Documents Hyperlink	Notes
<p>Archived Documents</p>	<p>1. After you have logged into CHAMPS with your Single Sign On (SSO) user ID and password and select one of the following profiles: CHAMPS Full Access, CHAMPS Limited Access, Provider Enrollment Access, or View Provider Enrollment</p> <p>2. Click the My Inbox tab at the top of the page</p> <p>3. Click Archived Documents hyperlink</p> <p>4. Optionally, enter a Scanned From and To Date Scanned From Date <input type="text"/> To Date <input type="text"/></p> <p>5. Click <input type="button" value="Go"/></p>	<ul style="list-style-type: none"> • The system displays all Archived Documents

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Action	HIPAA Hyperlink	Notes
HIPAA	<ol style="list-style-type: none"> 1. After you have logged into CHAMPS with your Single Sign On (SSO) user ID and password and select one of the following profiles: CHAMPS Full Access, CHAMPS Limited Access, or Claims Access 2. Click the My Inbox tab at the top of the page 3. Click HIPAA hyperlink 4. Optionally, click Upload File hyperlink <ol style="list-style-type: none"> a. Click <input type="button" value="Upload"/> b. Enter the file name or click the Browse button to upload file Filename: <input type="text"/> <input type="button" value="Browse..."/> c. Click <input type="button" value="OK"/> 5. Optionally, click Retrieve Acknowledgement/Response hyperlink <ol style="list-style-type: none"> a. Click File Name hyperlink to download the response file b. Click the Response File Name hyperlink to download the response summary 	<ul style="list-style-type: none"> • Submitters must have selected Electronic Batch within the Mode of Claim Submission in the Provider Enrollment file • Any valid ASC X12N 4010A1 transaction may be uploaded via the Web interface • The System supports version 4010A1 of the X12 Implementation Guides and the MDCH companion guides • The System will accept files with only one HIPAA transaction type (X12) at a time • The size of each file is limited to 50 Mb. • The file extension must be .dat • The system displays all HIPAA Response/Acknowledgments • The System will retain the files online for viewing for 1 year • Submitters can view and retrieve only their own responses and/or acknowledgements