

## **FREQUENTLY ASKED QUESTIONS CHAMPS OFFICE MANAGER SSN REQUIREMENT**

### **Q1. Why is CHAMPS Provider Enrollment asking for the Office Manager Name & Social Security Number?**

Following the implementation of the CHAMPS Provider Enrollment subsystem in March, 2008, a federal audit cited MDCH for failure to screen office manager personnel against the U.S. Department of Human Services (HHS), Office of Inspector General (OIG) list of persons excluded from participation with Medicaid, Medicare or other federally funded Healthcare programs.

### **Q2. How will this information be used?**

This information will be used to validate that the person is not listed on the U.S. Department of Human Services (HHS), Office of Inspector General (HHS-OIG) List of Excluded Individuals/Entities (LEIE) from participation with the Medicaid, Medicare or other Federally-funded health care programs. The OIG LEIE requires the name and social security number as verification elements. The OIG LEIE exclusion database is the same database many healthcare providers use to screen their employees.

### **Q3. What will happen if MDCH does not collect this information?**

Failure to comply will result in MDCH receiving a Federal penalty.

### **Q4. What if the Office Manager refuses to provide this information to MDCH?**

Failure to provide this information to MDCH will result in the termination of the practice/organization's Medicaid enrollment.

### **Q5. How will MDCH protect the Office Manager's information?**

MDCH staff will be able to view this information for the purposes outlined in item # **Q2** and are bound to the privacy regulations stipulated in the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

In addition to MDCH access, only those persons that have domain rights to the practice/organization/business as CHAMPS Full Access or Provider Enrollment Access will be able to view this information.

**Q6. Our practice is very small we do not have an Office Manager, can the physician's name and SSN be used instead?**

In the event that the Medical practice does not have an Office Manager/Billing Supervisor/Manager and the physician/owner functions in this role that person's name and SSN may be reported.

**Q7. Where can I obtain more information about this requirement?**

For more information refer to the Code of Federal Regulations: 42 CFR Parts 1001 – 1003.

For State of Michigan regulations refer to Michigan's Social Security Number Privacy Act: MCL 445.83(3)(a)(i) – (iii).