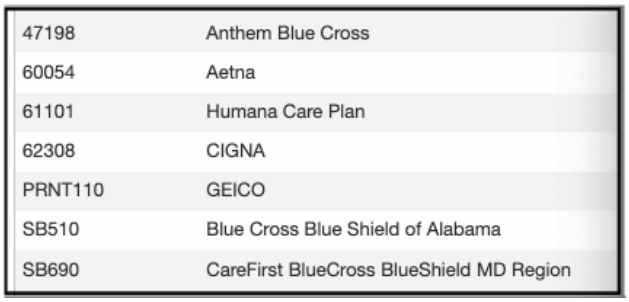
Bulk Edit Payer IDs

09/11/2024 9:29 am EDT

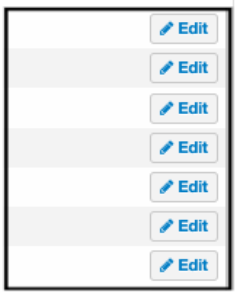
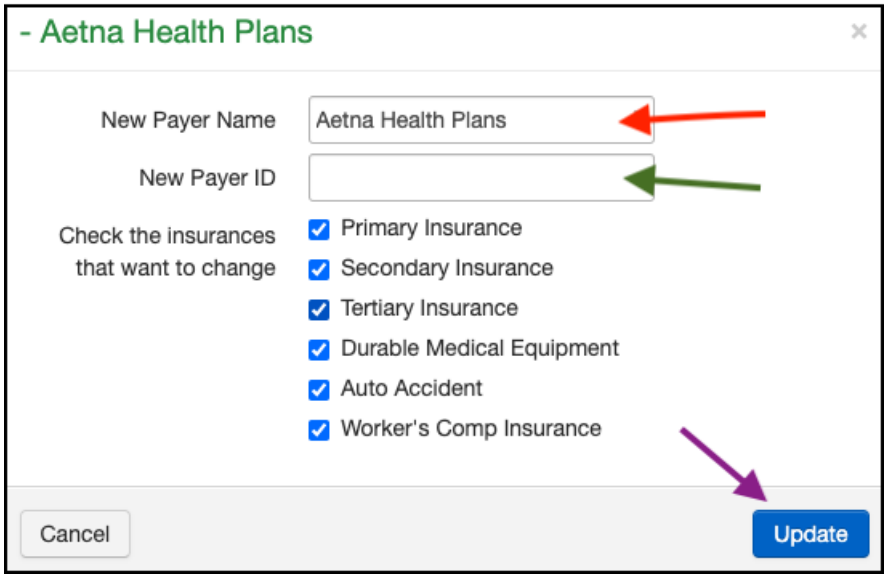
If you need to update payer IDs for multiple patients, DrChrono has a way to do this in bulk instead of having to go into every single patient account to make the update.

A potential reason why you might need to do this would include changing clearinghouses where the payer IDs might be different.

1. To access the option: Navigate to **Billing > Bulk Edit Payer IDs.**
2. You can utilize the feature to update the actual payer id or the payer name listed.
3. You would just need to click on **edit** on the right of the row you want to update.



47198	Anthem Blue Cross
60054	Aetna
61101	Humana Care Plan
62308	CIGNA
PRNT110	GEICO
SB510	Blue Cross Blue Shield of Alabama
SB690	CareFirst BlueCross BlueShield MD Region



- The edit screen will allow you to update the payer ID and/or payer name.
    - **Red arrow** - You will search here for your new payer ID, and select from the drop-down
    - **Green arrow** - This will show the new payer ID you selected above
    - **Purple arrow** - click after the payer name/ID fields are entered. This will trigger the system to update all of the patient's records to the values entered.