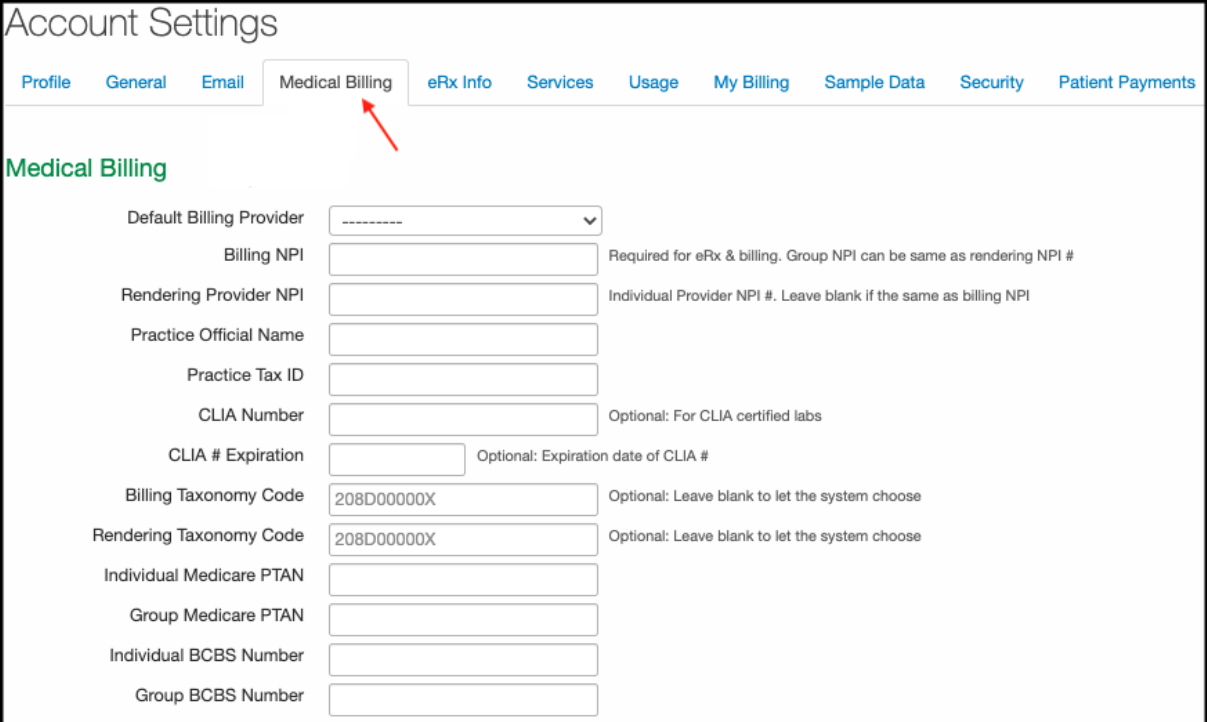


Adding an Email Address to your Superbill

Last modified on 10/30/2024 3:07 pm EDT

In DrChrono you can have an email address appear on your super bill. You can easily add or remove the address in your Account Settings.

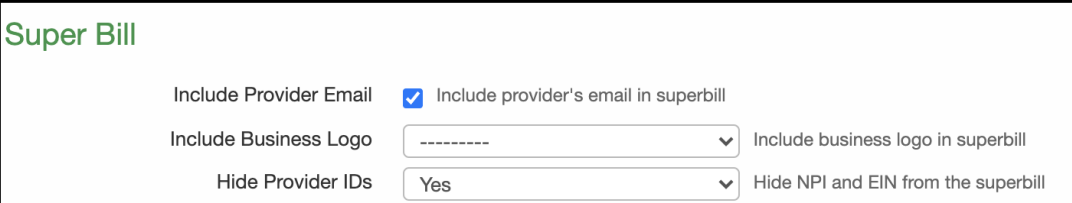
1. Navigate to **Account > Provider Settings**.
2. Select the **Medical Billing** tab.



The screenshot shows the 'Account Settings' page with the 'Medical Billing' tab selected. A red arrow points to the 'Medical Billing' tab. The page contains several input fields for medical billing information:

- Default Billing Provider: [Dropdown menu]
- Billing NPI: [Text input] Required for eRx & billing. Group NPI can be same as rendering NPI #
- Rendering Provider NPI: [Text input] Individual Provider NPI #. Leave blank if the same as billing NPI
- Practice Official Name: [Text input]
- Practice Tax ID: [Text input]
- CLIA Number: [Text input] Optional: For CLIA certified labs
- CLIA # Expiration: [Text input] Optional: Expiration date of CLIA #
- Billing Taxonomy Code: [Text input] 208D00000X Optional: Leave blank to let the system choose
- Rendering Taxonomy Code: [Text input] 208D00000X Optional: Leave blank to let the system choose
- Individual Medicare PTAN: [Text input]
- Group Medicare PTAN: [Text input]
- Individual BCBS Number: [Text input]
- Group BCBS Number: [Text input]

3. Scroll down to the **Super Bill** section and check or uncheck the box next to **Include Provider Email**.



The screenshot shows the 'Super Bill' section with the following options:

- Include Provider Email: Include provider's email in superbill
- Include Business Logo: [Dropdown menu] Include business logo in superbill
- Hide Provider IDs: [Text input] Yes [Dropdown menu] Hide NPI and EIN from the superbill

4. Scroll down and select **Update Entire Profile** to save your settings.

[Update Entire Profile](#)

Note: By default, the email that appears on the super bill is the email registered to the provider. Please contact our support team to update the email if you would like a different email to appear.
