

Adding an Email Address to your Superbill

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Adding an Email Address to the Patient Superbill

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

Account Settings

Profile General Email **Medical Billing** eRx Info Services Usage My Billing Sample Data Security Patient Payments

Medical Billing

Default Billing Provider

Billing NPI Required for eRx & billing. Group NPI can be same as rendering NPI #

Rendering Provider NPI Individual Provider NPI #. Leave blank if the same as billing NPI

Practice Official Name

Practice Tax ID

CLIA Number Optional: For CLIA certified labs

CLIA # Expiration Optional: Expiration date of CLIA #

Billing Taxonomy Code Optional: Leave blank to let the system choose

Rendering Taxonomy Code Optional: Leave blank to let the system choose

Individual Medicare PTAN

Group Medicare PTAN

Individual BCBS Number

Group BCBS Number

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

Include Provider

Super Bill

Include Provider Email Include provider's email in superbill

Include Business Logo Include business logo in superbill

Hide Provider IDs Hide NPI and EIN from the superbill

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



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.
