## **Adding an Email Address to your Superbill**

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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 > Account Settings.
- 2. Select the Medical Billing tab.

Account Settings										
Profile General Email Medi	cal Billing eR	k Info	Services	Usage	My Billing	Sample Data	Security	Patient Payments		
Medical Billing										
Default Billing Provider			~							
Billing NPI				Required for	eRx & billing. Gro	oup NPI can be same	e as rendering l	NPI #		
Rendering Provider NPI				Individual Pro	wider NPI #. Leav	ve blank if the same	as billing NPI			
Practice Official Name										
Practice Tax ID										
CLIA Number				Optional: For	CLIA certified la	bs				
CLIA # Expiration		Option	al: Expiration	n date of CLIA	#					
Billing Taxonomy Code	208D00000X			Optional: Lea	ve blank to let th	e system choose				
Rendering Taxonomy Code	208D00000X			Optional: Lea	ve blank to let th	e 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 Include Provider Email.

Super Bill			
	Include Provider Email	Include provider's email in superbill	
	Include Business Logo	<b>v</b>	Include business logo in superbill
	Hide Provider IDs	Yes 🗸	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.