I'm moving my office location. What do I need to do?

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If you move your physical office location, there are a few steps you need to take to ensure payers process your claims without delay.

1. Establish the new office location and the date you will begin seeing patients at the new location.
2. Contact each of your payers and follow their procedure to update your office location, complete with the **effective date** of the move.
3. Set up the new office in DrChrono
4. When you schedule patients, make sure you schedule them in the office where you will be seeing them, in the new or previous office. This will ensure that the correct physical location of the service populates correctly in box 32 of the HCFA. It will also print your previous address on any claim that needs to be billed/rebilled from when you were seeing patients in your previous office location.