

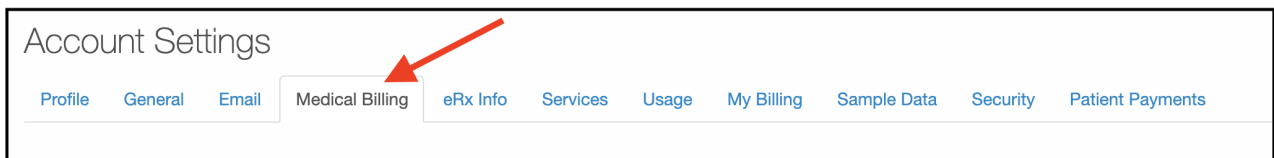
How do I Enter a Taxonomy Code that is Common for all Payers?

08/23/2024 11:02 am EDT

Office Wide Taxonomy Code

If all of your claims bill with the same taxonomy code, you can enter it in your account settings and it will carry through all of your claims.

1. Navigate to the **Account** tab.
2. Click on **Provider Settings**.
3. Select the **Medical Billing** tab.

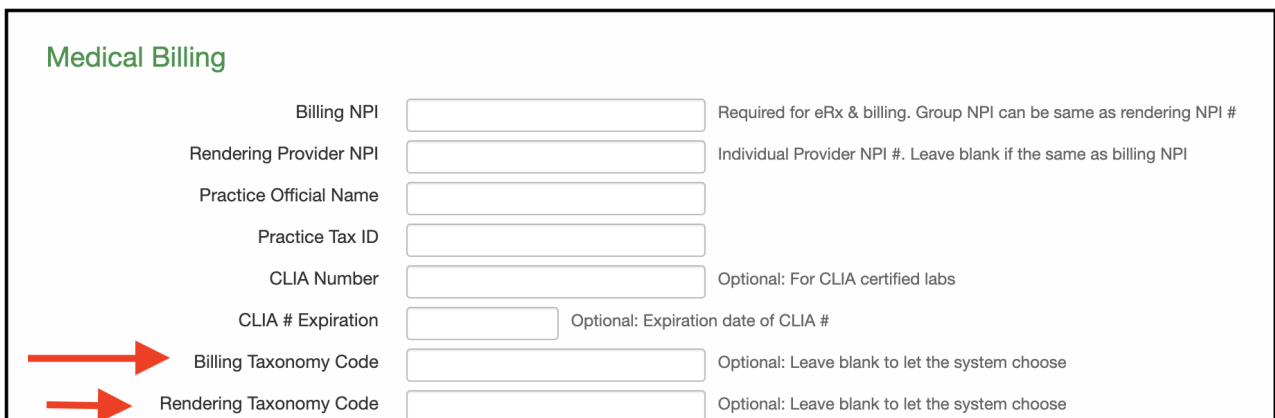


Account Settings



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

A red arrow points to the 'Medical Billing' tab.

4. Under the **Medical Billing** header, you will find lines for **Billing Taxonomy Code** and **Rendering Taxonomy Code**.
 - If you leave the field blank, the system will auto-populate the taxonomy based on the specialty listed on your account.



Medical Billing

Billing NPI	<input type="text"/>	Required for eRx & billing. Group NPI can be same as rendering NPI #
Rendering Provider NPI	<input type="text"/>	Individual Provider NPI #. Leave blank if the same as billing NPI
Practice Official Name	<input type="text"/>	
Practice Tax ID	<input type="text"/>	
CLIA Number	<input type="text"/>	Optional: For CLIA certified labs
CLIA # Expiration	<input type="text"/>	Optional: Expiration date of CLIA #
 Billing Taxonomy Code	<input type="text"/>	Optional: Leave blank to let the system choose
 Rendering Taxonomy Code	<input type="text"/>	Optional: Leave blank to let the system choose

5. Please enter the details respectively and click on the blue **Update Entire Profile** at the bottom of the page.



Update Entire Profile

And Viola! You've just updated your taxonomy code for all of your payers!
