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

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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. Select Account Settings
- 3. Select the Medical Billing tab

Account Settings			1								
Profile	View	General	Email	Medical Billing	eRx Info	Services	Usage	Sample Data	Security	Patient Payments	Receipt Options

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

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	on date of CLIA #		
Billing Taxonomy Code	171100000X		Optional: Leave blank to let the system choose		
Rendering Taxonomy Code	171100000X		Optional: Leave blank to let the system choose		
Individual Medicare PTAN					
Group Medicare PTAN					
Individual BCBS Number					
Group BCBS Number					

5. Enter the details respectively and press the blue **Update Entire Profile** at the bottom of the page.

