

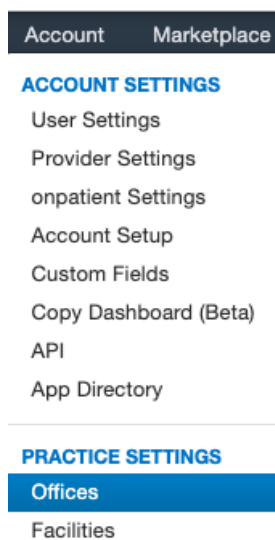
Adding Prescriber Information to an Office

07/08/2024 7:48 pm EDT

To ensure your [Prescription Measures](#) are accurately reflected for the office(s) you have selected for reporting, you will need to associate the authorized prescribers with the offices.

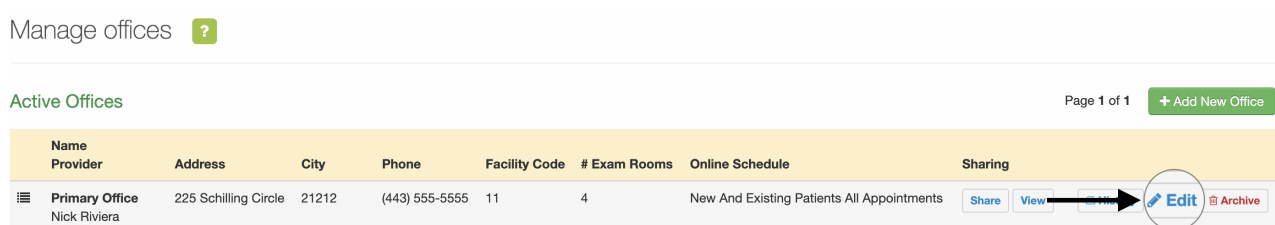
Each SureScripts provider ID is associated with a specific address. Because of how offices are configured in DrChrono, this process is not automatic. For MIPS reporting, you need to associate the providers and offices manually. This article will walk you through the process.

To do so, go to **Account > Offices**.



The screenshot shows the 'Account' and 'Marketplace' tabs at the top. Under 'ACCOUNT SETTINGS', there are links for User Settings, Provider Settings, onpatient Settings, Account Setup, Custom Fields, Copy Dashboard (Beta), API, and App Directory. Under 'PRACTICE SETTINGS', there are links for 'Offices' (which is highlighted with a blue bar) and 'Facilities'.

Select **Edit** next to the office you need to add prescriber information for.



The screenshot shows the 'Manage offices' page with a search icon. Below the header, it says 'Active Offices' and 'Page 1 of 1' with a '+ Add New Office' button. A table lists office details. The 'Edit' button for the first office is circled and has an arrow pointing to it.

Name	Address	City	Phone	Facility Code	# Exam Rooms	Online Schedule	Sharing
Primary Office Nick Riviera	225 Schilling Circle	21212	(443) 555-5555	11	4	New And Existing Patients All Appointments	Share View Edit Archive

Next, select the **Providers** tab and then select the providers who prescribe from this office and **Save**.

Note: Associating the providers and offices on this screen is for MIPS reporting only. It does not restrict the ability to prescribe from the offices you have set up in your account.

Primary Doctor for Office: Employee Test

Edit Office

Basic Billing Online Schedule **Providers** eRx

Providers allowed to operate from the office

Providers

- Employee Test
- John Doe

Save

The MIPS Dashboard is able to support multiple 10 reporting, which is based on the office setup.

The Tax ID # for each office will need to be setup accordingly.

Primary Doctor for Office: Location 1

Edit Office

Basic **Billing** Online Schedule Providers eRx

Billing name Leave it blank if same to account settings.

Facility Code

Billing Provider Office Professional medical billing only.

Use facility NPI number in box 32a of HCFA form

Facility NPI number Used in HCFA box#32a and UB04 box#56

Facility provider number

Billing Tax ID # (professional) Leave it blank if same to account settings.

Lastly, select the SPI number and address for the provider for this location and **Save**. If you have multiple offices and need help determining which SPI number is associated with which office, please reach out to our [support team](#). Repeat for other offices.

Primary Doctor for Office: Employee Test

Edit Office

Basic Billing Online Schedule Providers **eRx**

Surescripts Prescriber ID can be a

Employee Test

John Doe

✓ ID: test-spi-1, Location: 123 Main St Redwood City CA 94063

ID: test-spi-2, Location: 456 Someway Suite 3 San Francisco CA 94016

Save