

# Adding Prescriber Information to an Office

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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**.

Account Marketplace

**ACCOUNT SETTINGS**

- User Settings
- Provider Settings
- onpatient Settings
- Account Setup
- Custom Fields
- Copy Dashboard (Beta)
- API
- App Directory

**PRACTICE SETTINGS**

- Offices**
- Facilities

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

Manage offices ?

Active Offices Page 1 of 1 [+ Add New Office](#)

Name Provider	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	<a href="#">Share</a> <a href="#">View</a> <a href="#">Edit</a> <a href="#">Archive</a>

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



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 can support multiple 10 reporting, which is based on the office setup.

The Tax ID # for each office will need to be set up 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**