

Entering in an additional NPI number and Tax ID for billing purposes

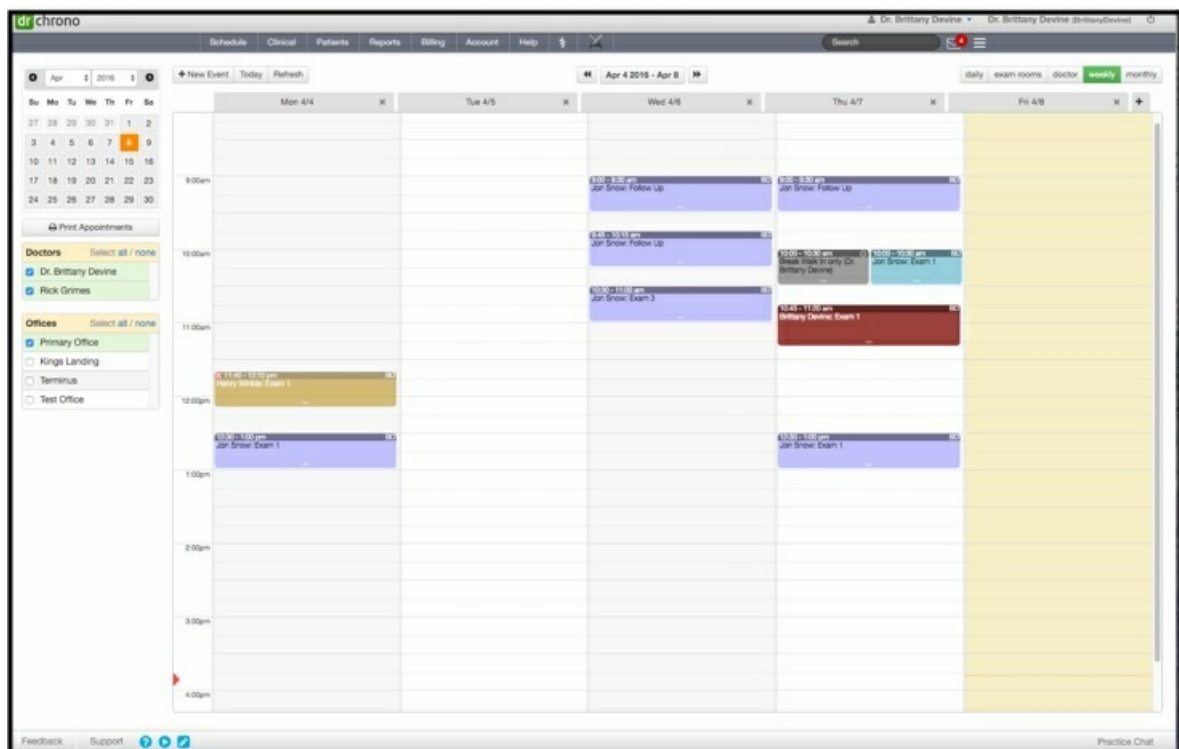
08/23/2024 11:12 am EDT

Additional NPI and TIN for Billing

This is useful if you have two billing NPI and Tax ID (TID) numbers used for the same provider. This would be used, for example, if a provider is working for multiple businesses and needs to bill out appropriately so claims will go out with the correct NPI and Tax ID (TIN) number.

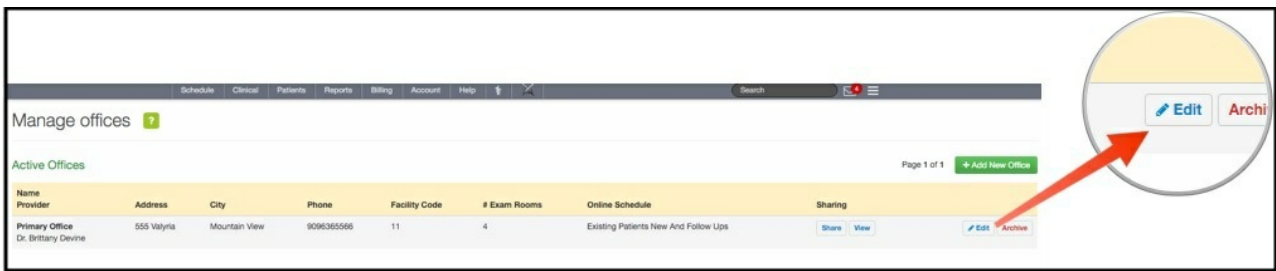
1. Log into your DrChrono account

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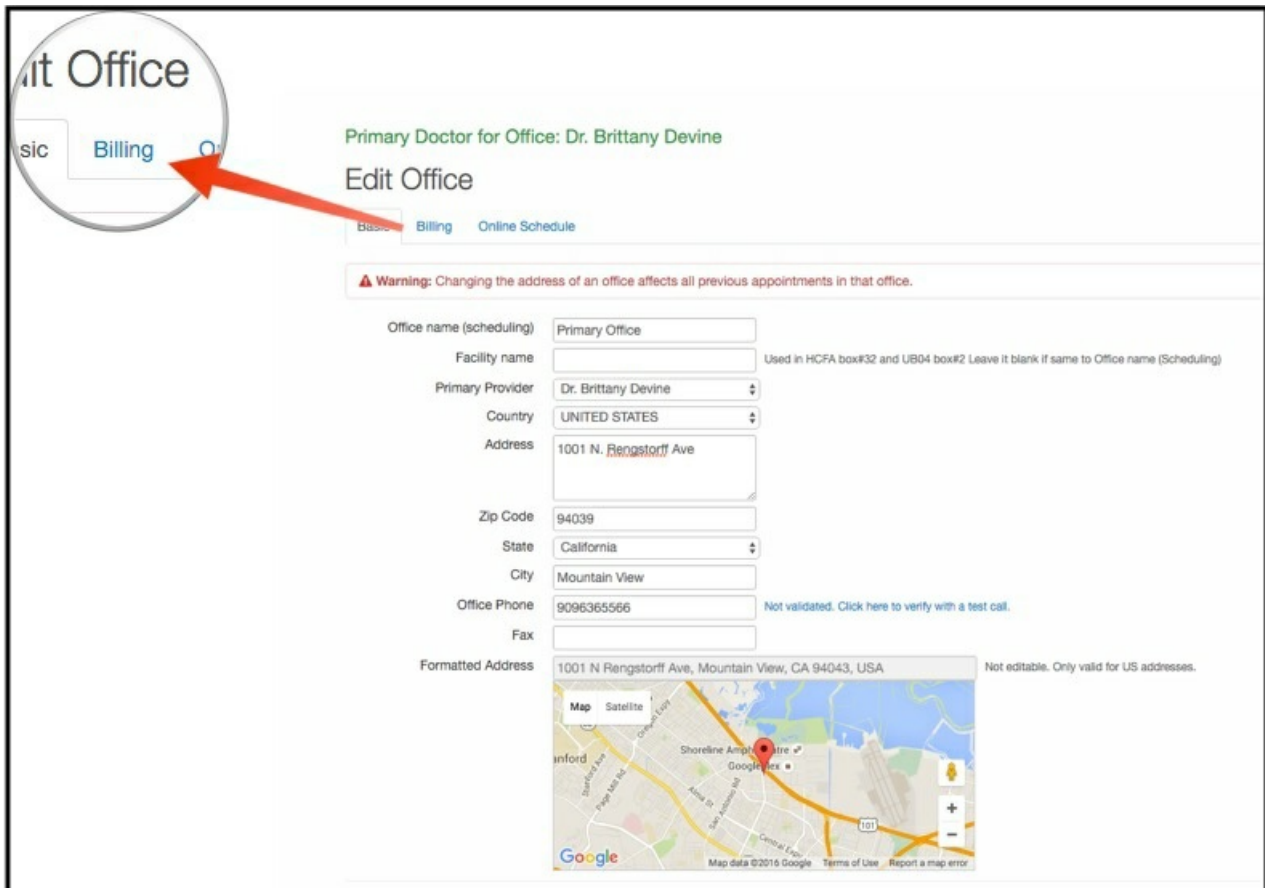


2. Select the **Account** tab and select **Offices**

3. Select **Edit** on the office you want to add the additional NPI and Tax ID number to



4. Select the **Billing** tab



5. Fill out the appropriate information including the NPI and Tax ID (TIN) number

Primary Doctor for Office:

Edit Office

Basic Billing Online Schedule

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.

Billing NPI number Leave it blank if same to account settings.

CLIA Number CLIA # for billing. Leave it blank if same to account setting.

CLIA Expiration Date Expiration date for CLIA number.

Use alternate pay to address for EDI use alternate "pay to" address in EDI billing if checked.

Use alternate pay to address for HCFA use alternate "pay to" address in HCFA form block 33 if checked.

Use alternate pay to address in Patient Statement use alternate "pay to" address in patient statement if checked.

Please note whenever an appointment is made in an office with billing information connected the claims will go out with the billing information associated with that office.

If you want to bill and have a claim go out for the NPI and Tax ID number associated with the provider you will have to create another office that does not have billing information added. When an appointment is made in this office it will default to the provider billing information under their account settings.