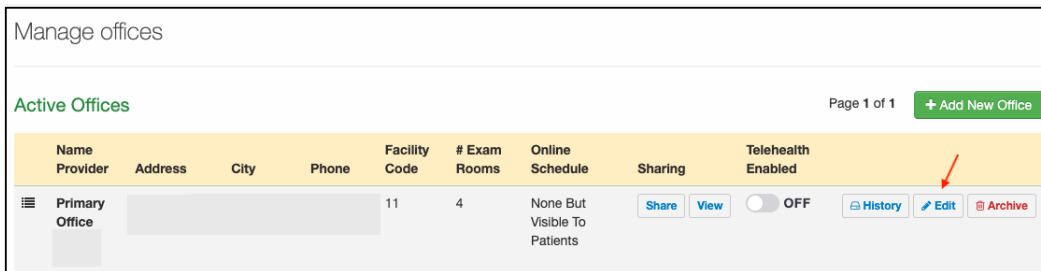


# Entering in an additional NPI number and Tax ID for billing purposes

Last modified on 11/18/2024 9:18 am EST

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
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

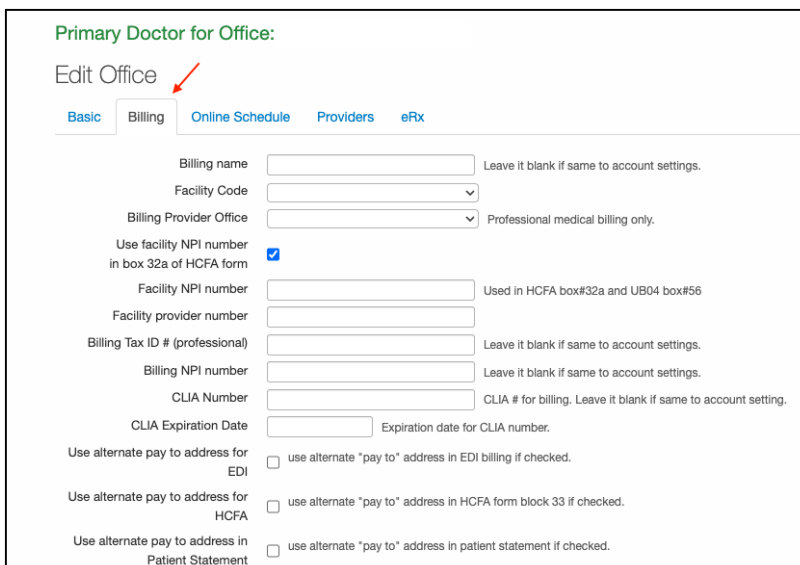


Manage offices

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

| Name           | Address | City | Phone | Facility Code | # Exam Rooms | Online Schedule              | Sharing                                    | Telehealth Enabled           |  |
|----------------|---------|------|-------|---------------|--------------|------------------------------|--|------------------------------|--|
| Primary Office |         |      |       | 11            | 4            | None But Visible To Patients | <a href="#">Share</a> <a href="#">View</a> | <input type="checkbox"/> OFF | <a href="#">History</a> <a href="#">Edit</a> <a href="#">Archive</a> |

4. Select the **Billing** tab



Primary Doctor for Office:

### Edit Office

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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.

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

### Edit Office

Basic
Billing
Online Schedule
Providers
eRx

|   |                                     |  |
|---|-------------------------------------|--|
| Billing name                                      | <input type="text"/>                | Leave it blank if same to account settings.                      |
| Facility Code                                     | <input type="text"/>                |  |
| Billing Provider Office                           | <input type="text"/>                | Professional medical billing only.                               |
| Use facility NPI number in box 32a of HCFA form   | <input checked="" type="checkbox"/> |  |
| → Facility NPI number                             | <input type="text"/>                | Used in HCFA box#32a and UB04 box#56                             |
| → Facility provider number                        | <input type="text"/>                |  |
| → Billing Tax ID # (professional)                 | <input type="text"/>                | Leave it blank if same to account settings.                      |
| → Billing NPI number                              | <input type="text"/>                | Leave it blank if same to account settings.                      |
| CLIA Number                                       | <input type="text"/>                | CLIA # for billing. Leave it blank if same to account setting.   |
| CLIA Expiration Date                              | <input type="text"/>                | Expiration date for CLIA number.                                 |
| Use alternate pay to address for EDI              | <input type="checkbox"/>            | use alternate "pay to" address in EDI billing if checked.        |
| Use alternate pay to address for HCFA             | <input type="checkbox"/>            | use alternate "pay to" address in HCFA form block 33 if checked. |
| Use alternate pay to address in Patient Statement | <input type="checkbox"/>            | use alternate "pay to" address in patient statement if checked.  |

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.