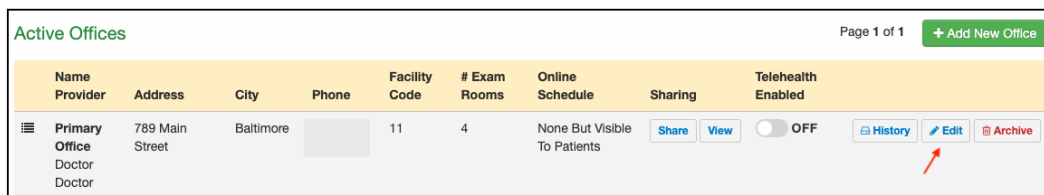


How to use alternate pay to address for EDI transmission?


Last modified on 11/22/2024 9:33 am EST

If you choose, you can designate an alternate pay-to-address to transmit claims on the EDI claim submission file. This option would be helpful if your billing office is in a separate location from where you render services. Payments from payers would go to the billing office so they can be processed without delay. You also may want them to go to a bank lockbox location if you have one set up.

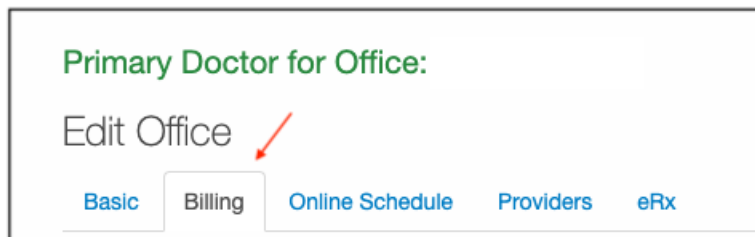
1. Hover over **Account** and select **Offices**
2. Press **Edit** corresponding to the respective office's name



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

Name Provider	Address	City	Phone	Facility Code	# Exam Rooms	Online Schedule	Sharing	Telehealth Enabled	
 Primary Office Doctor Doctor	789 Main Street	Baltimore		11	4	None But Visible To Patients	Share View	<input type="checkbox"/> OFF	History Edit Archive

3. Press the **Billing** tab and check **Use alternate pay to address for EDI** check box



Primary Doctor for Office:

Edit Office

[Basic](#) **[Billing](#)** [Online Schedule](#) [Providers](#) [eRx](#)

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.

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. ←

4. Update the alternative pay to address in the boxes and press **Save**.
