

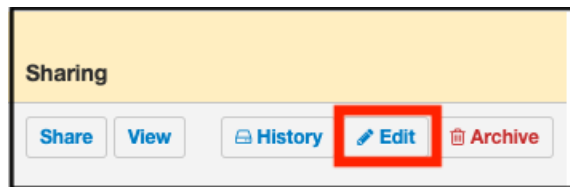
# How to use alternate pay to address for EDI transmission?

09/11/2024 9:36 am EDT

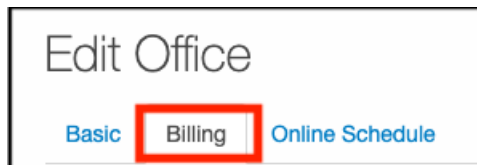
If you choose, you can designate an alternate pay-to-address to transmit claims on the EDI claim submission file. This option would be helpful if your billing office is in a separate location from where you render services. Payments from payers would go to the billing office so they can be processed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

Please follow the steps outlined below:

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



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



<b>Use alternate pay to address for EDI</b>	<input checked="" 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.
Pay to Address	<input type="text"/>
Pay to Zip Code	<input type="text"/>
Pay to State	<input type="text" value="-----"/>
Pay to City	<input type="text"/>
Pay to Country	<input type="text" value="-----"/>

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

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