How to use alternate pay to address for EDI transmission?

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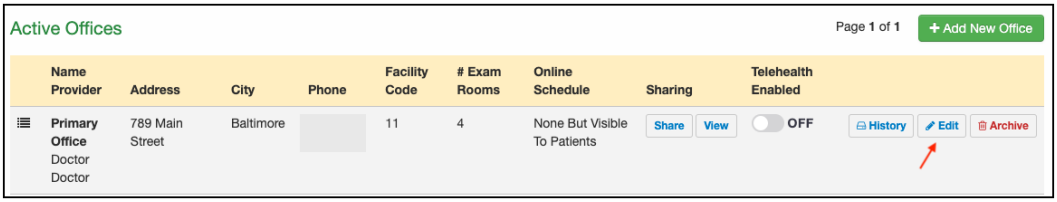
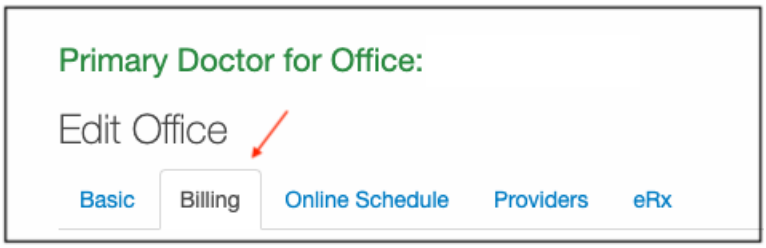
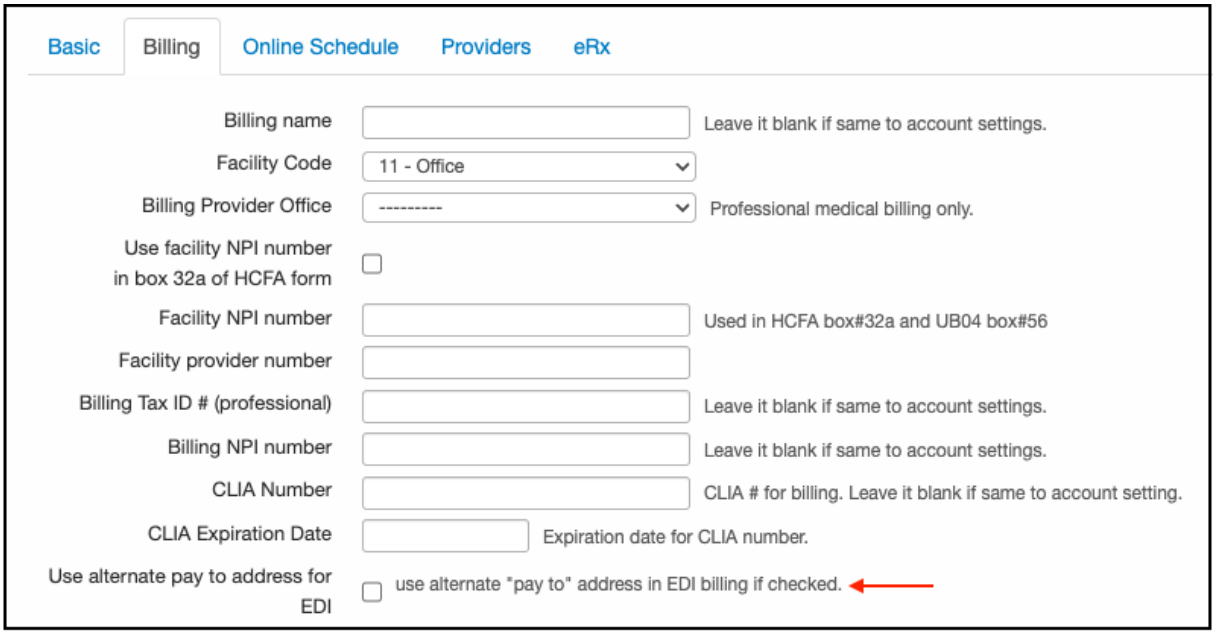
If you choose, you can designate an alternate pay-to-address to transmit claims on the EDI claim submission file. This option would be helpful if your billing office is in a separate location from where you render services. Payments from payers would go to the billing office so they can be processed 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



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





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