Bulk Editing Payer IDs

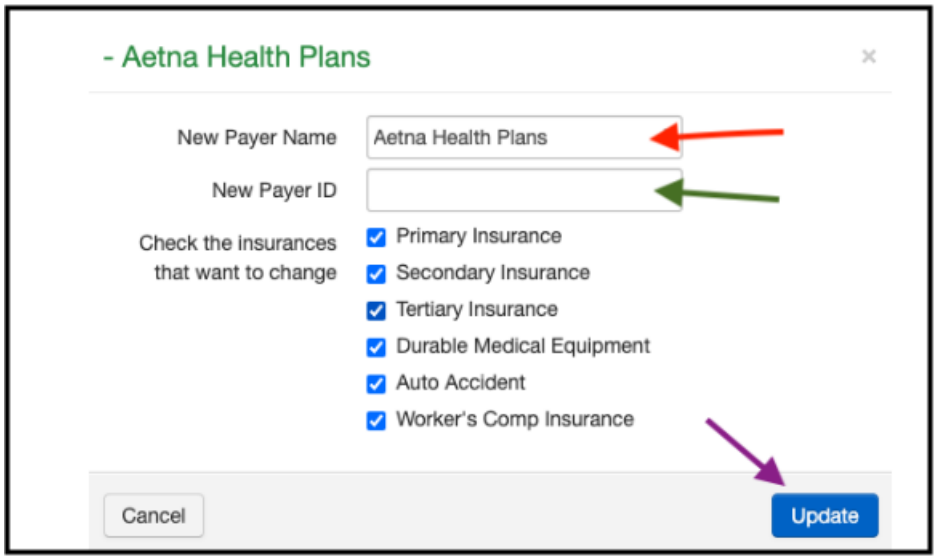
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Updating patient insurance in bulk

If you need to update the payer IDs on your patient charts, you can do so for all patients with a particular insurance at once. You don't have to update them one by one. The Bulk Edit Payer ID feature within DrChrono will make this task quicker and easier.

1. Navigate to **Billing > Bulk Edit Payer IDs**
2. Press **Edit**

Each insurance listed on all of your patient charts will appear on this screen. On the right, you will find an Edit button that allows you to change the payer ID for all your patients with this insurance at once.



- **Red arrow** - **New Payer Name** - You will search here for your new payer ID, and select from the drop-down
- **Green arrow** - **New Payer ID** - This shows the new ePS (eProvider Solutions) payer ID you selected above.
- **Check the insurances** section - This is where you will select which insurance you would like to change. To change to ePS (eProvider Solutions), you will want to ensure that all are checked.
- **Purple arrow** - **Update** - Once you have updated the payer ID (green arrow), click on Update. The system will update all of the patient records with the payer ID you entered.