

# HCFA 1500 Box 17 - How do I print the referring/supervising provider's information

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There are 2 different ways to print the referring provider's information in box 17 on the HCFA 1500 form.

**Persistent** - You can enter into the patient's demographics so that it will appear on all of the patient's future appointments without having to reenter the information on each claim.

**Claim Specific** - You can enter the information at the claim level. The information will only appear on that claim and will need to be reentered if applicable on future claims.

## Adding the referring provider to your contacts

**\*\* Note\*\*** If you have already added the referring provider to your contacts, please skip to the adding to the patient's demographic section below.

1. Please click on the message center (envelope icon) towards the top right corner of your screen.
2. On the left panel, please select **Contacts**, which is located below the **Referrals** heading, and then click on **+New** (Towards the top right).



3. In the **New Referral Contact** screen, enter the doctor's First name, Last name, Address, specialty & NPI, and click on **Add Contact**.

**New Referral Contact** [Close]

First Name:

Middle Name:

Last Name:

Salutation:

Suffix:

Organization:

Email:

Direct Address:

Phone #:

Fax #:

Address:

## Adding to the patient's demographics

1. Hover over the **Patients** Tab and select **Patient List**.
2. Enter the Patient's Name or Chart ID in the patient search field.
3. This will direct you to the patient's demographics section.
4. In the Patient's Demographic section, click on the **Demographics** tab.

The fields **Referring Dr. First Name** and **Referring Dr. Last Name** will be used, and the identifier DN will be applied. If no information is available under **Referring Doctor**, information found under **Ordering Doctor** will be used instead, and the identifier DK will be applied.

The screenshot shows a web-based form titled "Demographics" under a "Demographics" tab. The form contains the following fields:

- Patient SSN: Text input field.
- Patient Date of birth: Text input field with a hint "e.g. 8/8/1979".
- Patient Sex: Dropdown menu with "Female" selected.
- Race: Dropdown menu with options: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White, Declined to specify.
- Ethnicity: Dropdown menu.
- Preferred Language: Dropdown menu.
- Patient Student Status: Dropdown menu with a note "For patients that are 19 years or older and not handicapped".
- Country: Dropdown menu with "UNITED STATES" selected.
- Street Address: Text input field.
- Zip Code: Text input field with a note "Zip code will populate city and state for US addresses."
- City: Text input field.

A sidebar on the left contains a "Demographics" header and a list of menu items: Appointments, Clinical Dashboard, Documents, Tasks (2), Problem List (8), Medication List (6), Send eRx, Allergy List (3), Drug Interactions (2), CQMs, Intake Data, Lab Orders, and Immunizations.

17a - This item pulls from the fields **Referring Dr. Qualifier** and **Referring Dr. Number** under **Referring Doctor**. The identifiers for this item are as follows, and come from the selection in **Referring Dr. Qualifier**:

- OB State License Number
- 1G Provider UPIN Number
- G2 Provider Commercial Number

17b - This item pulls from the **Referring Dr. NPI Number**, or if no Referring Dr. data is present, **Ordering Dr. NPI Number**.

17. NAME OF REFERRING PROVIDER OR OTHER SOURCE	17a.	
	17b.	NPI

5. Scroll down to the **Referring Doctor** section and enter the doctor's name in the **Referring Doctor Search** field.

6. Once you enter the referring doctor's information, please scroll down and click on **Save Demographics**.

Supervising provider information can be shown by marking off **Display the claim's supervising provider** in box 17. (Figure 6) This option can be found in **Account Settings > Billing**. Selecting this option will cause box 17 to pull data from the supervising provider's information, once a supervisor is selected in the Appointment details. Relevant information for that supervising provider is **First Name**, **Last Name**, and **Rendering Provider NPI** - this information will be pulled from that provider's DrChrono Account Settings.

Figure 6 - Go to Account > Provider Settings > Medical Billing

Account Settings

Profile General Email **Billing** eRx Info Services Usage Payment Info Sample Data Security

**Medical Billing**

Billing NPI  Required for eRx & billing. Group NPI can be same as rendering NPI #

Rendering Provider NPI  Individual Provider NPI #. Leave blank if the same as billing NPI

Practice Official Name

Practice Tax ID

CLIA Number  Optional: For CLIA certified labs

CLIA # Expiration  Optional: Expiration date of CLIA #

Billing Taxonomy Code  Optional: Leave blank to let the system choose

Rendering Taxonomy Code  Optional: Leave blank to let the system choose

**HCFA/CMS-1500**

Payer Address  Print payer address if possible in top right corner.

Box 17  Suppress referring physician information in box 17.

Box 17  Display the claim's supervising provider in box 17.

Box 25  Mark the SSN checkbox instead of the EIN checkbox in Box 25.

Box 31  Use the doctor's full name instead of first initial, last name in Box 31.

Box 33  Use the doctor's name as the billing provider in Box 33.

\*\*\*Please note that Box 17 will not update if the demographics of the patient chart are updated AFTER the appointment is scheduled.\*\*\*

## Claim Specific

**\*\* Note\*\*** If the provider is not already listed in your contacts, please follow the directions above to add them before proceeding.

1. In the Live Claims Feed, pull up the patient's appointment to which you would like to add the referring information.
2. In the right column, at the bottom, you will see an option for Provider. Click on the pencil icon.

Is patient's condition related to

Employment

Auto Accident

Other Accident

EDI Billing Note  (HCFA/CMS-1500 Line 19)

**Providers**

3. You will then be given a window to add the referring provider. Once they are loaded as a contact, you can type

their name or a portion of their name in the **Contact Search** box and when you select the provider, all of their demographic information will be pulled over.

The image shows a software window titled "Provider" with a close button (X) in the top right corner. Inside the window, there are two tabs: "Referring" and "Ordering". The "Ordering" tab is selected and highlighted in blue. Below the tabs, there is a "Contact Search" input field with a magnifying glass icon on the right. Below this field is the text "Will populate fields below". Underneath, there are several input fields: "First Name", "Middle Name", "Last Name", "Suffix", "NPI Number", "Qualifier" (a dropdown menu with "-- Qualifier --" selected), "Provider Number", and "Address". At the bottom of the window, there are four buttons: "Reset" (red), "Clear" (orange), "Save" (blue), and "Cancel" (grey).