How to Change the Place of Service (POS) for a Specific Appointment

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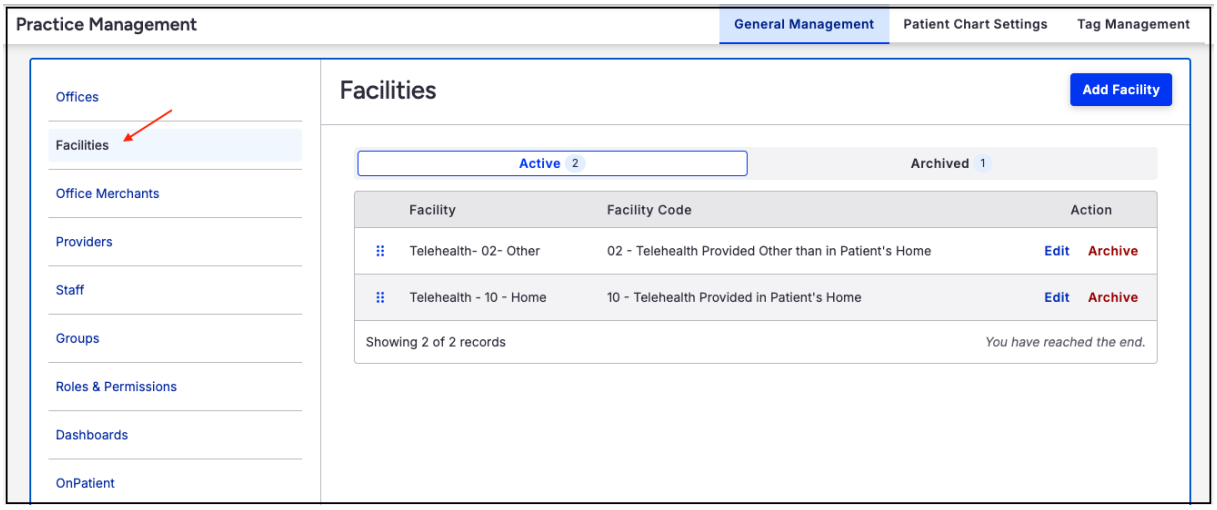
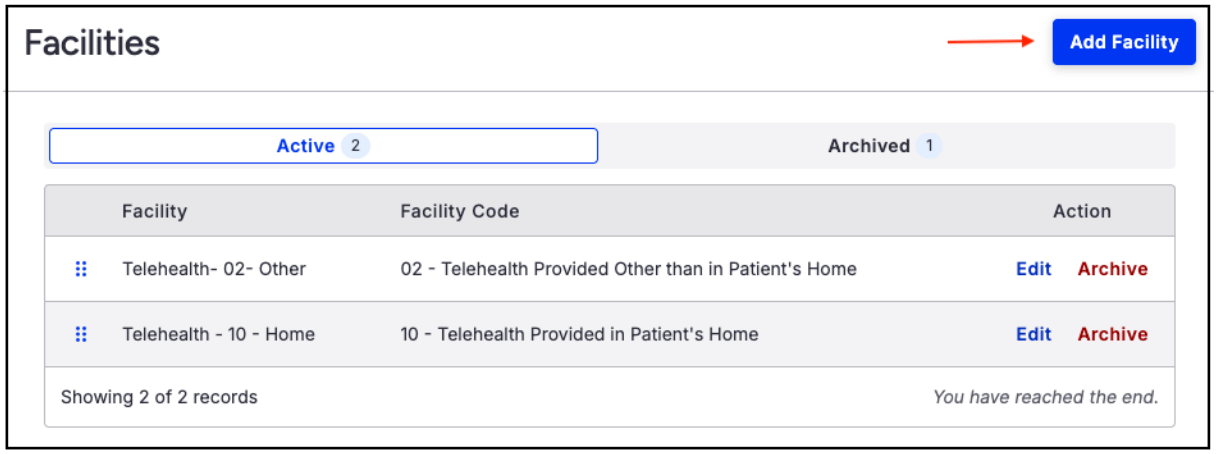
To change the place of service (POS) for a specific appointment without changing the place of service in the appointment's office, please follow the steps outlined below:

1. Navigate to **Account > Practice Management > Facilities**



2. Select **Add Facility**

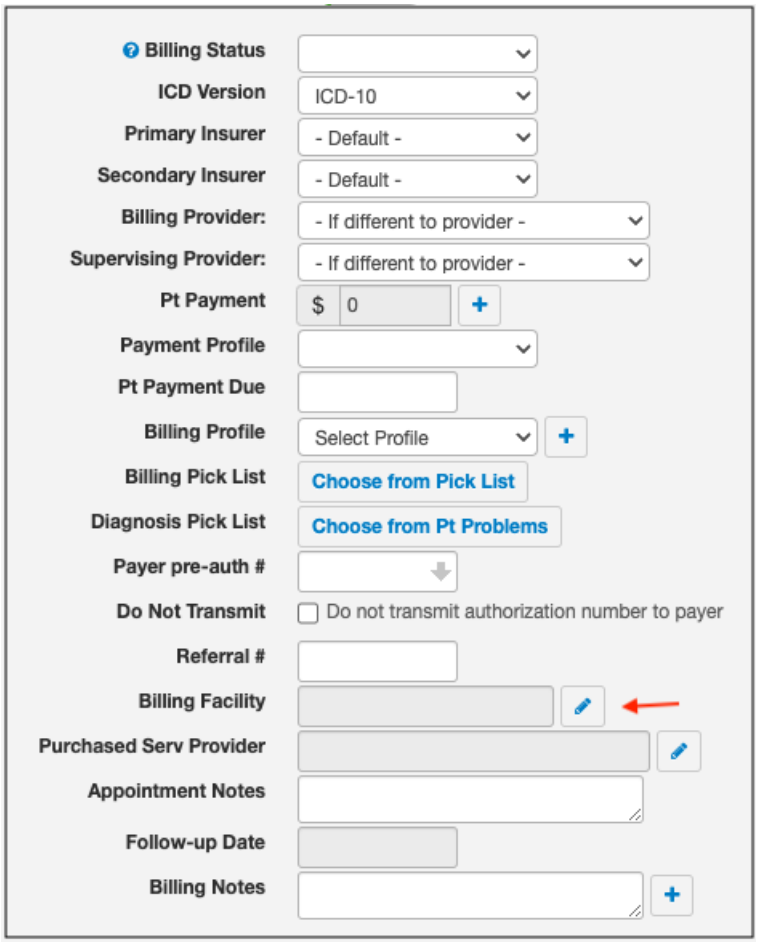


3. Enter a facility name, select the place of service code, and press **Add Facility**.

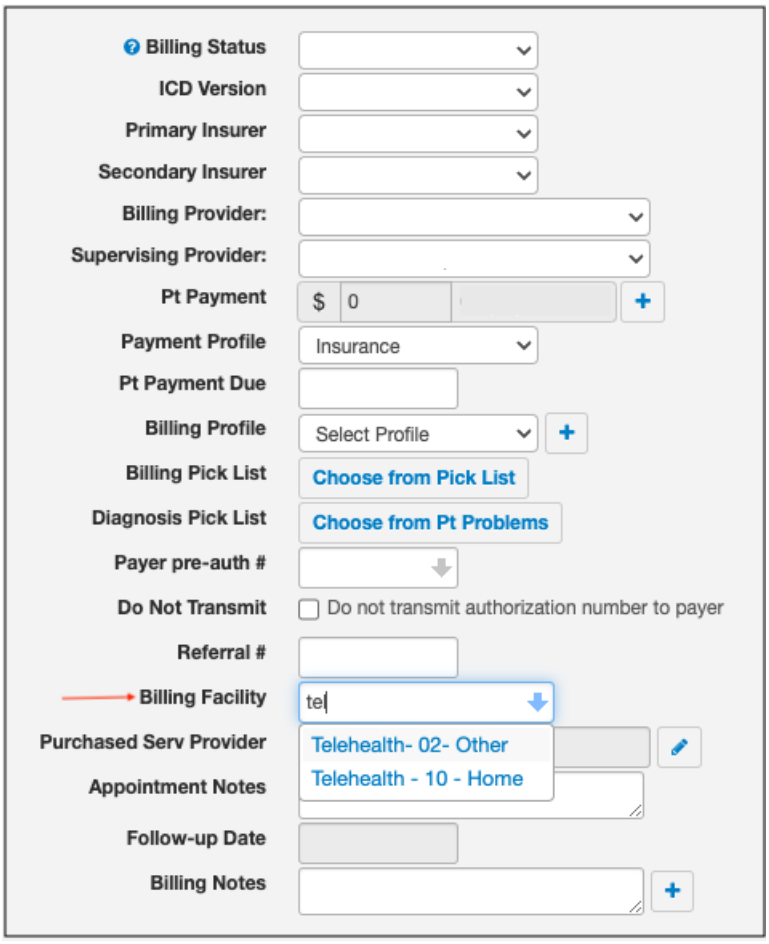


4. Open the billing details screen of the appointment for which the place of service has to be changed.

5. Select the pencil icon next to **Billing Facility** in the Live Claims Feed.



6. Enter the Facility name associated with the place of service and select it from the drop-down menu.



7. Select **Verify and Save**.

