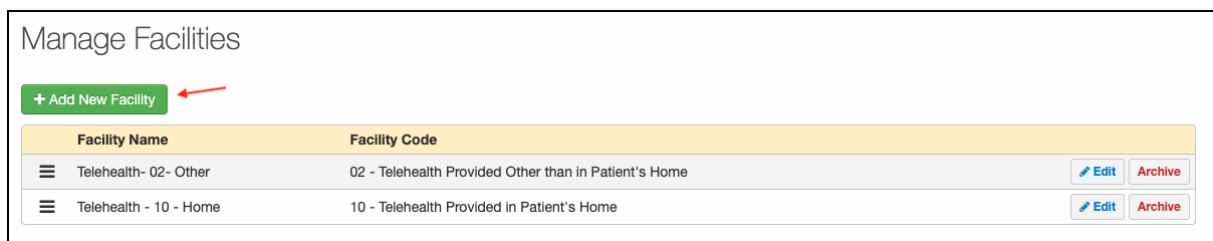# How to Change the Place of Service (POS) for a Specific Appointment

Last modified on 11/07/2024 11:36 am EST

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** > **Facilities**

2. Select **Add New Facility**

3. Enter a facility name, select the place of service code, and click on **Create**

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**

❓ **Billing Status**	[⌄]
ICD Version	[ICD-10 ⌄]
Primary Insurer	[- Default - ⌄]
Secondary Insurer	[- Default - ⌄]
Billing Provider:	[- If different to provider - ⌄]
Supervising Provider:	[- If different to provider - ⌄]
Pt Payment	[$ 0] ➕
Payment Profile	[⌄]
Pt Payment Due	[ ]
Billing Profile	[Select Profile ⌄] ➕
Billing Pick List	**Choose from Pick List**
Diagnosis Pick List	**Choose from Pt Problems**
Payer pre-auth #	[⬇]
Do Not Transmit	☐ Do not transmit authorization number to payer
Referral #	[ ]
Billing Facility	[ ] ✏️ ⬅
Purchased Serv Provider	[ ] ✏️
Appointment Notes	[ ]
Follow-up Date	[ ]
Billing Notes	[ ] ➕

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

7. Select **Verify and Save**.