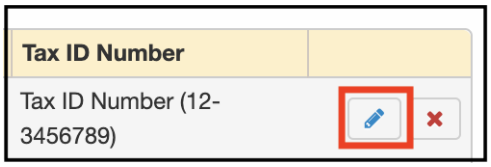
HCFA 1500 Box 31 - Print License On the claim form

09/17/2024 3:10 pm EDT

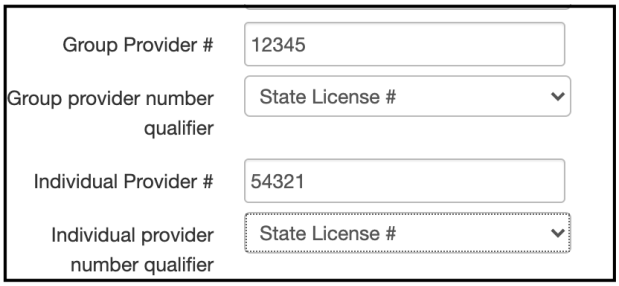
If the payer requires, you can print your state license number on the HCFA form in box #31 and the charge line. To set it up, follow the steps below.

1. Navigate to **Billing > Insurance Set Up**

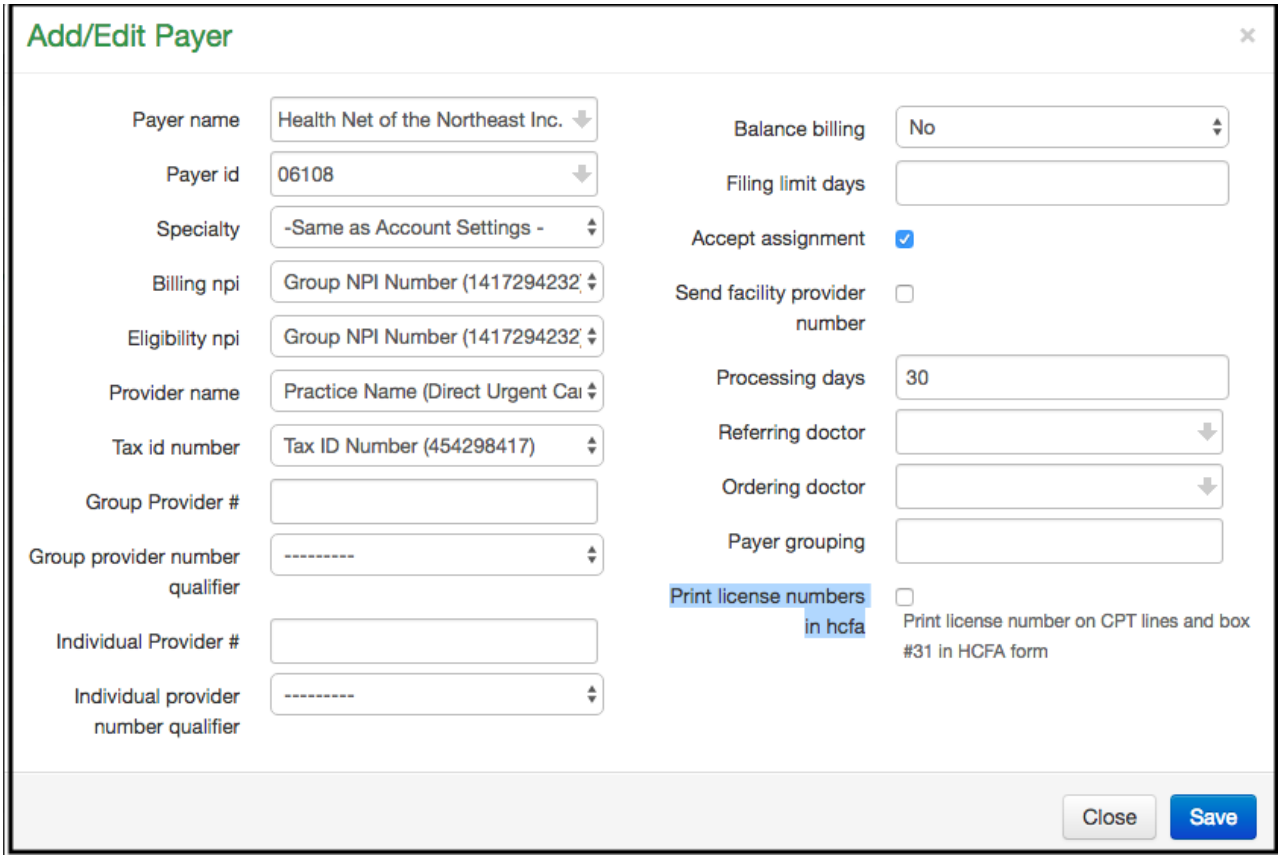
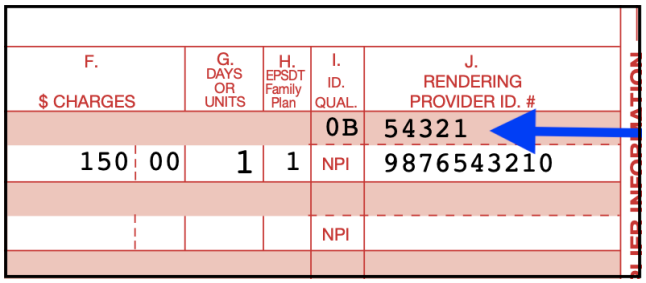
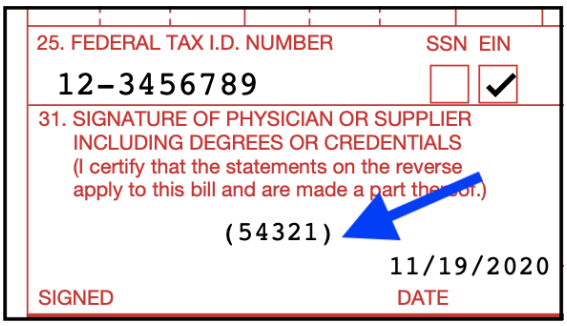
2. Click on the **Edit (Pencil icon)** for the specific insurance you would like to print the license number for.



3. Enter the license number in the Group Provider # or Individual Provider # box, and choose qualifier State License Number from the dropdown in the left column.



4. Check **Print license numbers in HCFA** in the right column and hit **Save**.



Now, the license number will appear on the charge line (box 24J) as well as in box #31 on the HCFA form.