

How do I add the purchased service provider information to a claim?

Last modified on 03/19/2026 10:13 am EDT

A purchased service provider is defined as "... an individual or entity that performs a service on a contractual or reassignment basis for a separate provider who is billing for the service. Examples of services include, but are not limited to: (a) processing a laboratory specimen; (b) grinding eyeglass lenses to the specifications of the Rendering Provider, or (c) performing diagnostic testing services (excluding clinical laboratory testing) subject to Medicare's anti-markup rule." (Source: [NUCC Definition](#))

Follow the steps outlined below to add/update the purchased service provider information on a claim:

1. Hover over the **Billing** Tab and choose **Live Claims Feed**.
2. You can search for the patient by their name or Chart ID or you can select the patient from the list and then you need to select the Visit Date. This will direct you to the Billing Detail screen.

The screenshot shows the 'Live Claims Feed' interface. At the top, there are several filter buttons: 'Select All Offices', 'Select None', 'C new office All', 'Primary Office All', and 'Test office All'. Below these are dropdown menus for 'Claim Type All', 'Claim St All', 'Billing St: All', and 'Appt Profiles: All'. There are also buttons for 'Calculate Counts', 'What's this?', and 'TFL Warning'. A search section includes fields for 'Patient', 'Payer Name', 'Payer ID', 'drc claim #', 'From', 'To', and 'Clinical Note'. There are checkboxes for 'Open window in new tab' and 'Exclude future follow-up dates', along with 'Check All', 'Clear', and 'Update Filter' buttons. Below the search section are buttons for 'Batch Status Change', 'Export to File', 'Custom Export', 'Display', and 'Schedule'. The table below has columns for 'Info', 'Claim ID', 'Patient', 'Date of Service', 'Office', 'Provider', 'Supervising Provider', 'Billing Provider', 'Billed', 'Allowed', 'Adjmt', 'Ins 1 Paid', 'Ins 2 Paid', 'Pt Paid', 'Ins Bal', 'Pt Line Item Bal', 'Claim Bal', 'Exp Reimbr', 'Ins 1', 'Ins 1 Status', 'Ins 2', 'Ins 2 Status', and 'First EDI'. A red arrow points to the 'Date of Service' column in the table. The table shows a total row and one claim row for Jenny (Jen) Harris on 11/19/2024 at 12:00AM.

Info	Claim ID	Patient	Date of Service	Office	Provider	Supervising Provider	Billing Provider	Billed	Allowed	Adjmt	Ins 1 Paid	Ins 2 Paid	Pt Paid	Ins Bal	Pt Line Item Bal	Claim Bal	Exp Reimbr	Ins 1	Ins 1 Status	Ins 2	Ins 2 Status	First EDI			
Totals:								\$460.00	\$460.00	\$0.00	\$0.00	\$0.00	\$15.00	\$310.00	\$135.00	\$445.00	\$0.00								
<input type="checkbox"/>	330869573	Jenny (Jen) Harris	11/19/2024 12:00AM	Primary Office				\$185.00	\$185.00	\$0.00	\$0.00	\$0.00	\$0.00	\$185.00	\$0.00	\$185.00	\$0.00						Balance Due		

3. In the left column, you will find a purchased service provider section. Select the pencil icon and search for the provider from the search field. In order to find a provider in this field, they must first be added to your Contacts in the message center.

	View Service	+ EOB	SuperBill	Clinical Note
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Institutional Claim No

Billing Status Balance Due

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 Copay: \$20.00

Payment Profile Insurance

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

4. Add/Update the purchased service provider information as needed and press **Save**.

Purchased Service Provider x

Search

Entity type Person

First name

Middle name

Last name

Suffix

NPI

Provider number

Organization

Charge Amount