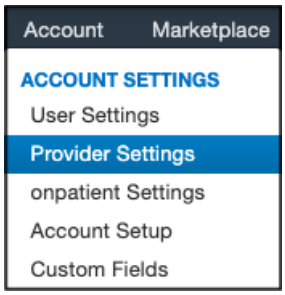
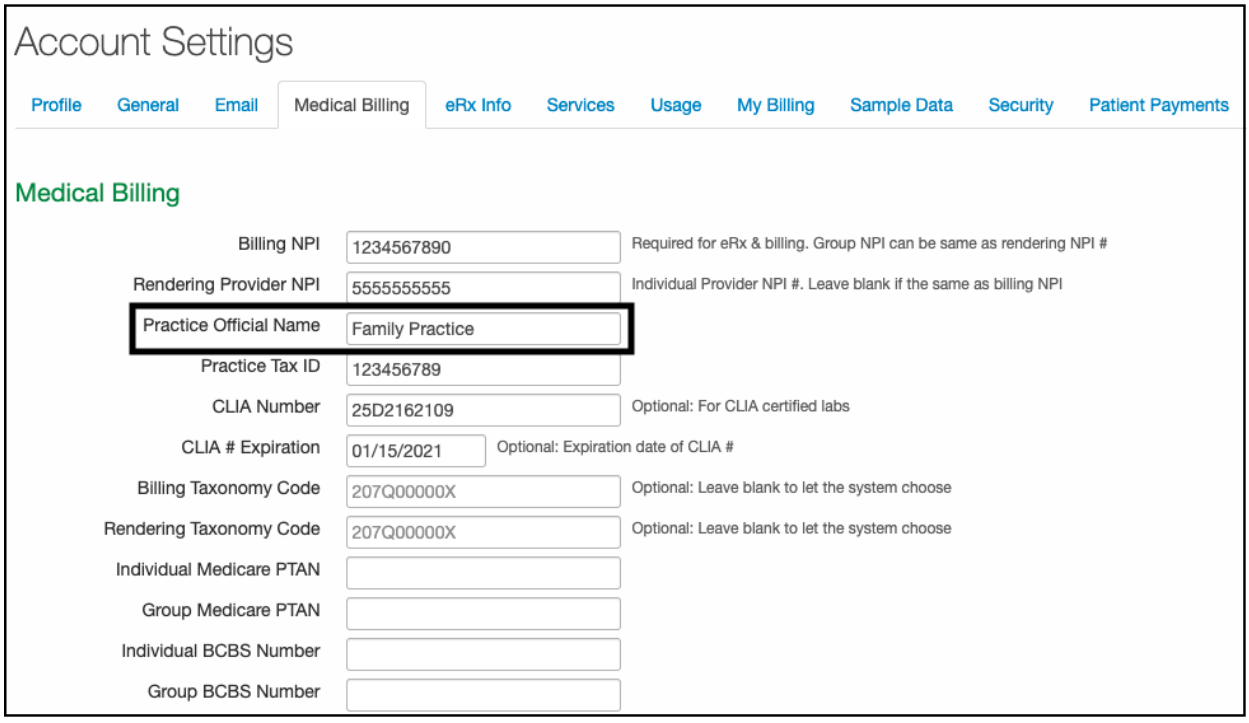
How can I enter in an official practice name and have that reflected in my clinical notes, superbills, and patient statements?

Last modified on 10/23/2026 11:07 am EDT

1. To enter your official practice name, navigate to **Account** > **Provider Settings**.



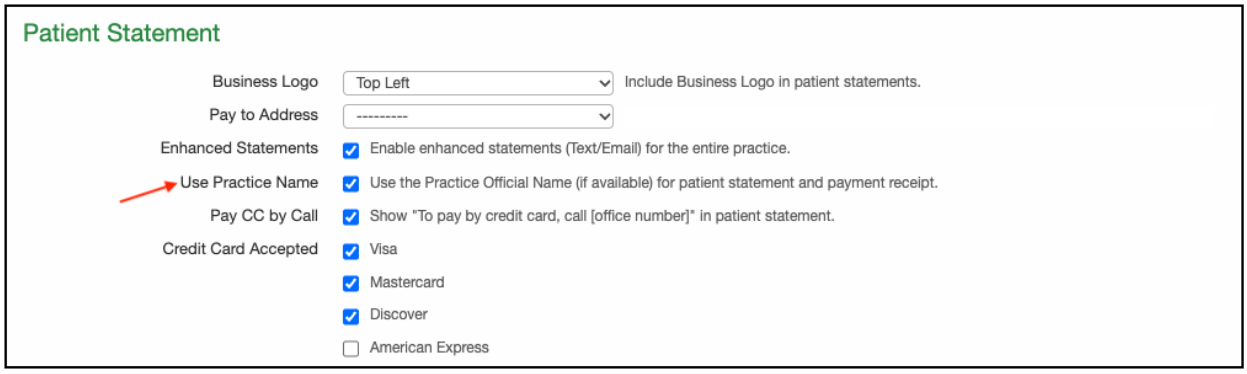
2. Select the **Medical Billing** tab. In the third field, titled **Practice Official Name**, enter your desired name. Use Practice Name only applies when the office's Use Alternative Pay to Address is unchecked.



3. While you are here, if you would like to include your practice name on Patient Statements, scroll down to the **Patient Statements** section and check the box next to **Use Practice Name.**

> This checkbox was previously labeled "Use Office Name". Only the label changed. It has always used the Practice Official Name.
>
> Use Practice Name only applies when the office's Use Alternate Pay to Address in Patient Statement setting is unchecked. If that setting is checked, the statement shows the office's Pay to

Name instead. If Practice Official Name is blank, the Provider Name is used. For practices using office-based statements, see "Choosing the Name Shown on Office-Based Statements" in Setting Up and Generating Office-Based Patient Statements.



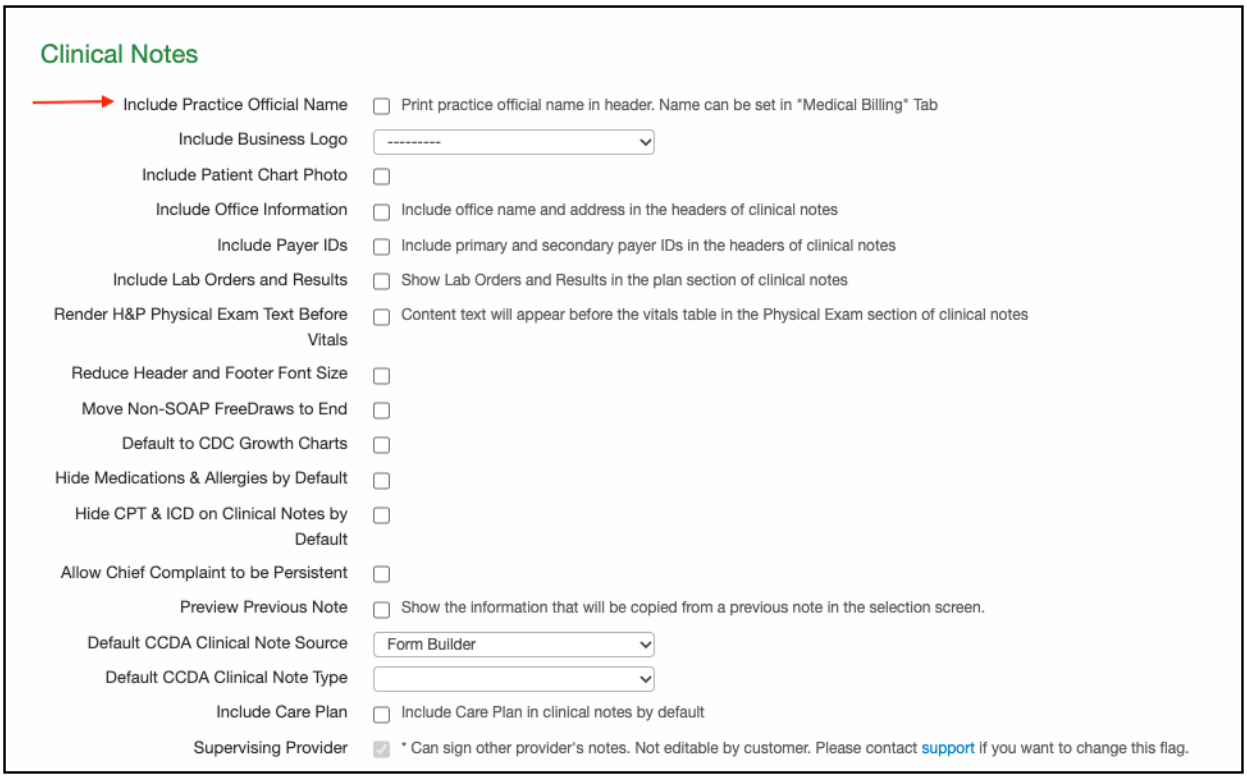
4. Scroll down and press **Update Entire Profile** to save your changes.



5. Next, move over to the **General** tab to make sure the official name is reflected in the Clinical Note.



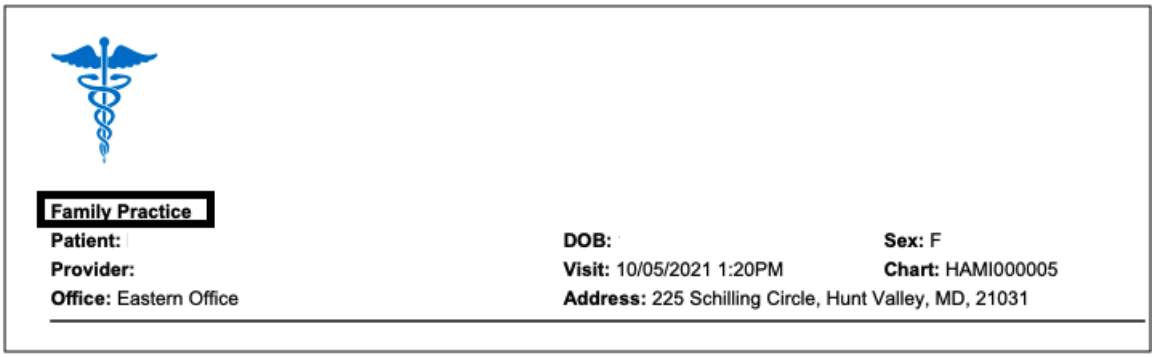
6. Scroll down to the **Clinical Notes** section, and select the box next to **Include Practice Official Name**.



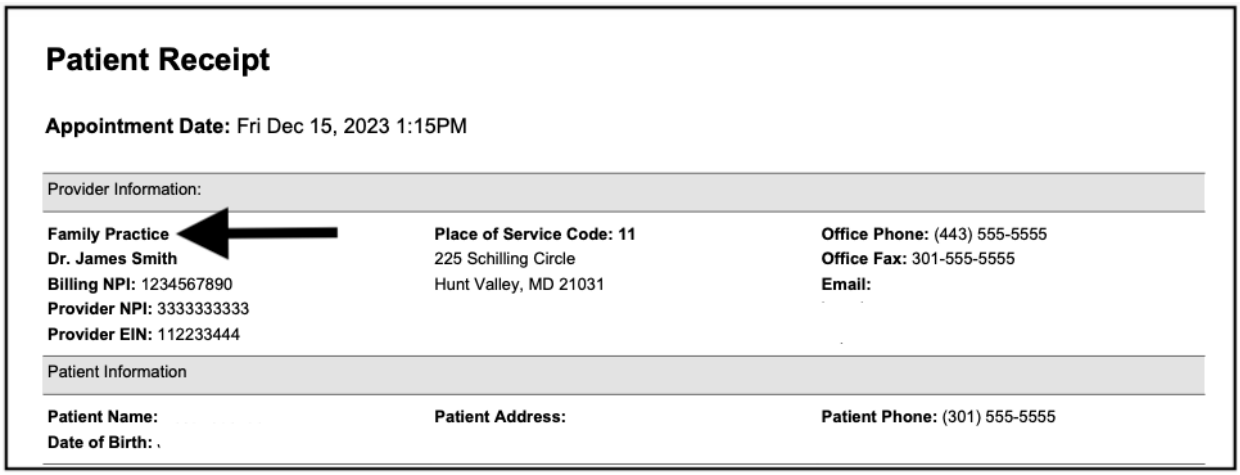
7. Make sure to press **Update Entire Profile** at the bottom of the page to save your profile.



8. When you open a clinical note and press **Preview Note**, the official practice name will appear in the header.



The practice name will also appear on your superbills and patient statements (when Use Practice Name is checked and the office does not use an alternate pay-to address).



Patient Receipt

Appointment Date: Fri Dec 15, 2023 1:15PM

Provider Information:		
Family Practice **Dr. James Smith** **Billing NPI:** 1234567890 **Provider NPI:** 3333333333 **Provider EIN:** 112233444	**Place of Service Code: 11** 225 Schilling Circle Hunt Valley, MD 21031	**Office Phone:** (443) 555-5555 **Office Fax:** 301-555-5555 **Email:**
Patient Information		
Patient Name: **Date of Birth:**	**Patient Address:**	**Patient Phone:** (301) 555-5555

Related Articles

- Setting Up and Generating Office-Based Patient Statements
- How Do I Use an Alternative Pay to Address on Patient Statements