







How Do I Enter a Taxonomy Code For a Specific Payer?

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Sometimes, a particular payer requests that a certain code, provider number, or taxonomy code appear on all claims for processing. DrChrono makes this easy and allows you to add it for the payer requesting it, but not for any other payer.

1. Hover over the **Billing** tab and select **Insurance Setup**.
2. If the insurance you need to update is listed, press the pencil icon on the corresponding line.

Enrollments for

Payer id	Payer Name	Specialty	Proc Days	Bal Bill	Acc Assg	Group #	Indv #	Billing NPI	Eligibility NPI	Provider Name	Tax ID Number	
10211	Georgia Medicare Part A		30	No	Yes			Group NPI Number (1234567897)	Group NPI Number (1234567897)	Practice Name (None)	Tax ID Number (52-7896547)	 
13337	Well Sense Health Plan		30	No	Yes			Group NPI Number (1234567897)	Group NPI Number (1234567897)	Practice Name (None)	Tax ID Number (52-7896547)	 
19046	Travelers		30	No	Yes			Group NPI Number (1234567897)	Group NPI Number (1234567897)	Practice Name (None)	Tax ID Number (52-7896547)	 

3. In the Add/Edit Payer Screen, please follow the instructions given below to enter the Taxonomy codes:
 - a. Box 24J - Enter the Taxonomy in the Individual provider# field and choose the qualifier as Taxonomy
 - b. Box 33B - Enter the Taxonomy in the Group provider# field and choose the qualifier as Taxonomy
4. The Taxonomy code will reflect on the HCFA form in the shaded box.
5. Once you complete entering the taxonomy code, press **Save**.

Add/Edit Payer

Payer name		Send insured signature	<input type="checkbox"/>	<small>Print insured person signature in box #13 in HCFA form authorizing insurance payments to billing provider</small>
Payer id		Send facility provider number	<input type="checkbox"/>	<small>Print Office Facility Provider Number in box #32b in HCFA form</small>
Insurance plan type		Send facility information	<input type="checkbox"/>	
Specialty		Processing days		
Billing npi		Referring doctor		
Eligibility npi		Ordering doctor		
Provider name		Rendering taxonomy code		
Tax id number		Billing taxonomy code		
Group Provider #		Payer grouping		
Group provider number qualifier		Print license numbers in hcfa	<input type="checkbox"/>	<small>Print license number on Procedures lines and box #31 in HCFA form</small>
Individual Provider #		Do not bill patients for balance	<input type="checkbox"/>	
Individual provider number qualifier				
Balance billing				
Filing limit days				
Accept assignment	<input type="checkbox"/>			

Close
Save

If the payer you need to update is not listed, you can easily add it so you can add the taxonomy.

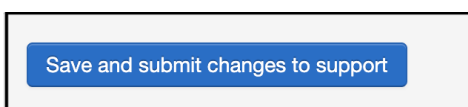
- First, press the green **+ Add New Payer** on the top right of the page.



- A field will open for you to enter the payer ID or to search by payer name. Once you have selected/entered the payer, you can choose either the group/rendering NPI and Tax ID/SSN, as applicable for that payer.

Payer ID	Payer name	Group NPI	Tax ID
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- Once entered, press "Save and submit changes to support".



9. Once you refresh your browser, you should see the insurance you just added, and you will be able to add the taxonomy starting with step 2 above.
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