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

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

1. Hover over the **Billing** tab and select **Insurance Setup**.

2. If the insurance you need to update is listed, click on 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)	✏	✖

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

Add/Edit Payer

Field		Field	
Payer name		Send insured signature	☐ Print insured person signature in box #13 in HCFA form authorizing insurance payments to billing provider
Payer id		Send facility provider number	☐ Print Office Facility Provider Number in box #32b in HCFA form
Insurance plan type		Send facility information ⓘ	☐
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	☐ Print license number on Procedures lines and box #31 in HCFA form
Individual Provider #		Do not bill patients for balance	☐
Individual provider number qualifier			
Balance billing			
Filing limit days			
Accept assignment	☐		

Close   Save

3. If the payer you need to update is not listed, you can easily add it so you can add the taxonomy.
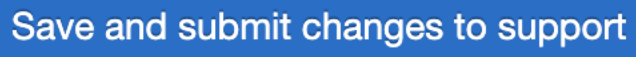   - First, press the green **+ Add New Payer** on the top right of the page.

   - 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 select either group/rendering NPI and Tax ID/SSN, as applicable for that payer.

Payer ID	Payer name	Group NPI	Tax ID

   - Once entered, press "**Save and submit changes to support**".

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