

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

08/23/2024 9:55 am EDT

Adding a Taxonomy Code For a Payer

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.

dr chrono Sophia Samuel Sophia Samuel (sophias)

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Required info for Provider

All of this info should be in the system. If it's missing we cannot submit billing for the Healthcare Provider.

Organization Name:

Tax ID:

Billing NPI:

Rendering Provider NPI:

DEA #: (optional)

Legacy Blue Shield ID: (optional)

Legacy Blue Cross ID: (optional)

Legacy Medicaid ID: (optional)

Go-Live Date:

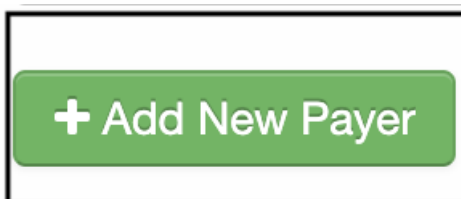
Enrollments for Sophia Samuel

Payer id	Payer Name	Specialty	Proc Days	Bal Bill	Acc Assg	Group #	Indv #	Billing NPI	Eligibility NPI	Provider Name	Tax ID Number	
11303	Magnacare (emdeon)	30	No	No				Group NPI Number	Group NPI Number	Practice Name	Tax ID Number	
87726	UnitedHealthcare	30	No	No				Group NPI Number	Group NPI Number	Practice Name	Tax ID Number	

- 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, please click on Save.

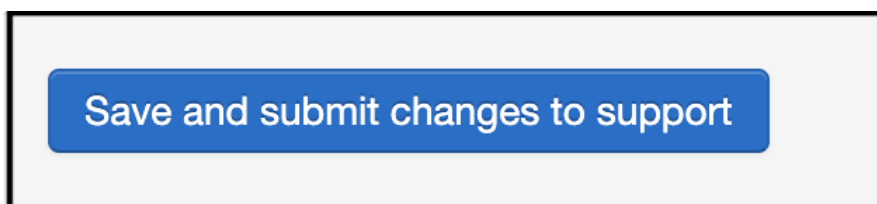
3. If the payer you need to update is not listed, you can easily add it so you can add the taxonomy.

- First, please click on 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.

- Once entered, click on the blue **"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.

