

Edit the Office Billing Information

Last modified on 06/16/2026 7:07 pm EDT

You can edit the office's billing information in the **Billing** section of the **Offices** page.

Edit an office's billing information

1. Select **Account > Practice Management > General Management > Offices**.
2. Select **View** for a specific office and scroll down to **Billing**.
3. Select **Edit** to open the **Edit Billing** side panel.



4. Make your changes and select **Save Changes**.

If you provide medical services outside your practice's primary office—the location where claim reimbursements are typically received—select the appropriate office from the **Billing Provider Office** dropdown. This selection determines which office name and address appear in box 33 of the CMS-1500 form.

Edit Billing

General Billing

Billing Name
Leave it blank if same as account settings

Billing Provider Office
Professional medical billing only

Billing Tax ID (Professional)
Leave it blank if same as account settings

Facility Code

Facility Provider Number

Facility NPI Number
Used in HCFA box 32a and UB04 box 56

Billing NPI Number
Leave it blank if same as account settings

CLIA Number
CLIA number for billing. Leave it blank if same to account settings

CLIA Expiration Date
Expiration Date for CLIA number

Billing Settings

Use Facility NPI Number in Box 32a of HCFA Form

Use Alternate pay to address for EDI billing

Use Alternate pay to address in block 33 of HCFA form

[Cancel](#) [Save Changes](#)

Edit Billing



- Use Facility NPI Number in Box 32a of HCFA Form
- Use Alternate pay to address for EDI billing
- Use Alternate pay to address in block 33 of HCFA form
- Use Alternate Pay to Address in Patient Statement

Institutional Medical Billing

- Use alternate pay to address in 837i billing and UB04 Form

Facility Tax ID (Institutional)

Leave it blank if same as account settings

Facility Type

Default value of UB04 box 4

Billing Sequence

Default value of UB04 box 4

Care Type

Default value of UB04 box 4

Admission Type

Default value of UB04 box 14

Origin Point

Default value of UB04 box 15

Discharge Status

Default value of UB04 box 17

Cancel

Save Changes