

# Edit the Office Billing Information

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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