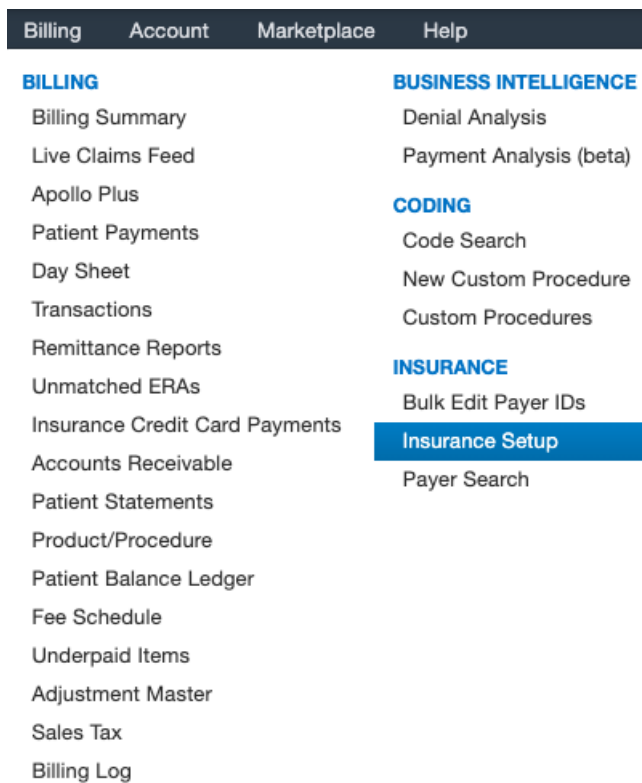


# How Do I Enter a Taxonomy Code For a Specific Payer?

07/24/2024 3:20 pm EDT

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.

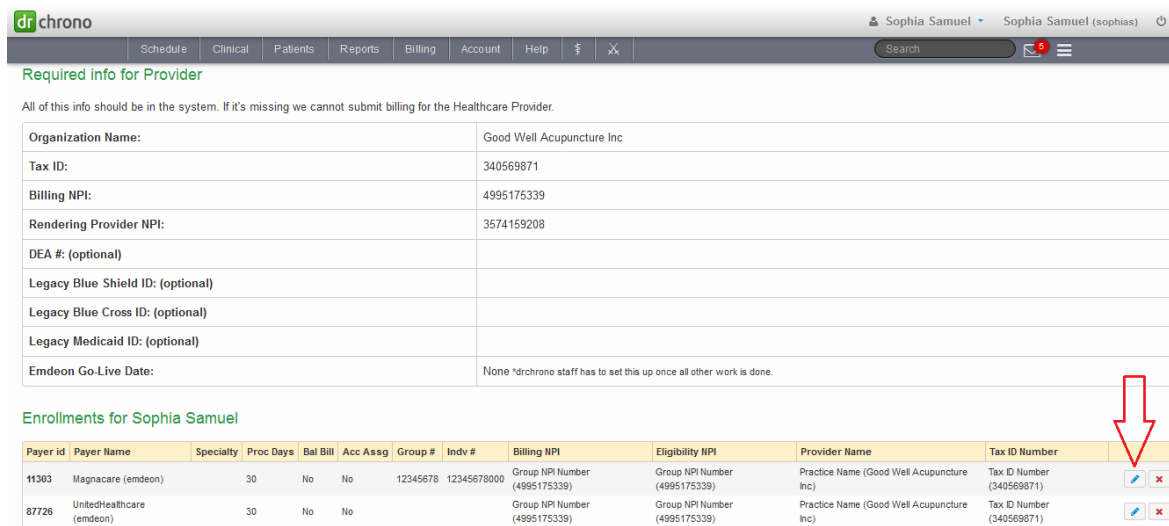
1. Hover over the **Billing** tab and select **Insurance Setup**.



The screenshot shows the DrChrono interface with the 'Billing' tab selected. The menu is divided into several sections: BILLING, BUSINESS INTELLIGENCE, CODING, and INSURANCE. The 'Insurance Setup' option under the INSURANCE section is highlighted with a blue background.

- BILLING**
  - Billing Summary
  - Live Claims Feed
  - Apollo Plus
  - Patient Payments
  - Day Sheet
  - Transactions
  - Remittance Reports
  - Unmatched ERAs
  - Insurance Credit Card Payments
  - Accounts Receivable
  - Patient Statements
  - Product/Procedure
  - Patient Balance Ledger
  - Fee Schedule
  - Underpaid Items
  - Adjustment Master
  - Sales Tax
  - Billing Log
- BUSINESS INTELLIGENCE**
  - Denial Analysis
  - Payment Analysis (beta)
- CODING**
  - Code Search
  - New Custom Procedure
  - Custom Procedures
- INSURANCE**
  - Bulk Edit Payer IDs
  - Insurance Setup**
  - Payer Search

2. If the insurance you need to update is listed, click on the pencil icon on the corresponding line.







The screenshot shows the DrChrono interface with the 'Billing' tab selected. The 'Required info for Provider' section is visible, showing a table of provider information. Below this, the 'Enrollments for Sophia Samuel' section is visible, showing a table of payer enrollments. A red arrow points to the pencil icon in the 'Enrollments for Sophia Samuel' table, indicating where to click to update the information.

**Required info for Provider**

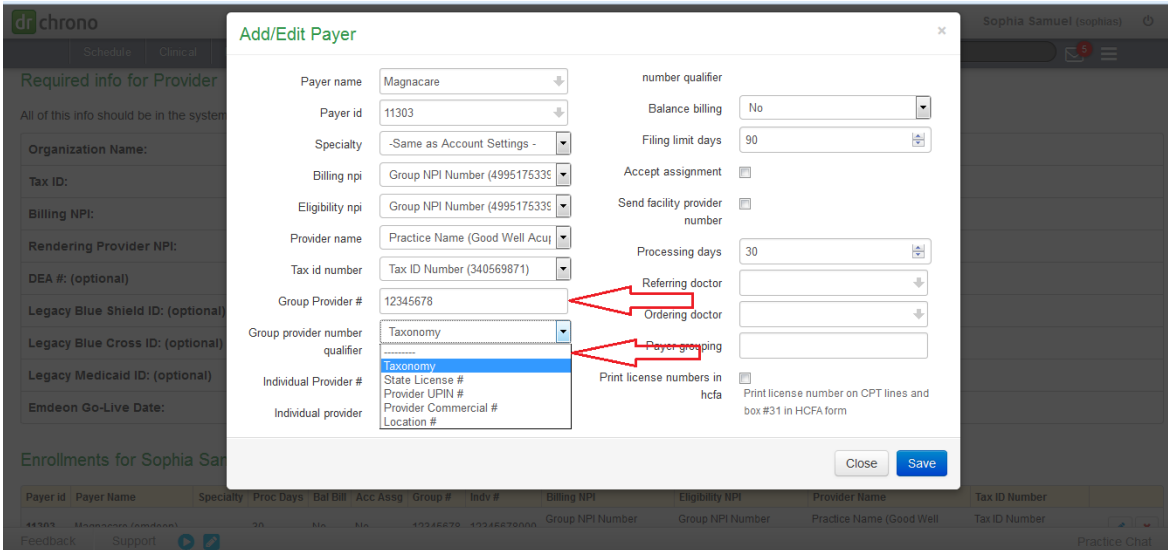
All of this info should be in the system. If it's missing we cannot submit billing for the Healthcare Provider.

Organization Name:	Good Well Acupuncture Inc
Tax ID:	340569871
Billing NPI:	4995175339
Rendering Provider NPI:	3574159208
DEA #: (optional)	
Legacy Blue Shield ID: (optional)	
Legacy Blue Cross ID: (optional)	
Legacy Medicaid ID: (optional)	
Emdeon Go-Live Date:	None *drchrono staff has to set this up once all other work is done.

**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	12345678	12345678000	Group NPI Number (4995175339)	Group NPI Number (4995175339)	Practice Name (Good Well Acupuncture Inc)	Tax ID Number (340569871)	 
87726	UnitedHealthcare (emdeon)		30	No	No			Group NPI Number (4995175339)	Group NPI Number (4995175339)	Practice Name (Good Well Acupuncture Inc)	Tax ID Number (340569871)	 

- 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.

**+ Add New Payer**

- 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, click on the blue **"Save and submit changes to support"**.

**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.