Entering in an additional NPI number and Tax ID for billing purposes

07/24/2024 2:30 pm EDT

This article will show you how to enter an additional NPI and Tax ID (TIN) number to use for billing.

This is useful if you have two billing NPI and Tax ID (TID) numbers used for the same provider. This would be used, for example, if a provider is working for multiple businesses and needs to bill out appropriately so claims will go out with the correct NPI and Tax ID (TIN) number.

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• First, log into your DrChrono account

• Select the Account tab and select Offices

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PRACTICE SETTING

Offices Facilities

• Select Edit on the office you want to add the additional NPI and Tax ID number to

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Manage offic	es 😰								/ Edit
Active Offices								Page 1 of 1 + Add New Office	
Name Provider	Address	City	Phone	Facility Code	# Exam Rooms	Online Schedule	Sharing	/	
Primary Office Dr. Brittany Devine	555 Valyria	Mountain View	9096365566	11	4	Existing Patients New And Follow Ups	Share View	/ Edt Archive	

• Select the **Billing** tab

ic Billing O	Primary Doctor for Office Edit Office Busine Billing Online Sch	e: Dr. Brittany Devine	
	Warning: Changing the addr	ess of an office affects all previous	s appointments in that office.
	Office name (scheduling) Facility name Primary Provider Country Artrines	Primary Office Dr. Brittany Devine UNITED STATES	Used in HCFA box#32 and UB04 box#2 Leave it blank if same to Office name (Scheduling)
	Zip Code State	94039 California	
	City Office Phone Fax	Mountain View 9096365566	Not validated. Click here to verify with a test call.
	Formatted Address	1001 N Rengstorff Ave, Mountai Mee Satelite Inford of Storeite Ave Google	In View, CA 94043, USA Not editable. Only valid for US addresses.

• Fill out the appropriate information including the NPI and Tax ID (TIN) number

Basic Billing Online Sch	edule				
Billing name		Leave it blank if same to account settings.			
Facility Code	11 - Office				
Billing Provider Office		Professional medical billing only.			
Use facility NPI number in box 32a of HCFA form	0				
Facility NPI number		Used in HCFA box#32a and UB04 box#56			
Facility provider number					
Billing Tax ID # (professional)		Leave it blank if same to account settings.			
Billing NPI number	[Leave it blank if same to account settings.			
CLIA Number		CLIA # for billing. Leave it blank if same to account setting.			
CLIA Expiration Date	Expiration date for	r CLIA number.			
Use alternate pay to address for EDI	use alternate *pay to* address in EDI billing if checked.				
Use alternate pay to address for HCFA	use alternate *pay to* address in HCFA form block 33 if checked.				
Use alternate pay to address in Patient Statement	use alternate "pay to" address in patient statement if checked.				

Please note whenever an appointment is made in an office with billing information connected the claims will go out with the billing information associated with that office.

If you want to bill and have a claim go out for the NPI and Tax ID number associated with the provider you will have to create another office that does not have billing information added. When an appointment is made in this office it will default to the provider billing information under their account settings.