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.

		Schedule	Clinical Patients	Reports	Billing	Account	Help	+	X		Search) E	9 =		
O Apr 8 2018 8 O	+ New E	vent Today	Refresh						4 Apr 4 2015 - Apr 8 😣				daily exam rooms	doctor weekly	mort
Su Mo Tu We Th Fr Sa			Mon 4/4	ж		Tue 4/5		н	Wed 4/6	н	Thu 4/7	н	Fri 4/8		+ H
27 28 29 30 31 1 2															
3 4 5 6 7 0 9															
10 11 12 13 14 15 16															
7 18 19 20 21 22 23	9.00am								Jon Snow: Follow Up		Jan Snow: Follow Up		•		
4 25 26 27 28 29 30									-						
Print Appointments									(10193)	_					
octors Select all / none	10.00am								Jon Snow: Follow Up		(100-1030 and 1000 (1) Dreak Walk in only Cr.	10:00 - 10:30 am	3		
Dr. Brittany Devine											Brittany Devine)	Jon Snow: Exam 1			
Rick Grimes									Los Srow Exem 3		9				
-											5045+1120am Brilliany Device Exam 1				
flices Select all / none Primary Office	11.00am														
Kings Landing															
Terminus		Name and Address of States	pa.	10											
Test Office	12:00pm														
		-		_											
		Jor Stow Ex	1	103							USSUE 100 pm Jon Show: Exam 1				
		Jon proet be									John Shidek: Examinin				
	1:00pm														
	2.00pm														
	a yeap-														
	3.00pm														
	4:00pm														

• First, log into your DrChrono account

• Select the Account tab and select Offices

Account	Marketplace							
ACCOUNT S	ETTINGS							
User Settin	igs							
Provider Se	ettings							
onpatient \$	onpatient Settings							
Account Se	Account Setup							
Custom Fie	Custom Fields							
Copy Dash	Copy Dashboard (Beta)							
API								
App Direct	ory							
PRACTICE S	ETTINOS							

PRACTICE SETTING

Offices Facilities

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

	Sc.	hedule Clinical Pi	atients Reports	Dilling Account	Help 🛊 💥		Search 🤇 🔜		
Manage offic	es 😰								Se 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

It Office	Primary Doctor for Offic Edit Office Basso Billing Online Soft		
	Warning: Changing the addr	ress of an office affects all previous	appointments in that office.
	Office name (scheduling) Facility name Primary Provider	Primary Office Dr. Brittany Devine	Used in HCFA boxR32 and UB04 boxR2 Leave it blank if same to Office name (Scheduling)
	Country Address	UNITED STATES	•
	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	

• 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.