

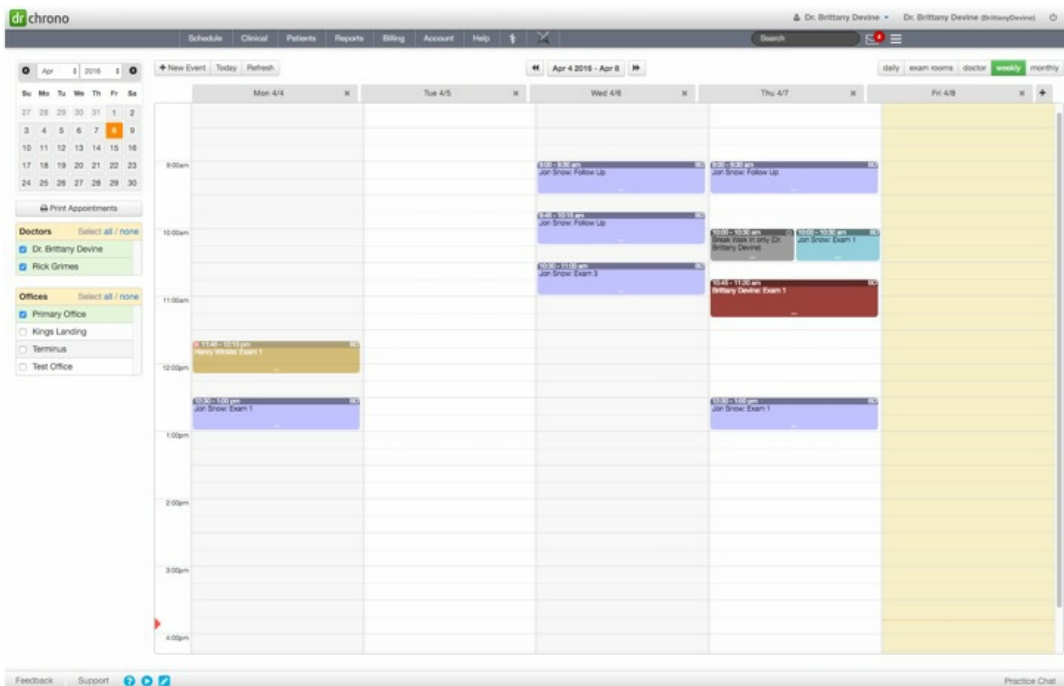
Entering in an additional NPI number and Tax ID for billing purposes

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.

- First, log into your DrChrono account



- Select the **Account** tab and select **Offices**

Account Marketplace

ACCOUNT SETTINGS

- User Settings
- Provider Settings
- onpatient Settings
- Account Setup
- Custom Fields
- Copy Dashboard (Beta)
- API
- App Directory

PRACTICE SETTINGS

- Offices**
- Facilities

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

Manage offices ?

Active Offices Page 1 of 1 [+ Add New Office](#)

Name	Address	City	Phone	Facility Code	# Exam Rooms	Online Schedule	Sharing
Primary Office Dr. Brittany Devine	555 Vilyria	Mountain View	9096365566	11	4	Existing Patients New And Follow Ups	Share View Edit Archive



- Select the **Billing** tab



Primary Doctor for Office: Dr. Brittany Devine

Edit Office

[Basic](#) [Billing](#) [Online Schedule](#)

Warning: Changing the address of an office affects all previous appointments in that office.

Office name (scheduling)

Facility name Used in HCFA box#32 and UB04 box#2 Leave it blank if same to Office name (Scheduling)

Primary Provider

Country

Address

Zip Code

State

City

Office Phone Not validated. [Click here to verify with a test call.](#)

Fax

Formatted Address Not editable. Only valid for US addresses.

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

Primary Doctor for Office: Dr. Brittany Devine

Edit Office

Basic Billing Online Schedule

Billing name	<input type="text"/>	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	<input type="checkbox"/>	
Facility NPI number	<input type="text"/>	Used in HCFA box#32a and UB04 box#56
Facility provider number	<input type="text"/>	
Billing Tax ID # (professional)	<input type="text"/>	Leave it blank if same to account settings.
Billing NPI number	<input type="text"/>	Leave it blank if same to account settings.
CLIA Number	<input type="text"/>	CLIA # for billing. Leave it blank if same to account setting.
CLIA Expiration Date	<input type="text"/>	Expiration date for CLIA number.
Use alternate pay to address for EDI	<input type="checkbox"/>	use alternate "pay to" address in EDI billing if checked.
Use alternate pay to address for HCFA	<input type="checkbox"/>	use alternate "pay to" address in HCFA form block 33 if checked.
Use alternate pay to address in Patient Statement	<input type="checkbox"/>	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.