Adding an Email Address to your Superbill

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In DrChrono you can have an email address appear on your super bill. You can easily add or remove the address in your Account Settings.

• Go to Account > Provider Settings.

Account	Marketplace			
ACCOUNT	SETTINGS			
User Settings				
Provider S	Settings			
onpatient	Settings			
Account Setup				
Custom Fi	ields			

• Select the Medical Billing tab.

Account Settings

Profile	General	Email	Medical Billing	eRx Info	Services	Usage	My Billing	Sample Data	Security	Patient Payments
Medical	Billing	/								
	Default	Billing Pro	vider		~]				
		Billing	g NPI			Required for	eRx & billing. Gro	up NPI can be same	e as rendering l	NPI #
	Renderir	ng Provide	r NPI			Individual Pro	vider NPI #. Leav	ve blank if the same	as billing NPI	
	Practic	e Official N	lame							
		Practice T	ax ID							
		CLIA Nu	mber			Optional: For	CLIA certified lat	DS		
	CL	.IA # Expir	ration	Optio	onal: Expiratio	n date of CLIA	#			
	Billing T	axonomy	Code 208D000	XOC		Optional: Lea	ve blank to let th	e system choose		
	Rendering T	axonomy	Code 208D000	XOC		Optional: Lea	ve blank to let th	e system choose		
	Individual	Medicare I	PTAN							
	Group	Medicare I	PTAN							
	Individual	BCBS Nu	mber							
	Group	BCBS Nu	mber							

• Scroll down to the Super Bill section and check or uncheck the box next to Include Provider Email.

Super Bill

Include Provider Email	Include provider's email i	in superbill	
Include Business Logo		~	Include business logo in superbill
Hide Provider IDs	Yes	~	Hide NPI and EIN from the superbil

• Scroll down and select Update Entire Profile to save your settings.

Update Entire Profile

Note: By default, the email that appears on the super bill is the email registered to the provider. Please contact our support team to update the email if you would like a different email to appear.