

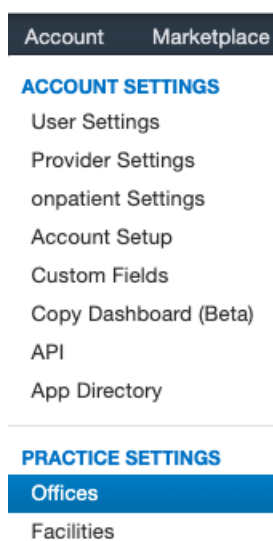
How to use alternate pay to address for EDI transmission?

07/24/2024 5:20 pm EDT

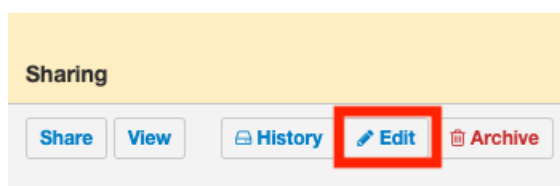
If you choose, you can designate an alternate pay-to-address to transmit claims on the EDI claim submission file. This option would be helpful if your billing office is in a separate location from where you render services. Payments from payers would go to the billing office so they can be processed without delay. You also may want them going to a bank lockbox location if you have one set up.

Please follow the steps outlined below:

1. Hover over **Account** and select **Offices**



2. Click on **Edit** corresponding to the respective office's name



3. Click on the **Billing** tab and check **Use alternate pay to address for EDI** check box

Edit Office

Basic **Billing** Online Schedule

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.

Pay to Address

Pay to Zip Code

Pay to State

Pay to City

Pay to Country

4. Update the alternative pay to address in the boxes and click on **Save**.
