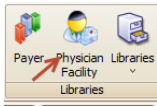


Physician Library



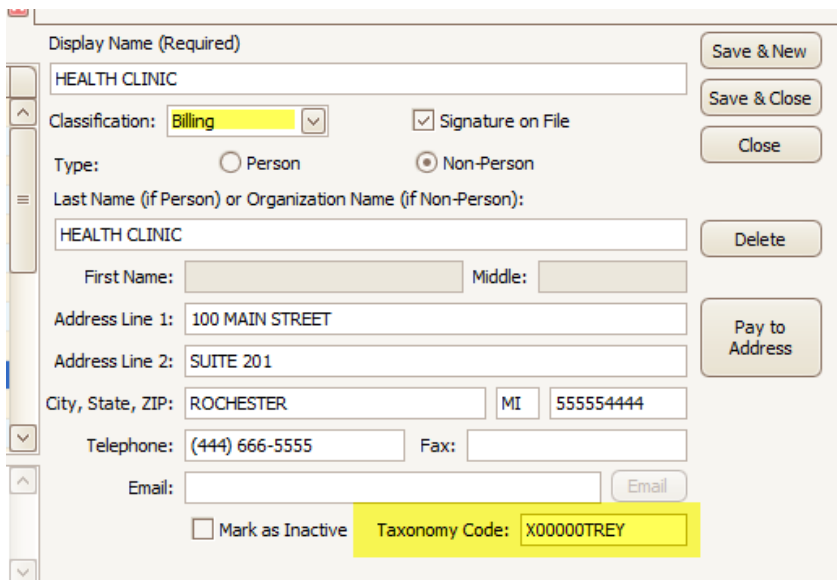
Home Tab > Physician/Facility

Electronic claims

Follow all data entry instructions for sending taxonomy code(s) for your electronic claims. Contact your payer to determine specific taxonomy requirements.

Billing Provider

Go to Physician Library > open the **Billing** Provider library entry and add the taxonomy code in the Taxonomy Code field. This step will add the taxonomy code in Loop 2000A:



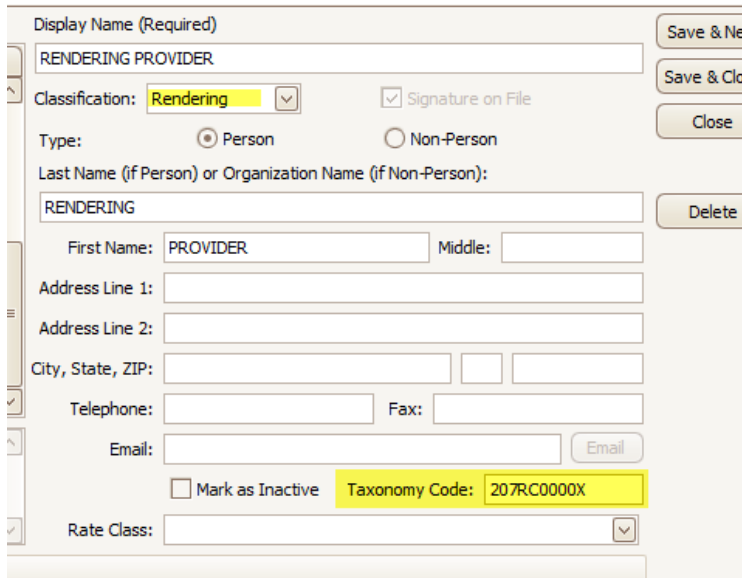
The screenshot shows a web-based form for entering provider information. The form includes the following fields and controls:

- Display Name (Required):** Text input field containing "HEALTH CLINIC".
- Classification:** Dropdown menu set to "Billing".
- Signature on File:** Checked checkbox.
- Type:** Radio buttons for "Person" (unselected) and "Non-Person" (selected).
- Last Name (if Person) or Organization Name (if Non-Person):** Text input field containing "HEALTH CLINIC".
- First Name:** Text input field.
- Middle:** Text input field.
- Address Line 1:** Text input field containing "100 MAIN STREET".
- Address Line 2:** Text input field containing "SUITE 201".
- City, State, ZIP:** Text input field containing "ROCHESTER", a dropdown menu set to "MI", and a text input field containing "55554444".
- Telephone:** Text input field containing "(444) 666-5555".
- Fax:** Text input field.
- Email:** Text input field with an "Email" button next to it.
- Mark as Inactive:** Unchecked checkbox.
- Taxonomy Code:** Text input field containing "X00000TREY".

Buttons on the right side of the form include "Save & New", "Save & Close", "Close", "Delete", "Pay to Address", and "Email".

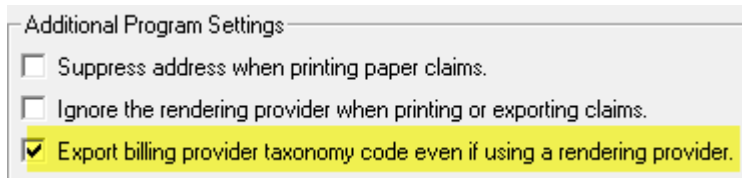
Rendering Provider

If Rendering Provider is used, go to Rendering Provider library entry and add taxonomy code in the Taxonomy Code field. This step will add the taxonomy code in Loop 2310B:



The screenshot shows a form for a Rendering Provider. The 'Display Name (Required)' field contains 'RENDERING PROVIDER'. The 'Classification' dropdown is set to 'Rendering'. The 'Type' is set to 'Person'. The 'Last Name (if Person) or Organization Name (if Non-Person):' field contains 'RENDERING'. The 'First Name' field contains 'PROVIDER'. The 'Taxonomy Code' field is highlighted in yellow and contains '207RC0000X'. Other fields include 'Address Line 1', 'Address Line 2', 'City, State, ZIP', 'Telephone', 'Fax', 'Email', and 'Rate Class'. Buttons for 'Save & New', 'Save & Close', 'Close', and 'Delete' are visible on the right side.

Go to Payer Library and open the specific payer which requires the taxonomy code (if more than one payer, please repeat this step for each payer). Open Payer entry and check the third checkbox (Export Billing provider taxonomy code even if using a rendering provider):



The screenshot shows the 'Additional Program Settings' section of a form. It contains three checkboxes: 'Suppress address when printing paper claims.', 'Ignore the rendering provider when printing or exporting claims.', and 'Export billing provider taxonomy code even if using a rendering provider.' The third checkbox is checked and highlighted in yellow.

Note: For payers who require the taxonomy code for Billing Loop 2000A in your ANSI file, please send claims in a SEPARATE batch. This requirement is due to the manner in which data is compiled in the standard ANSI 837 file.

Paper Claims

When a taxonomy is required for a paper claim, Rendering Box 24J or Billing Box 33B, you will enter the taxonomy code in the Additional ID Numbers area using the ZZ-Taxonomy ID Type, in the appropriate (Billing or Rendering) library entry.

Primary ID Numbers:

NPI: [Lookup NPI](#) Tax ID Type: Tax ID:

Additional ID Numbers:

Payer	ID Type	ID Number
Click to select a payer...		
<input type="button" value="X"/> MEDICAID	ZZ - Taxonomy (for paper claims only)	231HA2400X

Entries That Are:

Active
 Inactive
 All