

Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. We appreciate your patience as we continue to update all of our content. To locate the version of your software, navigate to: **Help tab > About**.

Locate Billing Information in the Staff Directory

Last Modified on 05/28/2020 1:28 pm EDT

Version 20.3

Path: Practice Management tab > Staff/Providers

Overview

The **Provider Info** and **Practice Info** tabs in the **Staff Directory** hold the credentialing numbers used for billing, requisitions, and e-Prescribing.

Provider Info Tab

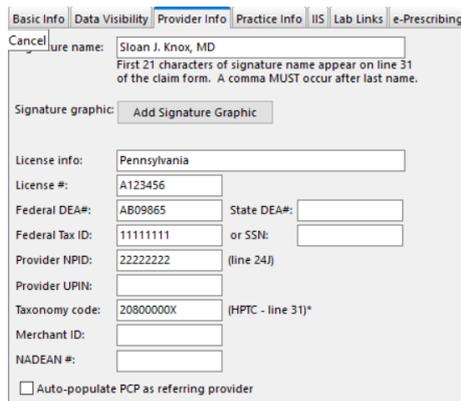
1. Select a provider in the **Staff Name** column in the **Staff Directory**.
2. Click on the **Provider Info** tab to locate the provider's:

- **Signature name**
- **Federal Tax ID or SSN**



Note: The Federal Tax ID should *a/ways* be entered on this tab. For more information on how this field is used for billing purposes, review the [Tax ID Setup](#) page.

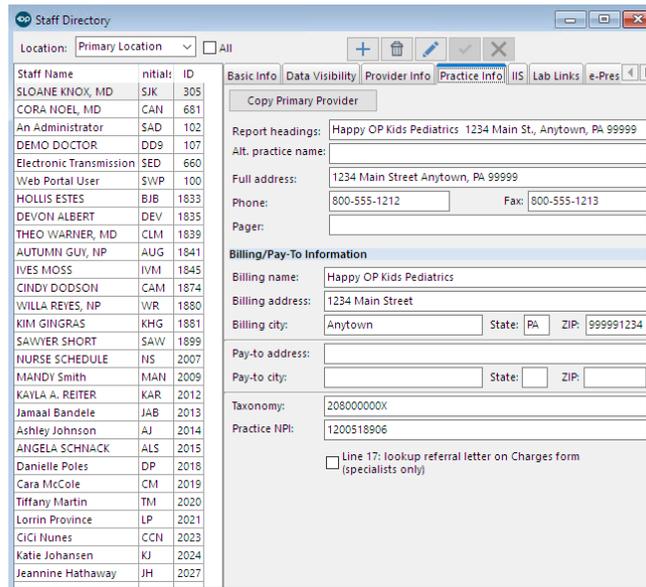
- **Provider NPI**
- **Auto-population of referring provider**



Basic Info	Data Visibility	Provider Info	Practice Info	IIS	Lab Links	e-Prescribing
Cancel	Signature name:	Sloan J. Knox, MD				
		First 21 characters of signature name appear on line 31 of the claim form. A comma MUST occur after last name.				
	Signature graphic:	Add Signature Graphic				
	License info:	Pennsylvania				
	License #:	A123456				
	Federal DEA#:	AB09865	State DEA#:			
	Federal Tax ID:	11111111	or SSN:			
	Provider NPI:	22222222	(line 24J)			
	Provider UPIN:					
	Taxonomy code:	20800000X	(HPTC - line 31)*			
	Merchant ID:					
	NADEAN #:					
	<input type="checkbox"/> Auto-populate PCP as referring provider					

Practice Info Tab

The **Practice Info** tab is where the **Billing/Pay to Information** and the **Practice NPI** fields can be found.



The screenshot shows the 'Staff Directory' application. On the left is a table of staff members. On the right, the 'Practice Info' tab is active, displaying details for 'Happy OP Kids Pediatrics'.

Staff Name	initial:	ID
SLOANE KNOX, MD	SJK	305
CORA NOEL, MD	CAN	681
An Administrator	SAD	102
DEMO DOCTOR	DD9	107
Electronic Transmission	SED	660
Web Portal User	SWP	100
HOLLIS ESTES	BJB	1833
DEVON ALBERT	DEV	1835
THEO WARNER, MD	CLM	1839
AUTUMN GUI, NP	AUG	1841
IVES MOSS	IVM	1845
CINDY DODSON	CAM	1874
WILLA REYES, NP	WR	1880
KIM GINGRAS	KHG	1881
SAWYER SHORT	SAW	1899
NURSE SCHEDULE	NS	2007
MANDY Smith	MAN	2009
KAYLA A. REITER	KAR	2012
Jamaal Bandlele	JAB	2013
Ashley Johnson	AJ	2014
ANGELA SCHNACK	ALS	2015
Danielle Poles	DP	2018
Cara McCole	CM	2019
Tiffany Martin	TM	2020
Lorrin Province	LP	2021
CICI Nunes	CCN	2023
Katie Johansen	KJ	2024
Jeanine Hathaway	JH	2027

Practice Info Details:

- Report headings: Happy OP Kids Pediatrics 1234 Main St., Anytown, PA 99999
- Full address: 1234 Main Street Anytown, PA 99999
- Phone: 800-555-1212 Fax: 800-555-1213
- Billing name: Happy OP Kids Pediatrics
- Billing address: 1234 Main Street
- Billing city: Anytown State: PA ZIP: 999991234
- Taxonomy: 208000000X
- Practice NPI: 1200518906
- Line 17: lookup referral letter on Charges form (specialists only)

 **Note:** This Practice NPI field is the last place OP will look when adding a Group NPI to claim. For more information on the order in which OP looks for Group NPI, visit [Group NPI Setup](#).

Version 20.2

Path: Practice Management tab > Staff/Providers

Overview

The **Provider Info** and **Practice Info** tabs in the **Staff Directory** hold the credentialing numbers used for billing, requisitions, and e-Prescribing.

Provider Info Tab

1. Select a provider in the **Staff Name** column in the **Staff Directory**.
2. Click on the **Provider Info** tab to locate the provider's:

- **Signature name**
- **Federal Tax ID or SSN**

 **Note:** The Federal Tax ID should *a/ways* be entered on this tab. For more information on how this field is used for billing purposes, review the [Tax ID Setup](#) page.

- **Provider NPI**

Staff Directory

Location: Primary Location All

Staff Name	initial:	ID
SLOANE KNOX, MD	SIK	305
CORA NOEL, MD	CAN	681
An Administrator	SAD	102
DEMO DOCTOR	DD9	107
Electronic Transmission	SED	660
Web Portal User	SWP	100
HOLLIS ESTES	BJB	1833
DEVON ALBERT	DEV	1835
THEO WARNER, MD	CLM	1839
AUTUMN GUY, NP	AUG	1841
IVES MOSS	IVM	1845
CINDY DODSON	CAM	1874
WILLA REYES, NP	WR	1880
KIM GINGRAS	KHG	1881
SAWYER SHORT	SAW	1899

Basic Info | Data Visibility | **Provider Info** | Practice Info | IIS | Lab Links | e-Prescribing

Signature name: Sloan J. Knox, MD
First 21 characters of signature name appear on line 31 of the claim form. A comma MUST occur after last name.

License info: PENNSYLVANIA

License #:

Federal DEA#: State DEA#:

Federal Tax ID: or SSN:

Provider NPI: (line 24J)

Provider UPIN:

Taxonomy code: 20800000X (HPTC - line 31)*

Merchant ID:

NADEAN #:

Practice Info Tab

The **Practice Info** tab is where the **Billing/Pay to Information** and the **Practice NPI** fields can be found.

Staff Directory

Location: Primary Location All

Staff Name	initial:	ID
SLOANE KNOX, MD	SIK	305
CORA NOEL, MD	CAN	681
An Administrator	SAD	102
DEMO DOCTOR	DD9	107
Electronic Transmission	SED	660
Web Portal User	SWP	100
HOLLIS ESTES	BJB	1833
DEVON ALBERT	DEV	1835
THEO WARNER, MD	CLM	1839
AUTUMN GUY, NP	AUG	1841
IVES MOSS	IVM	1845
CINDY DODSON	CAM	1874
WILLA REYES, NP	WR	1880
KIM GINGRAS	KHG	1881
SAWYER SHORT	SAW	1899
NURSE SCHEDULE	NS	2007
MANDY Smith	MAN	2009
KAYLA A. REITER	KAR	2012
Jamaal Bandele	JAB	2013
Ashley Johnson	AJ	2014
ANGELA SCHNACK	ALS	2015
Danielle Poles	DP	2018
Cara McCole	CM	2019
Tiffany Martin	TM	2020
Lorriin Province	LP	2021
CiCi Nunes	CCN	2023
Katie Johansen	KJ	2024
Jeannine Hathaway	JH	2027

Basic Info | Data Visibility | Provider Info | **Practice Info** | IIS | Lab Links | e-Pres

Copy Primary Provider

Report headings: Happy OP Kids Pediatrics 1234 Main St., Anytown, PA 99999

Alt. practice name:

Full address: 1234 Main Street Anytown, PA 99999

Phone: 800-555-1212 Fax: 800-555-1213

Pager:

Billing/Pay-To Information

Billing name: Happy OP Kids Pediatrics

Billing address: 1234 Main Street

Billing city: Anytown State: PA ZIP: 999991234

Pay-to address:

Pay-to city: State: ZIP:

Taxonomy: 20800000X

Practice NPI: 1200518906

Line 17: lookup referral letter on Charges form (specialists only)



Note: This Practice NPI field is the last place OP will look when adding a Group NPI to claim. For more information on the order in which OP looks for Group NPI, visit [Group NPI Setup](#).