

If you need to change your TOB (Type of Bill) Code, go to:

1. Codes > Program Related Codes > Payer Codes
2. Type in the program number and the payer code number you are making the changes for. If you do not know the number, you can use the **Search For** option on the far right of the screen.
3. Enter the TOB code in the Type of Bill Code field.

Examples are:

32 = HH

34 = Flu Shots

81 = Hospice

4. Hit **Save** to save your changes.

Note: If your claim requires a special TOB code, for example "a request to reopen a claim that is more than 1 year old," go through the normal steps to create the claim.

Once the claim has been created, contact one of our representatives to edit the claim to include the required TOB code.

If you are not sure what TOB code to use, please contact that particular payer for details on their billing requirements.