Changing the Type of Bill (TOB) Code

These steps are normally required if the payer has denied your claim due to "Invalid Type of Bill."

What is a TOB code?

- Type of Bill (TOB) codes are three-digit alphanumeric codes used in medical billing to specify the type of facility, service classification, and frequency of a claim.
- These codes are crucial for accurate billing and payment processing on forms like the UB-04 (CMS-1450).

Steps to Change the TOB Code on Your Claim

1. Barnestorm Office: Go to **Codes** > **Program Related Codes** > **Payer Codes**.
2. Type in the program number and the payer code number. If you do not know the number, 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. Click **Save** to save your changes.

Important Notes

- For reference, the TOB code is located at the top right of the claim form.
- 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**.

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☐☐ Need help? Contact Barnestorm Support