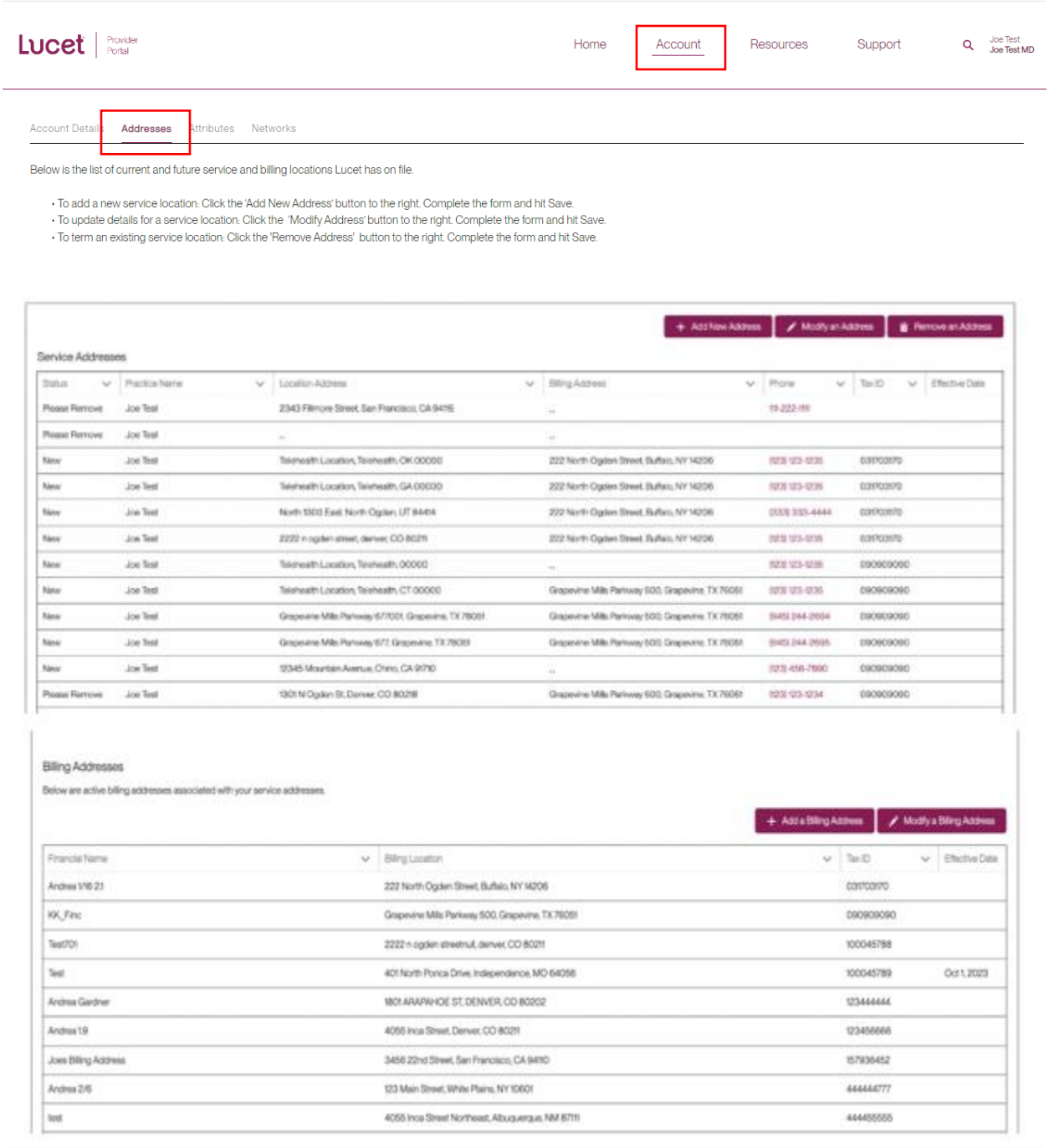
How do I add a billing address for Solo Practitioner?

- To add a new billing address (Tax ID) select “Add a Billing Address”
- Clicking this will launch a popup where you can enter the Name, Financial Name, Tax ID. You can either ‘Search Address’ to use a Google lookup of the address or manually enter the information in the Street, City, State, Postal Code, and Country fields below the search functionality.

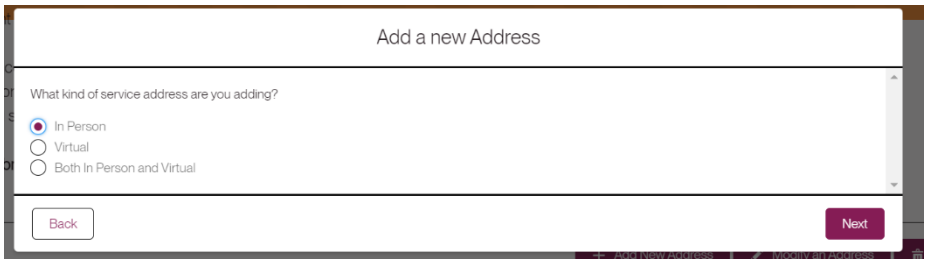


Modify a Billing Address

Add/Modify/Delete Address

Add In Person Address

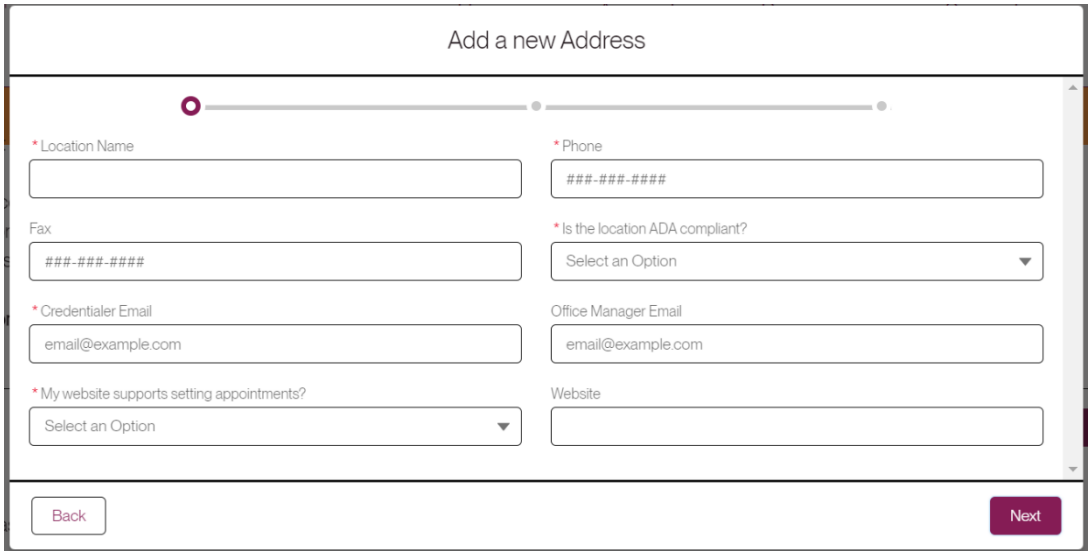
- When you click the 'Add New Address' button a modal will popup asking you what type of address it is
- You will click 'In Person' then click 'Next'.



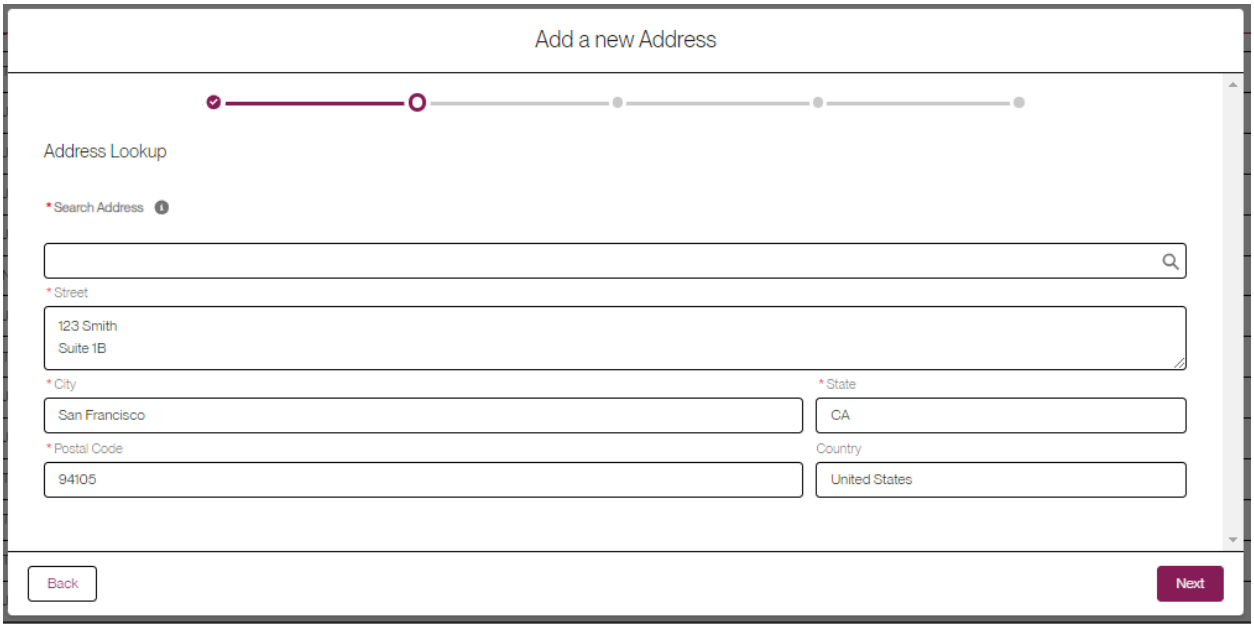
Financial Name	Billing Location	Tax ID	Effective Date
Andrea 1/16 2.1	222 North Ogden Street, Buffalo, NY 14206	031703170	
KK_Finc	Grapevine Mills Parkway 500, Grapevine, TX 76051	090909090	
Test701	2222 n ogden streetnull, denver, CO 80211	100045788	
Test	401 North Ponca Drive, Independence, MO 64056	100045789	Oct 1, 2023
Andrea Gardner	1801 ARAPAHOE ST, DENVER, CO 80202	123444444	
Andrea 1.9	4055 Inca Street, Denver, CO 80211	123456666	
Joes Billing Address	3456 22nd Street, San Francisco, CA 94110	157936452	
Andrea 2/6	123 Main Street, White Plains, NY 10601	444444777	
test	4055 Inca Street Northeast, Albuquerque, NM 87111	444455555	

- On this page you can enter your Phone and Fax Numbers in this format: xxxxxxxxxx

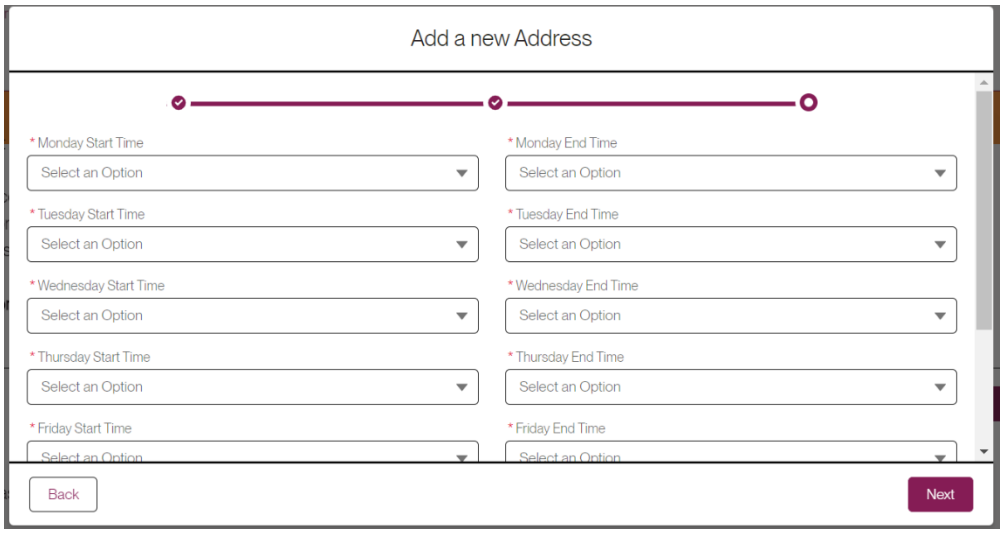
- You can enter your Website as either www.lucethealth.com or lucethealth.com



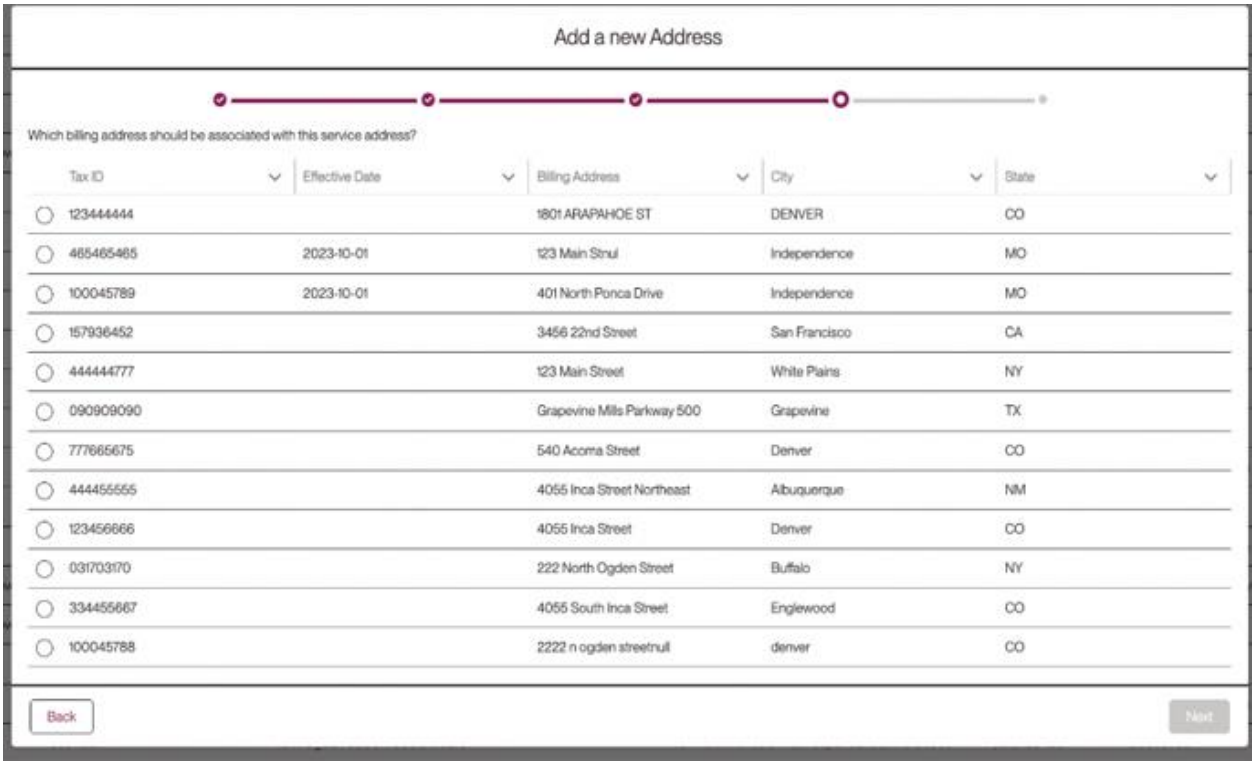
- After clicking 'Next' you are taken to the Address Information page. Here you can either 'Search Address' to use a Google lookup of the address or manually enter the information in the Street, Ste, City, State, Postal Code, and Country fields below the search functionality.
- Suite # goes under street



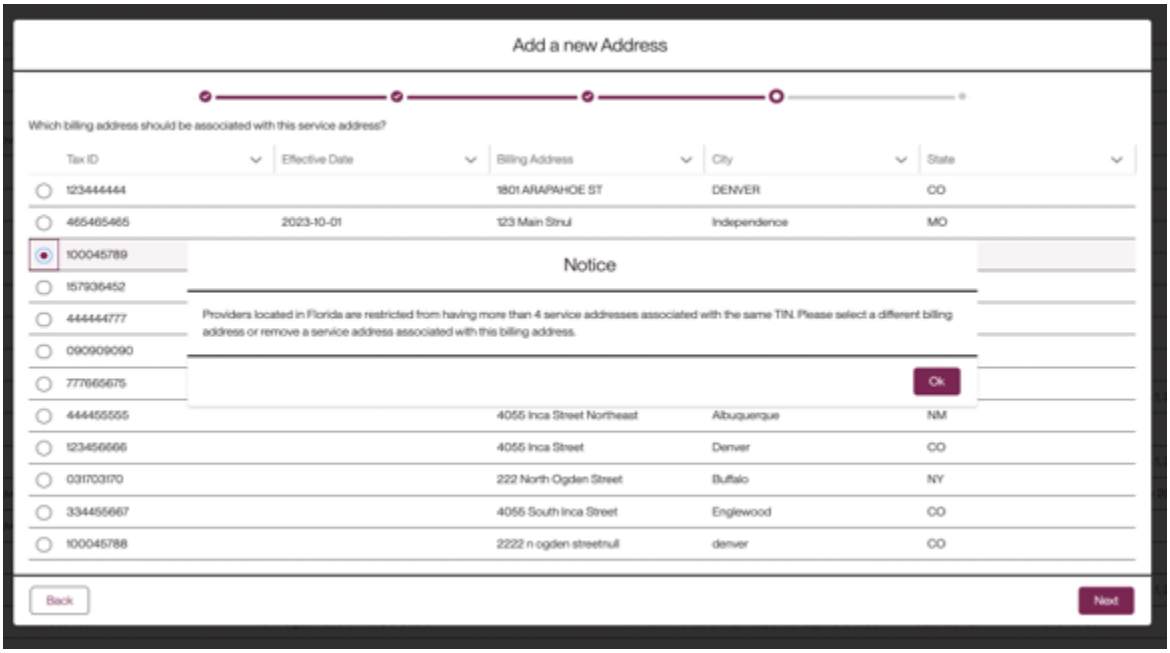
- After clicking ‘Next’ you are taken to the screen where you can enter the operating hours for this address
    - Note: End Times must be after Start Times. If this location is not available on a day, please select Closed in the drop down.



- After clicking ‘Next’ you will be able to select which billing address/Tax ID you want to associate the service address with

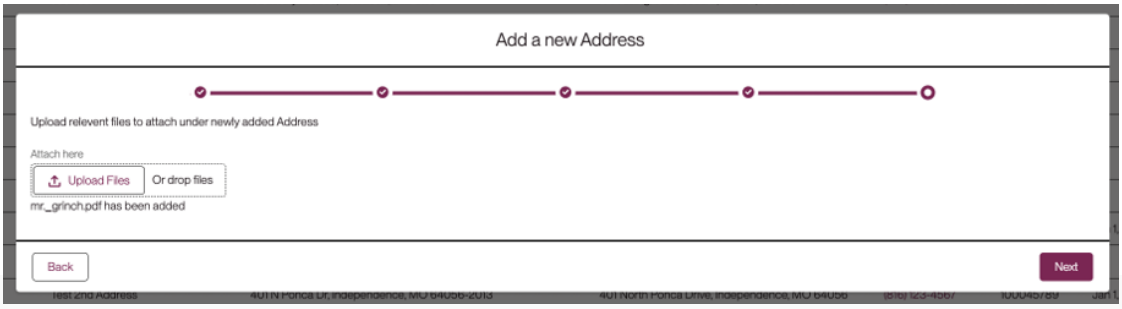


If you are operating out of Florida, you can only have a maximum of 4 physical service addresses associated with a Tax ID. The system will review your selection and determine if linking this new service address with that Tax ID will put you over this limit, if it does you will receive a notice and need to make a new selection.

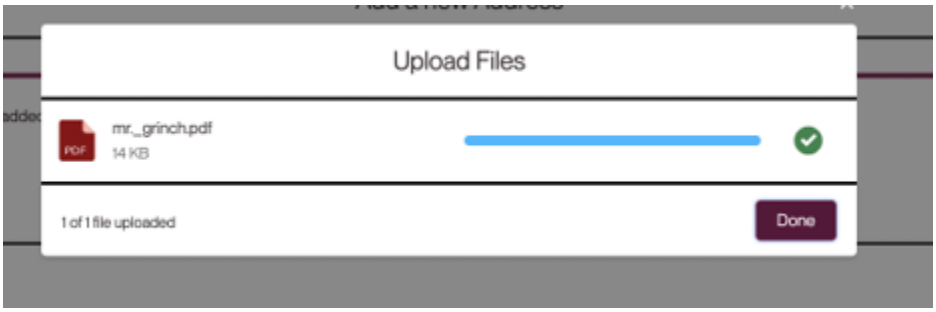


- After clicking 'Next' you have the option to upload files or supporting documents for your new service address.

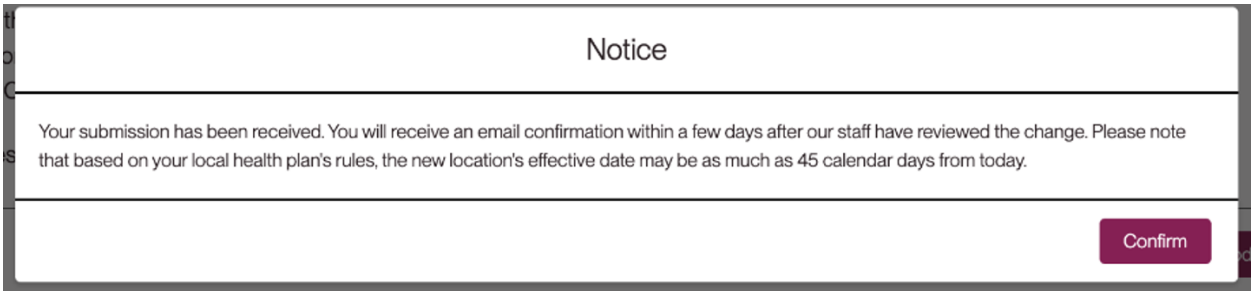
- Clicking 'Upload Files' will take you to the files on your device. Upon selection you will see a loading screen for the file upload.



- After uploading you will see a success message that the file has been uploaded



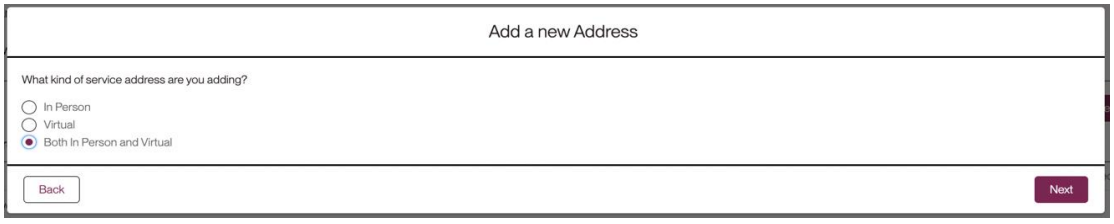
- After clicking 'Next' you will see a notice about the potential delay



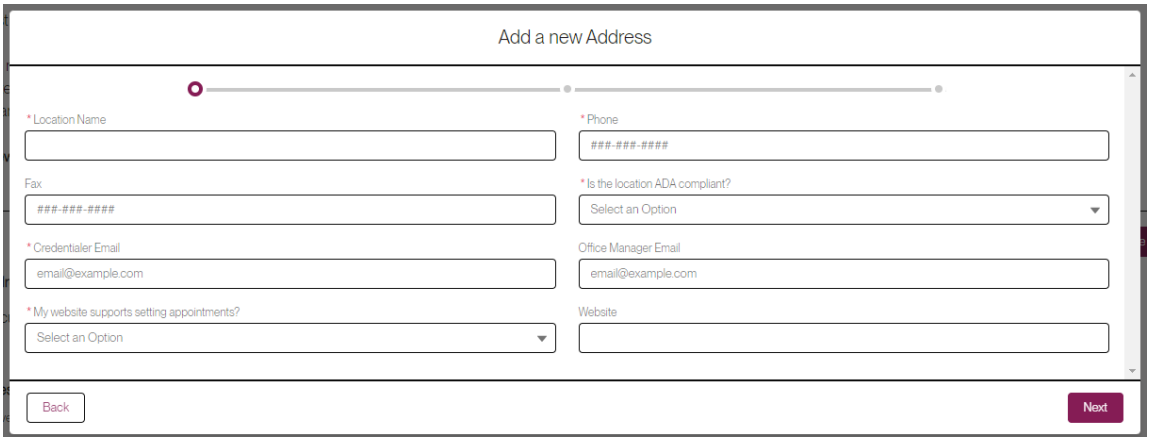
- After clicking 'Confirm' you will be asked if you want to complete routine attestation
- Clicking 'Yes' will take you through the attestation workflow mentioned at the beginning of this document. Clicking 'No' will refresh the page.

Add Both in Person and Virtual Address

- When you click the 'Add New Address' button a modal will popup asking you what type of address it is
- You will click 'Both In-Person and Virtual then click 'Next'.



- On this page you can enter your Phone and Fax Numbers in this format: xxxxxxxxxx
- You can enter your Website as either www.lucethealth.com or lucethealth.com



- After clicking 'Next' you are taken to the Address Information page. Here you can either 'Search Address' to use a Google lookup of the address or manually enter the information in the Street, Ste, City, State, Postal Code, and Country fields below the search functionality.
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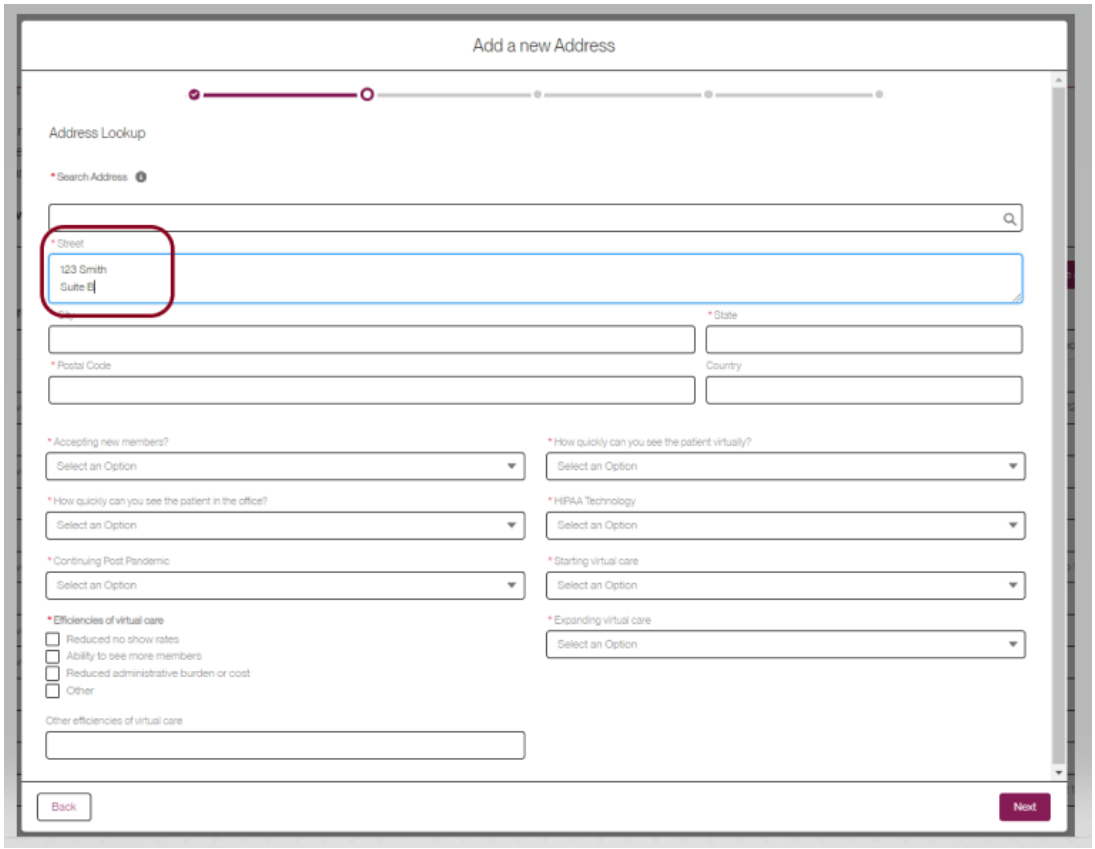
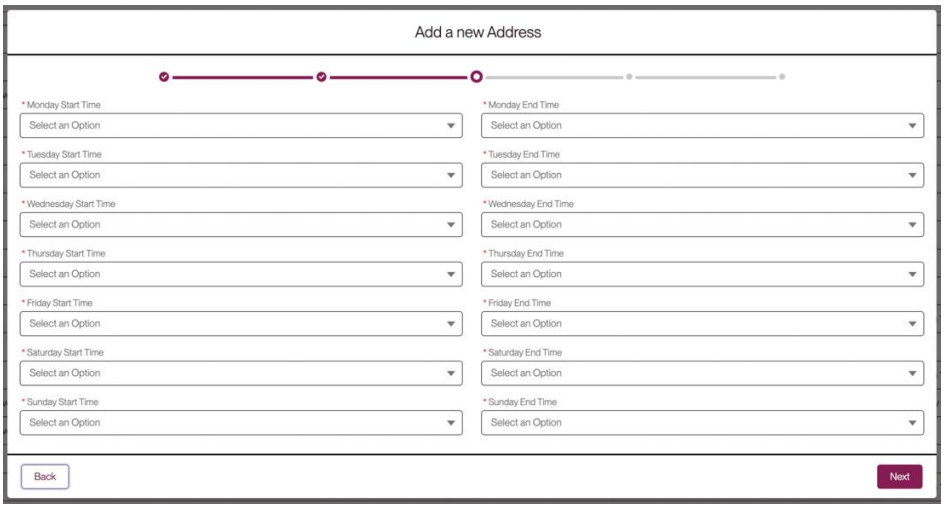
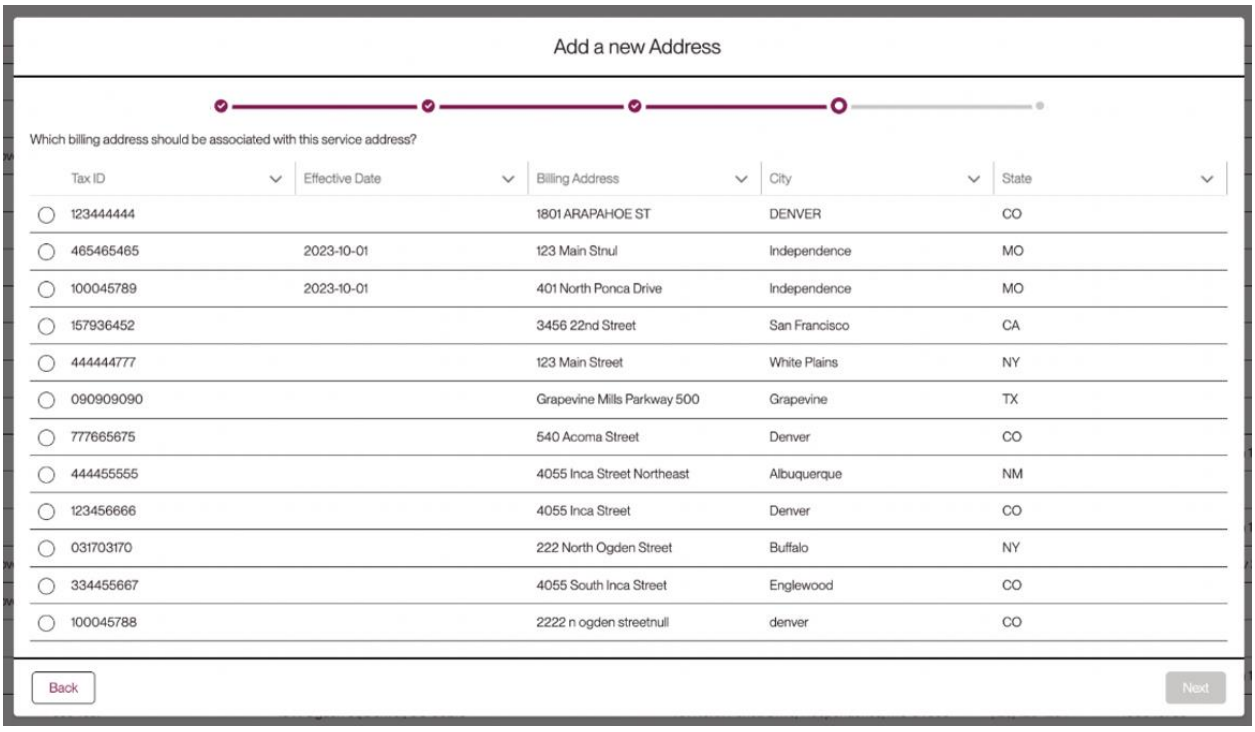


- After clicking ‘Next’ you are taken to the screen where you can enter the operating hours for this address
    - Note: End Times must be after Start Times. If this location is not available on a day, please select Closed in the drop down.



- After clicking ‘Next’ you will be able to select which billing address (Tax ID) you want to associate the service address with



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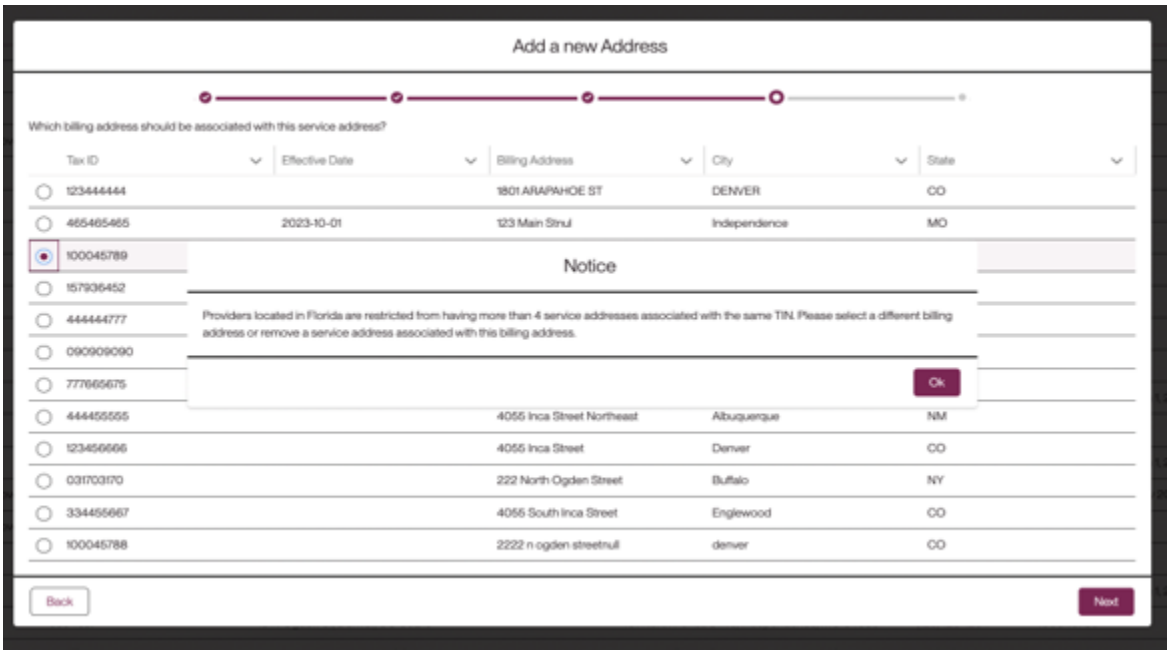

- After clicking 'Next' you have the option to upload relevant files or supporting documents for your new service address.

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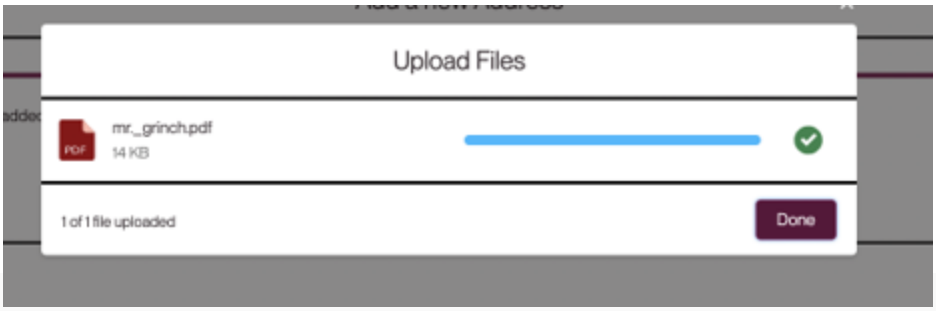

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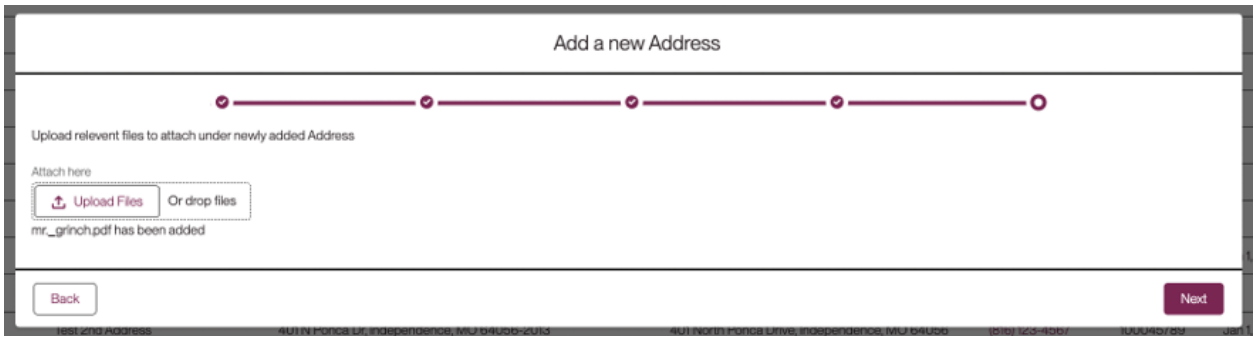

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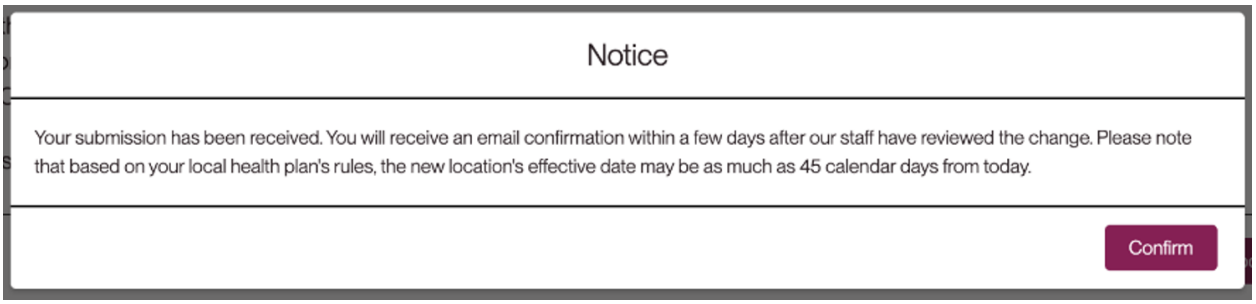
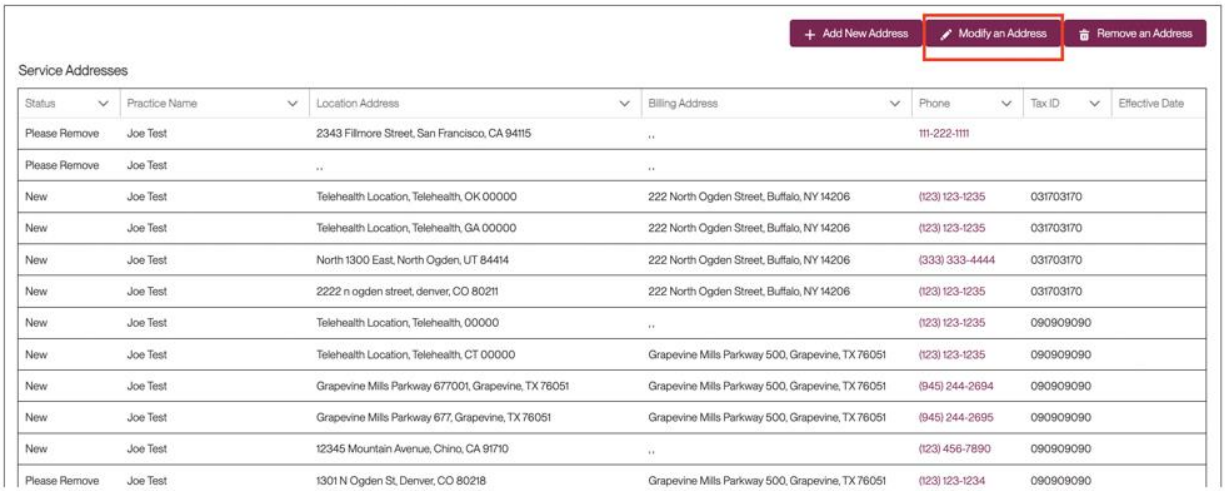


- After clicking ‘Confirm’ you will be asked if you want to complete routine attestation
    - Clicking ‘Yes’ will take you through the attestation workflow mentioned at the beginning of this document. Clicking ‘No’ will refresh the page.

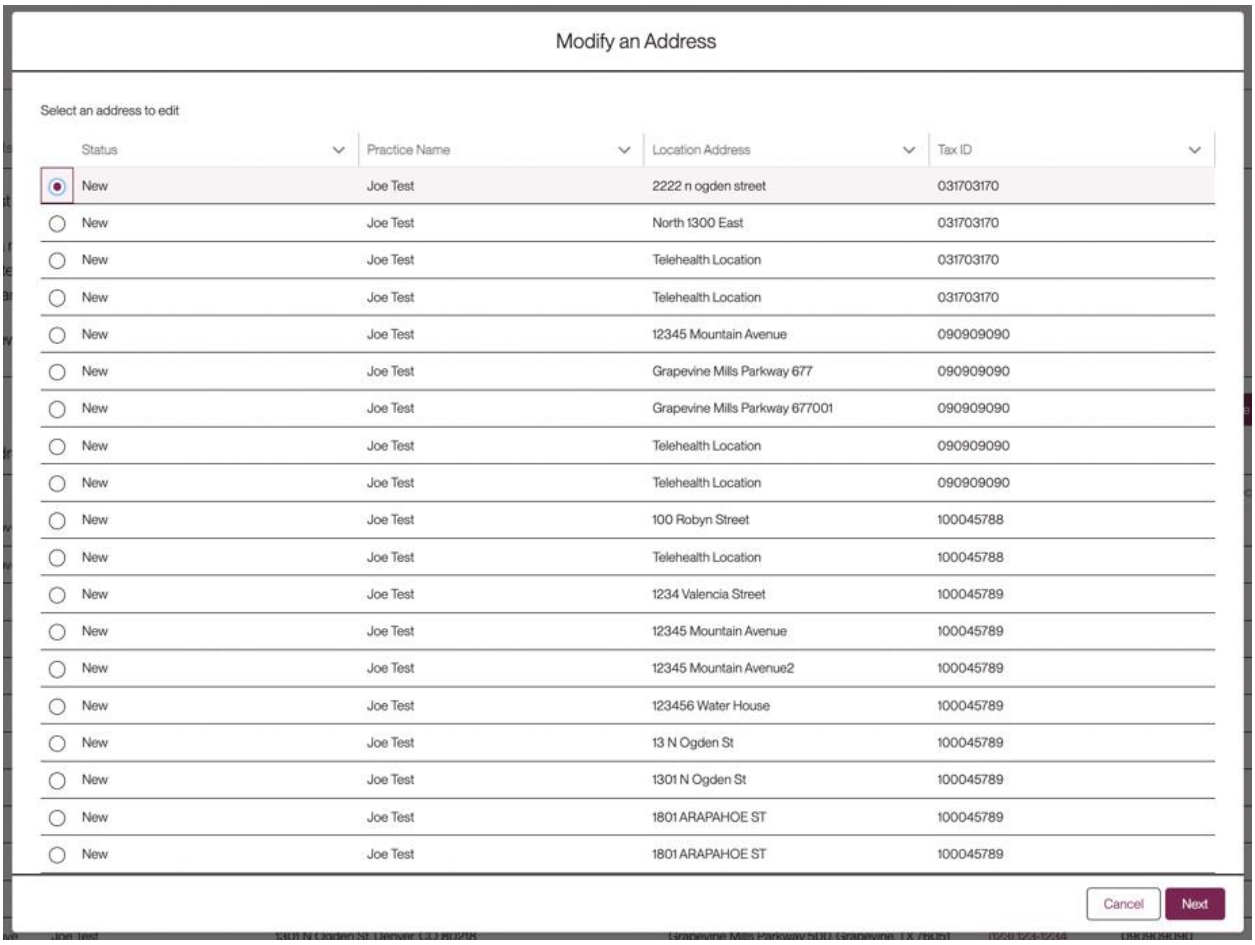
Modify a Service Address

- To make any changes to your existing service addresses click the ‘Modify an Address’ button.



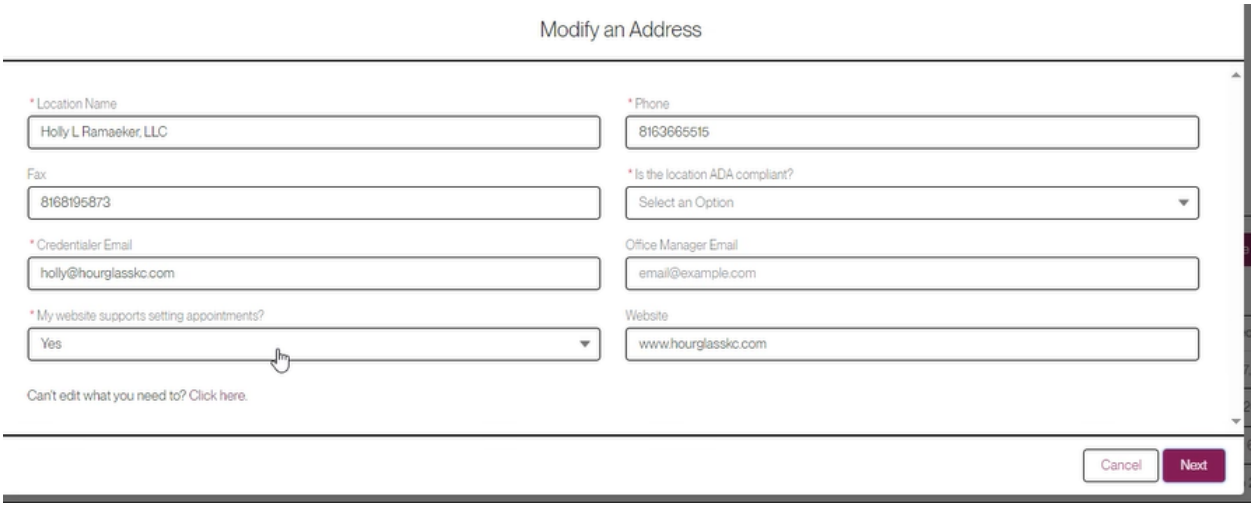
Status	Practice Name	Location Address	Billing Address	Phone	Tax ID	Effective Date
Please Remove	Joe Test	2343 Fillmore Street, San Francisco, CA 94115	,,	111-222-1111		
Please Remove	Joe Test	,,	,,			
New	Joe Test	Telehealth Location, Telehealth, OK 00000	222 North Ogden Street, Buffalo, NY 14206	(123) 123-1235	031703170	
New	Joe Test	Telehealth Location, Telehealth, GA 00000	222 North Ogden Street, Buffalo, NY 14206	(123) 123-1235	031703170	
New	Joe Test	North 1300 East, North Ogden, UT 84414	222 North Ogden Street, Buffalo, NY 14206	(333) 333-4444	031703170	
New	Joe Test	2222 n ogden street, denver, CO 80211	222 North Ogden Street, Buffalo, NY 14206	(123) 123-1235	031703170	
New	Joe Test	Telehealth Location, Telehealth, 00000	,,	(123) 123-1235	090909090	
New	Joe Test	Telehealth Location, Telehealth, CT 00000	Grapevine Mills Parkway 500, Grapevine, TX 76051	(123) 123-1235	090909090	
New	Joe Test	Grapevine Mills Parkway 677001, Grapevine, TX 76051	Grapevine Mills Parkway 500, Grapevine, TX 76051	(945) 244-2694	090909090	
New	Joe Test	Grapevine Mills Parkway 677, Grapevine, TX 76051	Grapevine Mills Parkway 500, Grapevine, TX 76051	(945) 244-2695	090909090	
New	Joe Test	12345 Mountain Avenue, Chino, CA 91710	,,	(123) 456-7890	090909090	
Please Remove	Joe Test	1301 N Ogden St, Denver, CO 80218	Grapevine Mills Parkway 500, Grapevine, TX 76051	(123) 123-1234	090909090	

- A modal will popup asked you to select the service address you wish to make modifications t

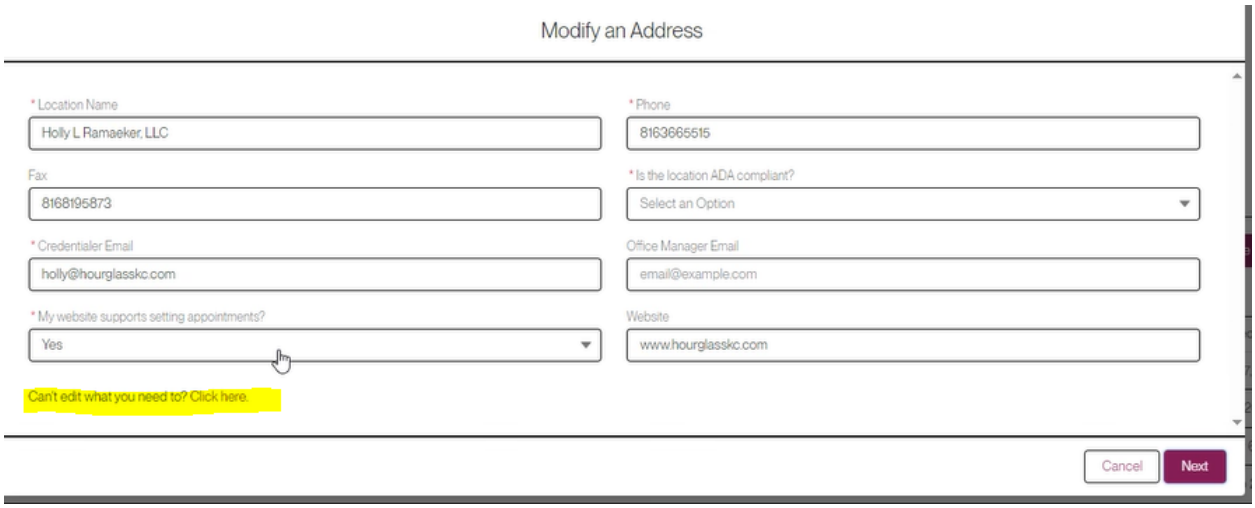


Status	Practice Name	Location Address	Tax ID
New	Joe Test	2222 n ogden street	031703170
New	Joe Test	North 1300 East	031703170
New	Joe Test	Telehealth Location	031703170
New	Joe Test	Telehealth Location	031703170
New	Joe Test	12345 Mountain Avenue	090909090
New	Joe Test	Grapevine Mills Parkway 677	090909090
New	Joe Test	Grapevine Mills Parkway 677001	090909090
New	Joe Test	Telehealth Location	090909090
New	Joe Test	Telehealth Location	090909090
New	Joe Test	100 Robyn Street	100045788
New	Joe Test	Telehealth Location	100045788
New	Joe Test	1234 Valencia Street	100045789
New	Joe Test	12345 Mountain Avenue	100045789
New	Joe Test	12345 Mountain Avenue2	100045789
New	Joe Test	123456 Water House	100045789
New	Joe Test	13 N Ogden St	100045789
New	Joe Test	1301 N Ogden St	100045789
New	Joe Test	1801 ARAPAHOE ST	100045789
New	Joe Test	1801 ARAPAHOE ST	100045789

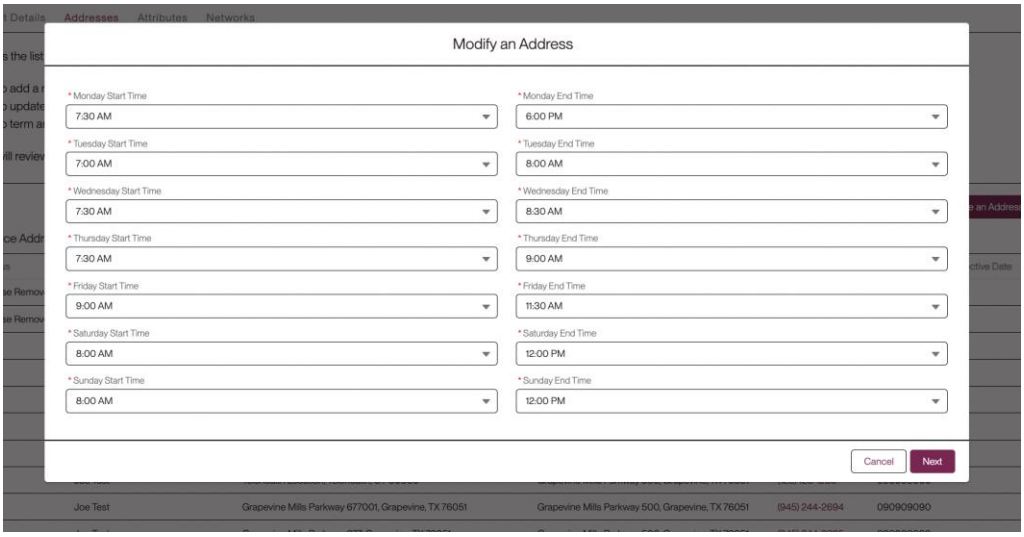
- After clicking ‘Next’ you will be taken to a screen where you can update the basic address information such as Phone and Fax Number, email



  - Clicking ‘click here’ in ‘Can't edit what you need to? Click here.’ will take you to the area of the portal where you can open a support case.



- Clicking ‘Next’ will take you to a screen where you can modify the locations hours.



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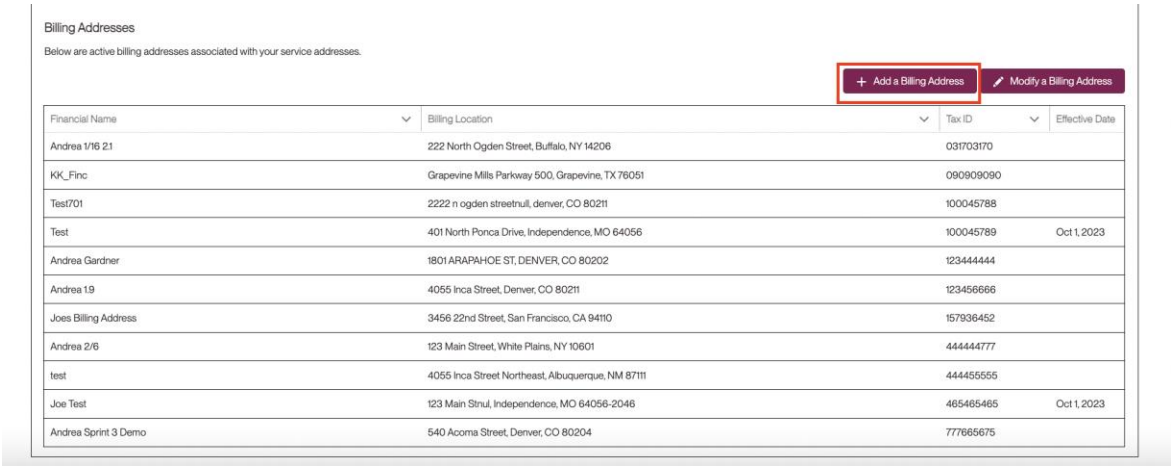
To add a new billing address (Tax ID) select ‘Add a Billing Address’



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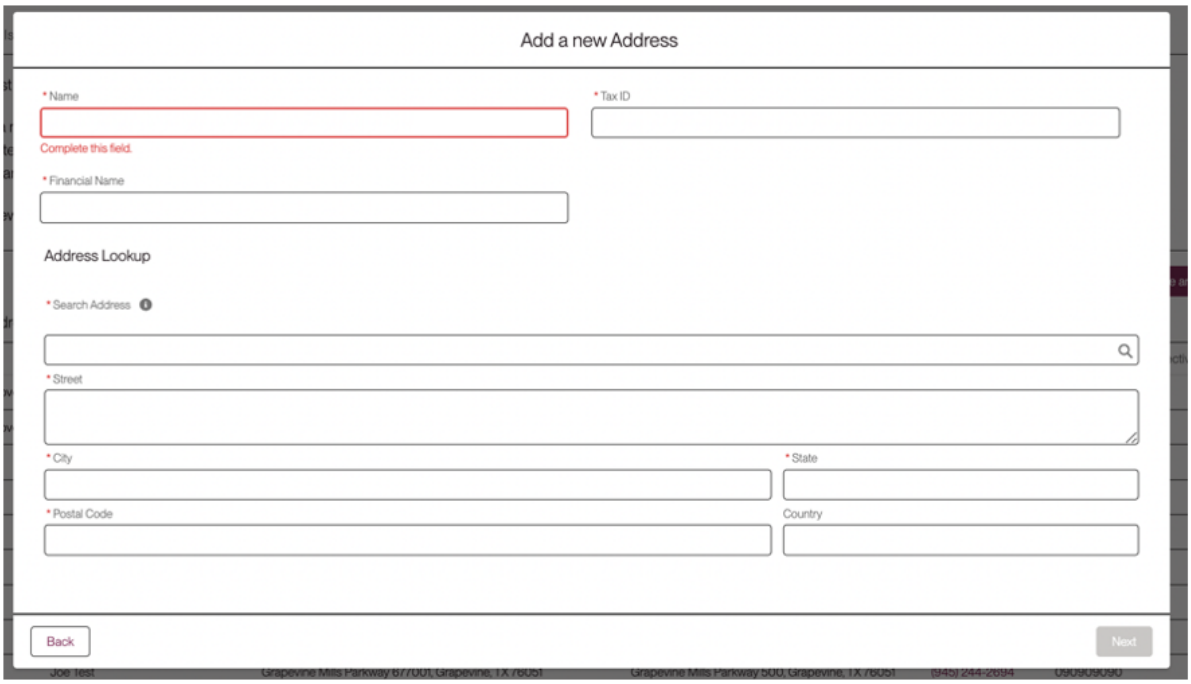

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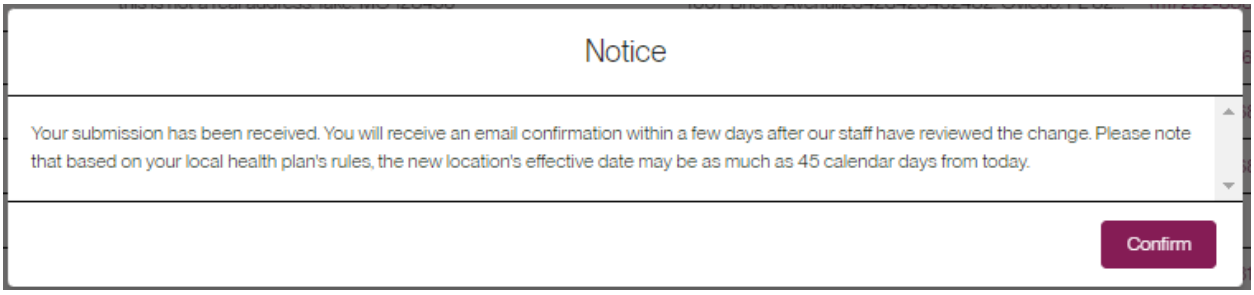

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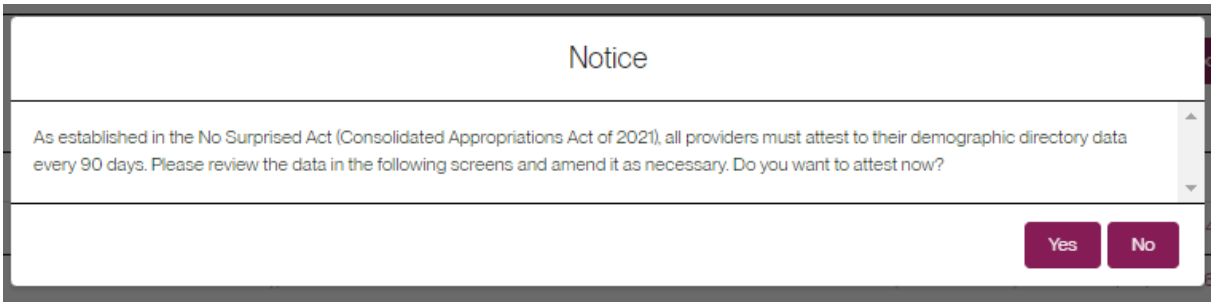

Running Into Issues?

- Update your browser
- Clear your cache