You can use the **Patient Address** page to view and edit patient addresses, add a patient address, and check for duplicate addresses.

View and Edit a Patient Address

Step 1:   Using the **Clinical** tab, find the patient record [see Job Aid 3.1: Find a Patient and Patient Information, (P-02299-3.1)]. Verify you have the correct patient by reviewing the patient information at the top of the screen (highlighted in yellow).

Step 2:   Click on **Patient Address** on the left side menu to view and edit details related to the patient's current and former addresses. All addresses associated with a patient will display in the **Address Id** column. Details for the patient's current address will appear on the screen.

Step 3: Address details can be viewed and edited in the **Clinical** tab or the **Environmental** tab.

- To view address details within the **Clinical** tab, click on the **Address ID** number for the desired address to populate the address details.
- To edit address details within the **Clinical** tab, click the **Edit** link (shown on the previous screen shot) that corresponds to the address you want to edit.
- To view more address details, click on the **Address ID** (shown on previous screen shot) and you will be moved to the **Environmental** tab. You will know you are in the **Environmental** tab because the **Environmental** tab will change from blue to brown and the address will appear at the top of the screen (highlighted in yellow).

Step 4: To save the changes you have made to the address record, click on the **Validate Address** button. Address validation corrects missing or incorrect address details, when possible, and adds geocoding data (census block, census tract, latitude and longitude) to the address record.

Step 5: Once you have validated the address, the **Save Address** button will appear. Click the **Save Address** button to save all changes.

Step 6: To return to the **Clinical** tab, click on **Clinical Patient Address List** link circled in red in the screen shot below. You will know you have returned to the **Clinical** tab when the patient's name again appears at the top of the screen.

Note: If you return to the **Clinical** tab without validating and saving your address changes, the changes you made will not be saved.

Add a New Patient Address

Step 1: In the patient's *clinical* record click the **Add Patient Address** button at the bottom of the screen as circled in red below.

This enables the address fields. They will no longer be shaded in gray. A reference table is provided at the end of this job aid that describes the various fields on this screen.

Step 2: Enter the address details in the appropriate fields and add any other address-related information you want to save.

- If you are entering a new primary address, check the **Currently Lives At** box (circled near bottom right on screen below). You do not need to go back and uncheck the box for the patient's previous primary address. HHLPSS will automatically do that. You can click on the **Address ID** for the previous address to verify that HHLPSS did uncheck the box.
- HHLPSS lets you designate the **Address Type** (child care, relative, work, mailing, etc.) to identify the relationship of the address to the patient.
- HHLPSS **does not** autofill the **Resided Until** box. If you want a date in this field, you will need to manually enter it.
- Only **one** address for a child should be marked as **Currently Lives At**. This determines the local health department jurisdiction to which the child will be assigned.

Step 3: Once all address information has been entered, click the blue **Validate Address** button at the bottom of the screen above. **Note:** The address validator will autofill the correct Zip Code and County (exceptions: Fond du Lac and St. Croix counties may not autofill). Address Line 2 is not required.

Step 4: After validating the address, the **Save Address** button will appear in the same location on the screen. Click the **Save Address** button to save the new address record.

Once the new address has been saved, it will appear at the top of the screen in the address listing for that patient.

De-duplicate Address Pop-up

The **Dedup Address** pop-up window, shown below, allows you to select or reject possible matched, or duplicate, address records when you are adding a new address. This prevents new address IDs being assigned to an address already in HHLPSS.

Accept a duplicate match: To select an existing address record as a duplicate match to the address you are adding to a patient's record, click on the **Address ID** for the matching address, circled in the pop-up on the screenshot below. This will prevent the creation of a new address ID.

Reject a duplicate match: To reject the listed address or addresses as duplicate matches and allow the creation of a new address record, enter the rejection reason in the **Reject reason** field, then click the **Reject** button as shown on the screen above. The most likely reason for rejecting a possible matched address is that it is not really a duplicate address. Your **Reject reason** can be as simple as typing in "**Not dup**."
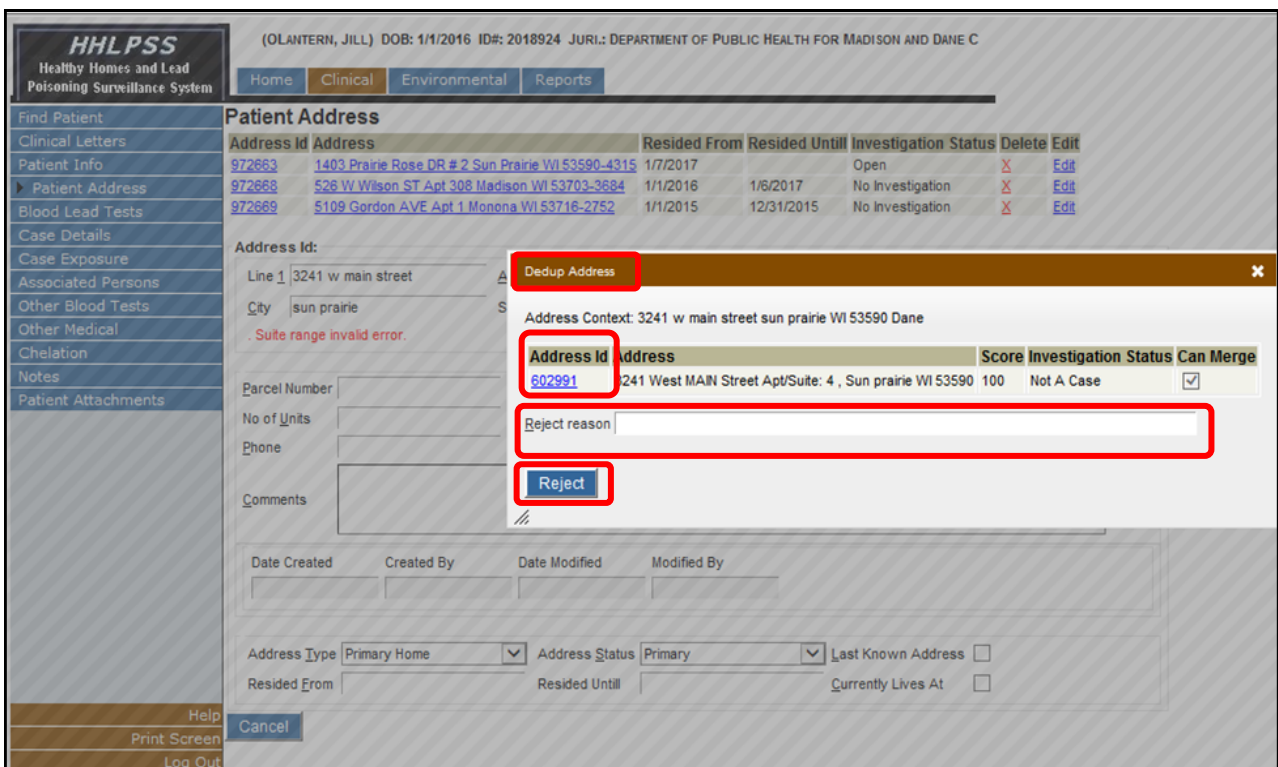
Questions
Please contact the HHLPSS coordinator at 608-266-5817 or email DHS Lead Poisoning Prevention.

Reference Table: List of Patient Address Data Fields

Field Name	Meaning
Line 1	Street address
Line 2	Street address line 2 (not required)
Apt/Ste #	Apartment or suite number
City	City
State	State
Zip	Zip code (autofills if not entered)
County	County (autofills for most counties)
Census Tract	Address census tract (autofills)
Parcel Number	Local parcel number of address (not required)
District	Address district (not required)
Dwelling Type	Selected dwelling type (single, multifamily, etc.)
Number of Units	If multi-unit dwelling, number of units within dwelling
High Risk Structure	Was the dwelling built prior to 1978
Address Description	Free text description of address record (not required)
Address Type	Type of address (e.g., vacation home, etc.)
Address Status	Status of patient address (primary, former, etc.)
Reside or spent time dates	Dates patient resided at address ("Until" is blank if patient currently resides at address)
Last known address indicator	Indicates whether this is the last known address on file for the patient
Currently resides at indicator	Indicates whether the patient currently resides at address
Ownership Type	Ownership type of residence (owner-occupied, rental, etc.)
Phone	Phone number associated with address