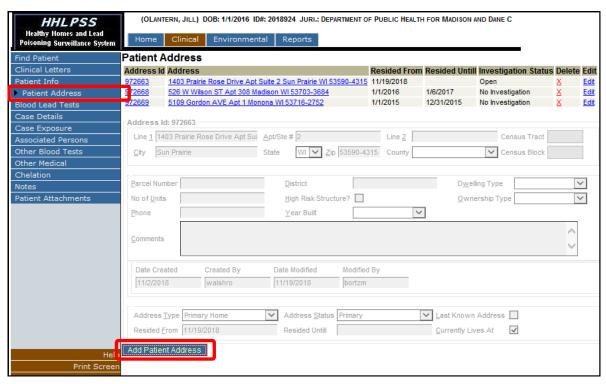
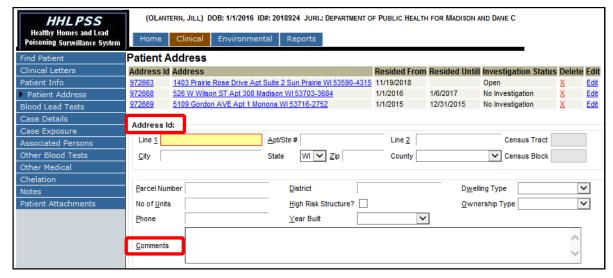
Healthy Homes and Lead Poisoning Surveillance System (HHLPSS) Job Aid 4.4: Adding a Supplemental Address

- **Step 1:** Find the patient in HHLPSS (see <u>Job Aid 3.1: Find a Patient and Patient Information (P-02299-3.1</u>). Verify you have the correct patient by checking the patient information displayed at the top of the screen (highlighted in yellow).
- **Step 2:** Click on **Patient Address** on the left side menu (circled in red). This brings up the **Patient Address** screen as shown below, and displays all the addresses associated with this patient. The first address in the list is displayed in greyed out lettering in the fields on the screen.
- **Step 3:** To add a supplemental address, click **Add Patient Address** at the bottom of the screen, shown below.



Step 4: Enter the complete street address, city, state, zip code, and county for the new supplemental address in the **Address ID** section. Enter an explanation of how the child is affiliated with this property in the **Comments** box.



Step 5: Select the Address Type and Address Status in these dropdown fields. Address Status should be primary unless you are completing an address history on the child. Very Important: Do NOT check the Last Known Address or Currently Lives At boxes. These must stay unchecked.



Step 6: Press the **Validate Address** button to verify the address information.

	Address Type Supplementary	Address Status Primary	✓ Last Known Address
	Resided From	Resided Untill	Currently Lives At
	Validated Address		
Help	Validate Address Cancel		
Print Screen			

Step 7: Press the **Save Address** button to save this information.

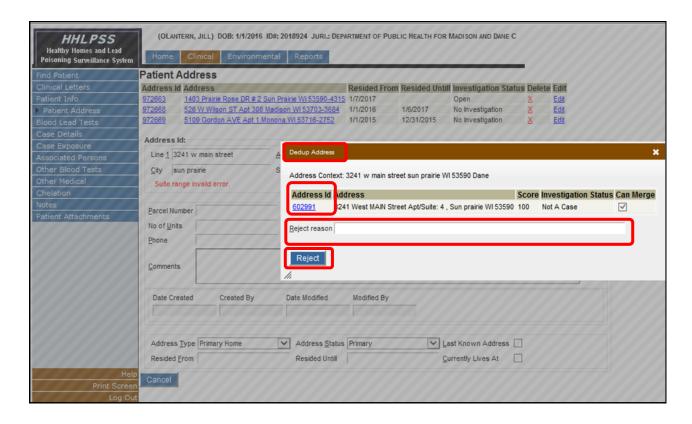
	Address Type Supplementary Resided From	Address Status Primary Resided Untill	Last Known Address Currently Lives At
Help	Save Address Cancel		
Print Screen			

De-duplicate Address Pop-up

The **Dedup Address** pop-up window, shown on the next page, 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 <u>DHS Lead Poisoning Prevention</u>.

