

Healthy Homes and Lead Poisoning Surveillance System (HHLPSS)

Job Aid 3.4: Patient Address

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).

HHLPSS
Healthy Homes and Lead Poisoning Surveillance System

(OLANTERN, JILL) DOB: 1/1/2016 ID#: 2018924 JURI.: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C

Home **Clinical** Environmental Reports

Find Patient
Clinical Letters
Patient Info
Patient Address
Blood Lead Tests
Case Details
Case Exposure
Associated Persons

Name	HHLPSS ID	Date of Birth	Local ID	Address	Case Status	Jurisdiction
Jack OLantern	2018878	10/31/2017		1403 PRAIRIE ROSE Dr Su...	Open	Department of Pub...
Jill OLantern	2018924	1/1/2016		1403 Prairie Rose Dr Sun...	Open	Department of Pub...

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.

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Home Clinical **Environmental** Reports

Find Patient
Clinical Letters
Patient Info
Patient Address
Blood Lead Tests
Case Details
Case Exposure
Associated Persons
Other Blood Tests
Other Medical
Chelation
Notes
Patient Attachments

Patient Address

Address Id	Address	Resided From	Resided Until	Investigation Status	Delet	Edit
972663	1403 Prairie Rose DR # 2 Sun Prairie WI 53590-4315	1/7/2017		Open	X	Edit
972668	526 W Wilson ST Apt 308 Madison WI 53703-3684	1/1/2016	1/6/2017	No Investigation	X	Edit
972669	5109 Gordon AVE Apt 1 Monona WI 53716-2752	1/1/2015	12/31/2015	No Investigation	X	Edit

Address Id: 972663

Line 1 1403 Prairie Rose DR Apt/Ste # #2 Line 2 Census Tract 011600
City Sun Prairie State WI Zip 53590-4315 County Dane Census Block 2021

Parcel Number District Dwelling Type Multiple Unit
No of Units 4 High Risk Structure? Ownership Type
Phone Year Built

Comments

Date Created 11/2/2018 Created By walshro Date Modified 11/4/2018 Modified By walshro

Address Type Primary Home Address Status Primary Last Known Address
Resided From 1/7/2017 Resided Until Currently Lives At

Help
Print Screen
Log Out
Add Patient Address

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).

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1403 PRAIRIE ROSE DRIVE # 2 (ID# 972663) JURI.: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C

Home **Clinical** Environmental Reports

Find Address
Address Info
Address Notes
Construction History
Investigation Summary
Risk Assessment Inspection
Remediation Inspection
Clearance Inspection
Maintenance Inspection
Property Owner Information
Healthy Housing
Address Attachments

Edit Address [Clinical Patient Address List](#)

Address Id: 972663

Line 1 1403 Prairie Rose DR Apt/Ste # # 2 Line 2 Census Tract 011600
City Sun Prairie State WI Zip 53590-4315 County Dane Census Block 2021

Parcel Number District Dwelling Type Multiple Unit
No of Units 4 High Risk Structure? Ownership Type Private Rental
Phone Year Built Investigation Status Open

Comments

Date Created	Created By	Date Modified	Modified By
11/2/2018	walshro	11/4/2018	walshro

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.

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1403 PRAIRIE ROSE DRIVE # 2 (ID# 972663) JURI.: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C

Home Clinical **Environmental** Reports

Find Address
Address Info
Address Notes
Construction History
Investigation Summary
Risk Assessment Inspection
Remediation Inspection
Clearance Inspection
Maintenance Inspection
Property Owner Information
Healthy Housing
Address Attachments

Edit Address [Clinical Patient Address List](#)

Address Id: 972663

Line 1 1403 Prairie Rose DR Apt/Ste # # 2 Line 2 Census Tract 011600
City Sun Prairie State WI Zip 53590-4315 County Dane Census Block 2021

Parcel Number District Dwelling Type Multiple Unit
No of Units 4 High Risk Structure? Ownership Type Private Rental
Phone Year Built Investigation Status Open

Comments

Date Created	Created By	Date Modified	Modified By
11/2/2018	walshro	11/4/2018	walshro

Validate Address

Help
Print Screen
Log Out

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

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1403 PRAIRIE ROSE DRIVE APT SUITE 2 (ID# 972663) JURIL: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C

Home Clinical Environmental Reports

Find Address
Address Info
Address Notes
Construction History
Investigation Summary
Risk Assessment Inspection
Remediation Inspection
Clearance Inspection
Maintenance Inspection
Property Owner Information
Healthy Housing
Address Attachments

Edit Address [Clinical Patient Address List](#)

Address Id: 972663

Line 1 1403 Prairie Rose Dr Apt/Ste # Apt 2 Line 2 Census Tract 011600
City Sun Prairie State WI Zip 53590-4315 County Dane Census Block 2021

Parcel Number District Dwelling Type
No of Units High Risk Structure? Ownership Type
Phone Year Built Investigation Status Open

Comments

Date Created	Created By	Date Modified	Modified By
11/2/2018	walshro	11/19/2018	bortzm

Save Address

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.

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1403 PRAIRIE ROSE DRIVE APT SUITE 2 (ID# 972663) JURIL: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C

Home Clinical Environmental Reports

Find Address
Address Info
Address Notes
Construction History
Investigation Summary
Risk Assessment Inspection
Remediation Inspection
Clearance Inspection

Edit Address [Clinical Patient Address List](#)

Address Id: 972663

Line 1 1403 Prairie Rose Dr Apt/Ste # Apt 2 Line 2 Census Tract 011600
City Sun Prairie State WI Zip 53590-4315 County Dane Census Block 2021

Parcel Number District Dwelling Type

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.

The screenshot shows the HHL PSS (Healthy Homes and Lead Poisoning Surveillance System) interface. At the top, it displays the patient's name (OLANTERN, JILL), DOB (1/1/2016), ID# (2018924), and JURI. (DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C). Below this are navigation tabs for Home, Clinical, Environmental, and Reports. A left sidebar contains various menu items like Find Patient, Clinical Letters, Patient Info, Patient Address, Blood Lead Tests, Case Details, Case Exposure, Associated Persons, Other Blood Tests, Other Medical, Chelation, Notes, and Patient Attachments. The main content area is titled 'Patient Address' and features a table with columns for Address Id, Address, Resided From, Resided Until, Investigation Status, Delete, and Edit. Below the table are several form fields for address details, including Line 1, Line 2, City, State, Zip, County, Census Tract, and Census Block. There are also fields for Parcel Number, District, Dwelling Type, No of Units, High Risk Structure?, Year Built, and Ownership Type. A 'Comments' section with a scrollable text area is present. At the bottom of the form, there are fields for Date Created, Created By, Date Modified, and Modified By. The 'Add Patient Address' button is highlighted with a red circle.

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. HHL PSS will automatically do that. You can click on the **Address ID** for the previous address to verify that HHL PSS did uncheck the box.
- HHL PSS lets you designate the **Address Type** (child care, relative, work, mailing, etc.) to identify the relationship of the address to the patient.
- HHL PSS **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.

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Home Clinical Environmental Reports

HHL PSS
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Find Patient
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Patient Address

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972669	5109 Gordon AVE Apt 1 Monona WI 53716-2752	1/1/2015	12/31/2015	No Investigation	X	Edit

Address Id:

Line 1 Apt/Ste # Line 2 Census Tract

City State Zip County Census Block

Parcel Number District Dwelling Type

No of Units High Risk Structure? Ownership Type

Phone Year Built

Comments

Date Created Created By Date Modified Modified By

Address Type Address Status Last Known Address

Resided From Resided Until **Currently Lives At**

Validate Address Cancel

Help
Print Screen
Log Out

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.

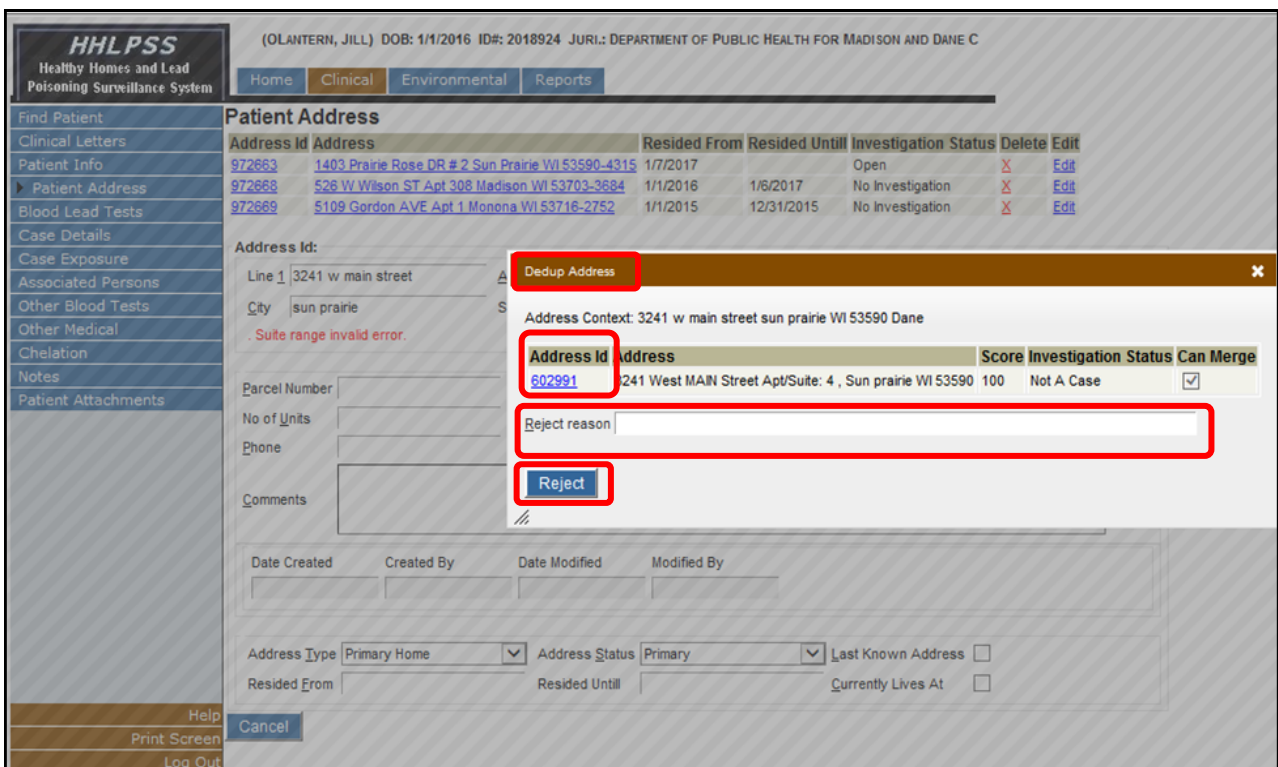
Once the new address has been saved, it will appear at the top of the screen in the address listing for that patient.

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 HHL PSS.

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 HHL PSS 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