Step 1: Find the patient in HHLPSS (see Job Aid 3.1: Find a Patient and Patient Information (P-02299-3.1). 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.

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

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 DHS Lead Poisoning Prevention.