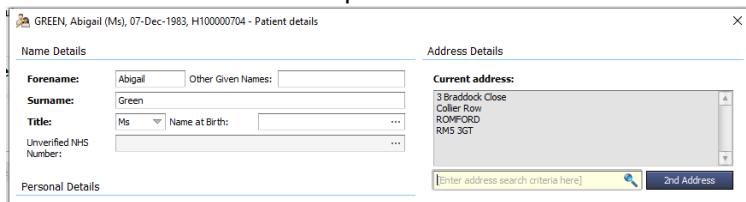
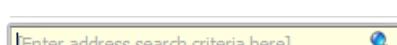
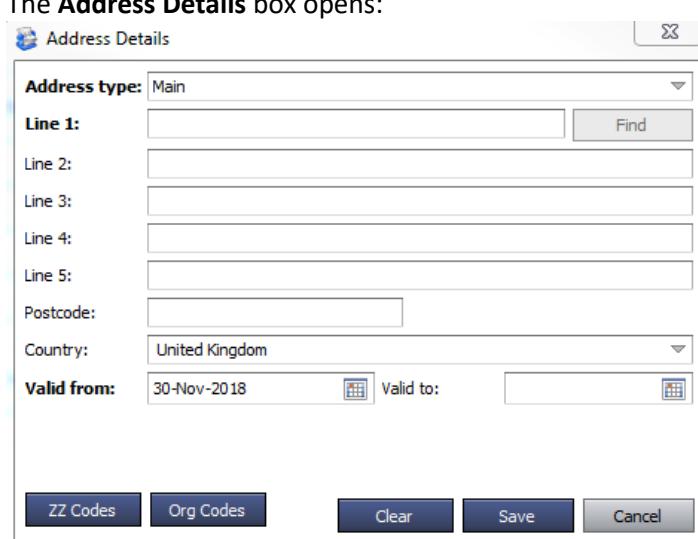
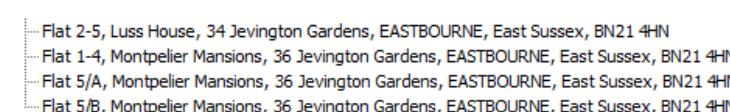
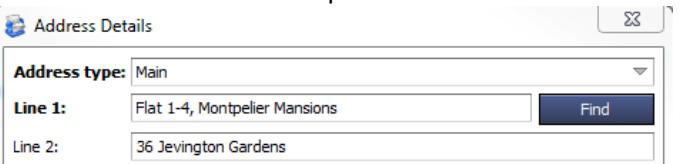
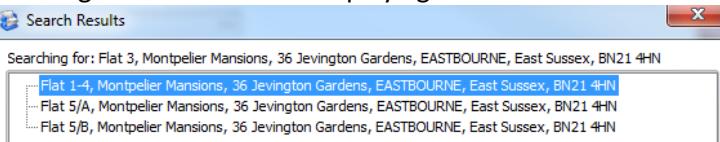
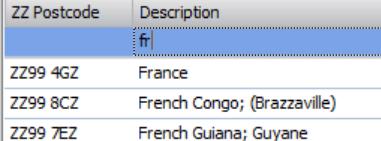


Manually Type the Address	
<p>The post code software does not recognise all address information, e.g. Flat numbers or house names that are not registered with the Royal Mail or Overseas addresses.</p> <p>Follow the instructions below to save the address – the address will have to remain unverified:</p>	
<p>Search for the patient and display the Patient Details screen.</p> <p>See the MPI > Search for a Patient guide for more details</p>	<p>The Patient Details screen opens</p> 
<p>Click on the magnifying glass in the Address search field under the Current Address</p> 	<p>The Address Details box opens:</p> 
<p>If necessary, click the Address Type drop-down arrow and select the relevant type</p>	
<p>If you are changing the address, click the Clear button</p>	<p>This will add a Valid to date to inactivate the existing address, clear the fields and add today's date to the Valid from field</p>
UK Address	
<p>Type the post code, or street and town/partial post code, in the Line 1 field and click Find,</p> <p>Or</p> <p>Type the whole address if you cannot find any part of it</p>	<p>In this example, the result only returns Flat 1-4, Montpelier Mansions, we want Flat 3:</p> 

Select the address that is almost correct and click Save	The address details are completed
This saves typing and reduces the potential for error	
Overtype the necessary details e.g. replace Flat 1-4 with Flat 3	The original search results display again:
Click Save on the Address Details box	
Cancel the search results and then Save the Address Details again	The following message displays:
Click Yes	The address remains pink and unverified but now displays the correct flat number
Care: the address has not yet been saved	Current address: [This address needs to be verified; please update the address] Flat 3, Montpelier Mansions 36 Jevington Gardens EASTBOURNE East Sussex BN21 4HN
Click Save on the Patient Details screen	The address has been updated
Overseas Address	
Click the ZZ Codes button	The ZZ Postcodes list displays
	
Select the country from the list (remember you can use the filter bar)	Warning: Do this first as it clears the address fields and enters the country in the 1 st line of the address! It also adds the relevant ZZ Post Code and inserts the country in to the Country field
	
And click the Select button	

Type the address (overtyping the country in the first line with the relevant details)	<p>Address type: Main</p> <p>Line 1: 15 Rue Lacroix</p> <p>Line 2: 91260 Juvisy-sur-Orge</p> <p>Line 3:</p> <p>Line 4:</p> <p>Line 5:</p> <p>Postcode: ZZ99 4GZ</p> <p>Country: France</p>
Click Save on the Address Details box	<p>The following message displays:</p> <p>Address Details</p> <p> The address has not been verified. Do you want to save an unverified address?</p> <p>Yes No</p>
Click Yes Care: the address has not yet been saved	<p>The address remains pink and unverified</p> <p>Current address:</p> <p>[This address needs to be verified; please update the address] 15 Rue Lacroix 91260 Juvisy-sur-Orge ZZ99 4GZ France</p>
Click Save on the Patient Details screen	The address has been updated