

## Manually Type the Address

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.

Follow the instructions below to save the address – the address will have to remain unverified:

Search for the patient and display the **Patient Details** screen.

See the **MPI > Search for a Patient** guide for more details

The **Patient Details** screen opens

Click on the **magnifying glass** in the **Address search** field under the **Current Address**

[Enter address search criteria here]

The **Address Details** box opens:

If necessary, click the **Address Type**: drop-down arrow and select the relevant type

If you are changing the address, click the **Clear** button

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

### UK Address

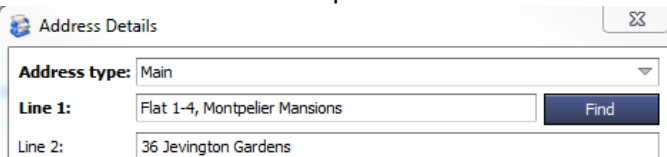
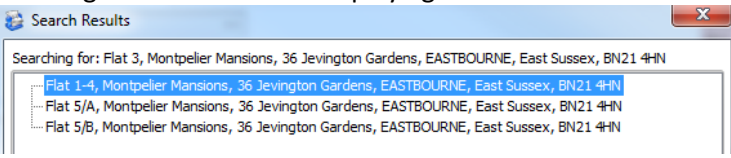
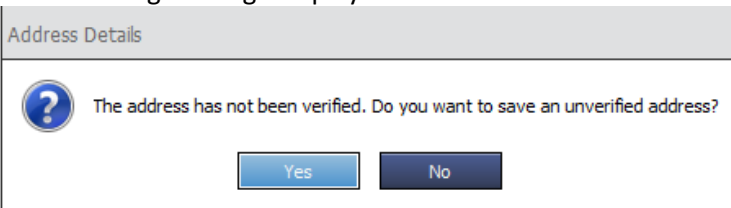
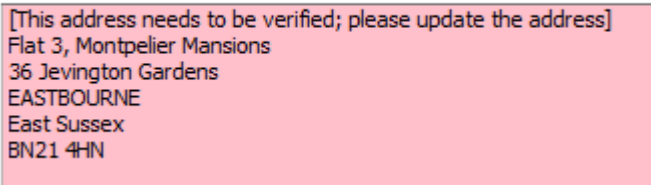
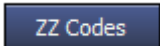
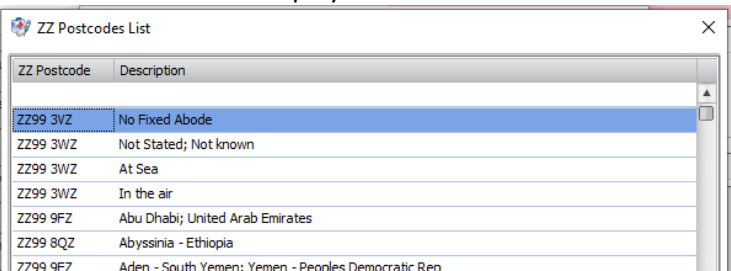
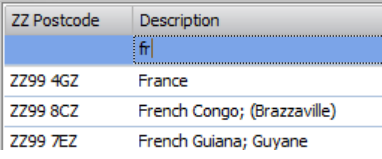
Type the post code, or street and town/partial post code, in the **Line 1** field and click **Find**,


Or

Type the whole address if you cannot find any part of it

In this example, the result only returns **Flat 1-4, Montpelier Mansions**, we want **Flat 3**:

- Flat 2-5, Luss House, 34 Jevington Gardens, EASTBOURNE, East Sussex, BN21 4HN
- Flat 1-4, Montpelier Mansions, 36 Jevington Gardens, EASTBOURNE, East Sussex, BN21 4HN
- Flat 5/A, Montpelier Mansions, 36 Jevington Gardens, EASTBOURNE, East Sussex, BN21 4HN
- Flat 5/B, Montpelier Mansions, 36 Jevington Gardens, EASTBOURNE, East Sussex, BN21 4HN

<p>Select the address that is almost correct and click <b>Save</b></p> <p>This saves typing and reduces the potential for error</p>	<p>The address details are completed</p> 																
<p>Overtyping the necessary details e.g. replace Flat 1-4 with Flat 3</p> <p>Click <b>Save</b> on the <b>Address Details</b> box</p>	<p>The original search results display again:</p> 																
<p><b>Cancel</b> the search results and then <b>Save</b> the Address Details again</p>	<p>The following message displays:</p> 																
<p>Click <b>Yes</b></p> <p><b>Care:</b> the address has not yet been saved</p>	<p>The address remains pink and unverified but now displays the correct flat number</p> <p><b>Current address:</b></p> 																
<p>Click <b>Save</b> on the <b>Patient Details</b> screen</p>	<p>The address has been updated</p>																
<p><b>Overseas Address</b></p>																	
<p>Click the <b>ZZ Codes</b> button</p> 	<p>The <b>ZZ Postcodes</b> list displays</p>  <table border="1"> <thead> <tr> <th>ZZ Postcode</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>ZZ99 3VZ</td> <td>No Fixed Abode</td> </tr> <tr> <td>ZZ99 3WZ</td> <td>Not Stated; Not known</td> </tr> <tr> <td>ZZ99 3WZ</td> <td>At Sea</td> </tr> <tr> <td>ZZ99 3WZ</td> <td>In the air</td> </tr> <tr> <td>ZZ99 9FZ</td> <td>Abu Dhabi; United Arab Emirates</td> </tr> <tr> <td>ZZ99 8QZ</td> <td>Abyssinia - Ethiopia</td> </tr> <tr> <td>7799 9F7</td> <td>Aden - South Yemen; Yemen - Peoples Democratic Rep</td> </tr> </tbody> </table>	ZZ Postcode	Description	ZZ99 3VZ	No Fixed Abode	ZZ99 3WZ	Not Stated; Not known	ZZ99 3WZ	At Sea	ZZ99 3WZ	In the air	ZZ99 9FZ	Abu Dhabi; United Arab Emirates	ZZ99 8QZ	Abyssinia - Ethiopia	7799 9F7	Aden - South Yemen; Yemen - Peoples Democratic Rep
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<p>Select the country from the list (remember you can use the filter bar)</p>  <p>And click the <b>Select</b> button</p>	<p><b>Warning:</b> Do this first as it clears the address fields and enters the country in the 1<sup>st</sup> line of the address!</p> <p>It also adds the relevant ZZ Post Code and inserts the country in to the <b>Country</b> field</p>																

Type the address (overtyping the country in the first line with the relevant details)	<p><b>Address type:</b> Main</p> <p><b>Line 1:</b> 15 Rue Lacroix</p> <p><b>Line 2:</b> 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 <b>Save</b> on the <b>Address Details</b> 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 <b>Yes</b>  <b>Care:</b> the address has not yet been saved	<p>The address remains pink and unverified</p> <p><b>Current address:</b></p> <p>[This address needs to be verified; please update the address] 15 Rue Lacroix 91260 Juvisy-sur-Orge ZZ99 4GZ France</p>
Click <b>Save</b> on the <b>Patient Details</b> screen	The address has been updated