

Address Validation

Getting Started

The NDIIS has an integrated address validation function that reviews address against U.S. Postal Services mailing standards. Addresses that go through the validation will have spelling and abbreviations corrected and zip codes updated to the +4-digit format if it is found that the address entered is a valid, mailable address.

This function applies to all NDIIS addresses including:

- Patient Address
- Provider Physical Address
- Provider Mailing Address
- Provider Vaccine Delivery Address, for those provider sites enrolled in the Vaccines for Children and/or Vaccines for Adults program

The address validation can only determine if the address is a valid, mailable U.S. address. It does not validate that the patient lives at the entered address or that the provider exists at the entered address.

Validating an Address

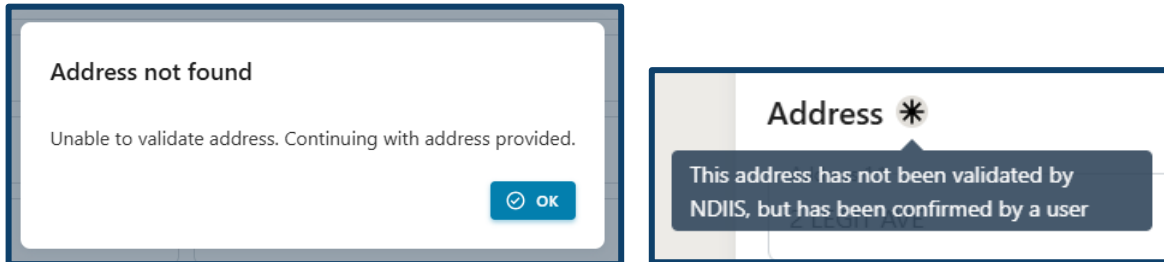
The NDIIS requires addresses to be validated the first time they are entered or when a change is made to the address.

To validate the address entered, find the Validate button. It will be highlighted in blue and near the top of the address module.

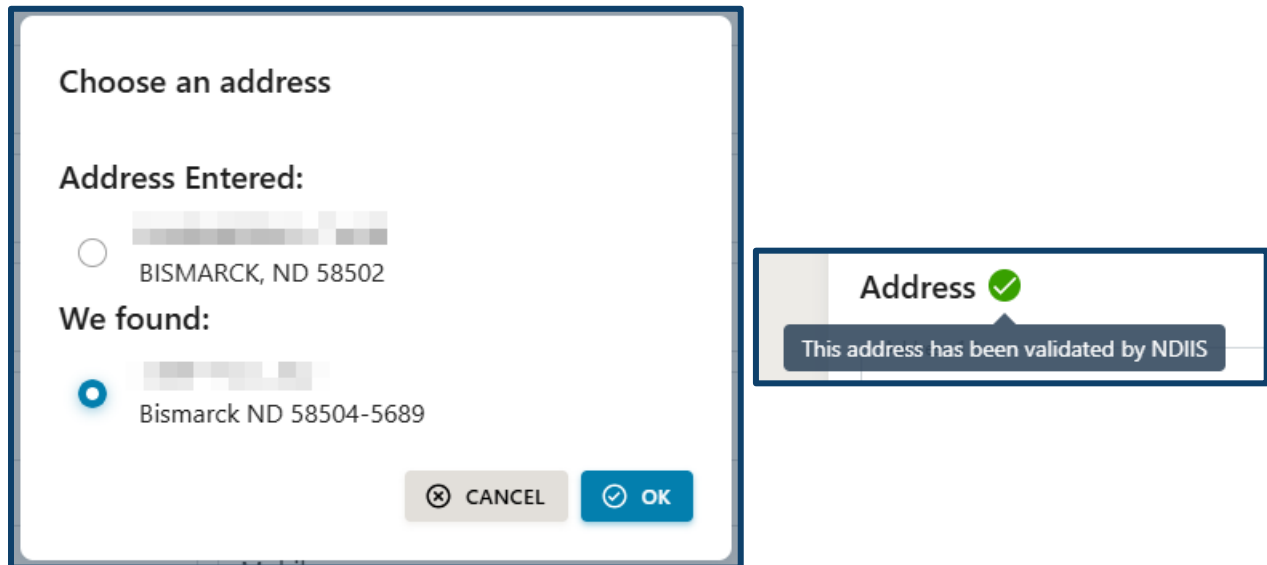
The screenshot shows a 'Contact Information' form with the following fields and controls:

- Address** section with a 'Military Base' toggle switch and a blue 'VALIDATE' button.
- Address 1 *** text input field containing '2 LEGIT AVE'.
- Address 2** text input field.
- City *** text input field containing 'GRAND FORKS'.
- State/Province *** dropdown menu containing 'North Dakota'.
- Postal Code *** text input field containing '58201'.
- County *** dropdown menu containing 'Grand Forks'.

If the system cannot find a matching, deliverable U.S. address a pop-up alert will appear warning the user. The record will still be saved as entered but an asterisk will appear by the address indicating that it is not a USPS validated delivery address.



If the program finds a matching, deliverable U.S. address the user will be given the option to keep the original address as entered or the corrected address.



- Keeping the original address entered prevents the validation check. The system will indicate the address is invalid with the asterisk(*).
- Selecting the corrected address validates the address. The system will put a green check mark by the address.