

# Updating Patient Address and Zip Code Look up

Last Modified on 04/04/2025 6:02 pm EDT

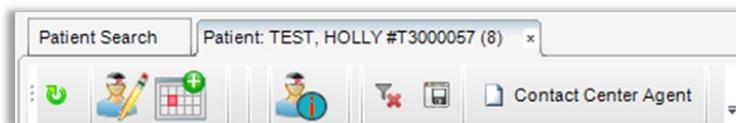


Contact Center  
eRAD RIS  
Updating Patient Address and Zip Code Lookup

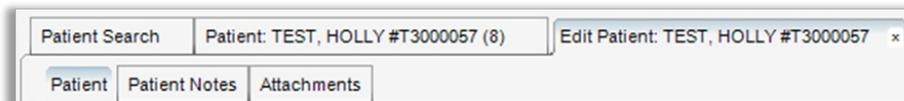
When updating patient address, there is a zip code lookup function.

A screenshot of a web form titled "Contact Information". It contains several input fields: "Address 1", "Address 2", "City", "State", "County", "Zip", "Country", "Phone" (with "(469) 678-1837" entered), "Email", "Preferred contact method", "Preferred delivery method", and "Marketing messages" (with radio buttons for "Permitted" and "Prohibited", and a checkbox for "Do not send reminders"). There are "Edit" buttons next to the "Phone" and "Email" fields. A "Mobile" checkbox is checked, and a "No alternate" checkbox is unchecked.

1. On the Patient History, click on the Person with Pencil



2. This opens the "Edit Patient" tab



3. Under the "Patient" tab, address can be updated

A screenshot of the "Contact Information" form, identical to the one shown in step 1. It contains fields for address, city, state, county, zip, country, phone, email, preferred contact and delivery methods, and marketing messages.

4. Enter all address information in CAPS

5. Zip Code Search:

1. Enter Address Line 1: Number and Street Name
2. Enter Address Line 2: Apartment Number

Contact Information			
Address 1	15601 DALLAS PARKWAY	Zip	<input type="text"/>
Address 2	SUITE 500	Country	<input type="text"/>
City	<input type="text"/>	Preferred contact method	<input type="text"/>
State	<input type="text"/>	Preferred delivery method	<input type="text"/>
County	<input type="text"/>	Marketing messages	<input type="radio"/> Permitted <input type="radio"/> Prohibited <input type="checkbox"/> Do not send reminders
		Phone	(469) 678-1837 <input type="button" value="Edit"/>
			<input checked="" type="checkbox"/> Mobile <input type="checkbox"/> No alternate <input type="button" value="Edit"/>
		Email	<input type="text"/> <input type="button" value="Edit"/>

c. Enter Zip Code

Contact Information			
Address 1	15601 DALLAS PARKWAY	Zip	75001
Address 2	SUITE 500	Country	<input type="text"/>
City	<input type="text"/>	Preferred contact method	<input type="text"/>
State	<input type="text"/>	Preferred delivery method	<input type="text"/>
County	<input type="text"/>	Marketing messages	<input type="radio"/> Permitted <input type="radio"/> Prohibited <input type="checkbox"/> Do not send reminders
		Phone	(469) 678-1837 <input type="button" value="Edit"/>
			<input checked="" type="checkbox"/> Mobile <input type="checkbox"/> No alternate <input type="button" value="Edit"/>
		Email	<input type="text"/> <input type="button" value="Edit"/>

d. Tab out of the Zip Code field

e. City, State, and County will automatically populate

f. Update if necessary

Contact Information			
Address 1	15601 DALLAS PARKWAY	Zip	75001
Address 2	SUITE 500	Country	US
City	Addison	Preferred contact method	<input type="text"/>
State	Texas	Preferred delivery method	<input type="text"/>
County	Dallas (Texas)	Marketing messages	<input type="radio"/> Permitted <input type="radio"/> Prohibited <input type="checkbox"/> Do not send reminders
		Phone	(469) 678-1837 <input type="button" value="Edit"/>
			<input checked="" type="checkbox"/> Mobile <input type="checkbox"/> No alternate <input type="button" value="Edit"/>
		Email	<input type="text"/> <input type="button" value="Edit"/>

6. Click "Save"

Edited: 7/18/2019