

Standardized Address Format for Provider Enrollment

In order to improve mail delivery, we have researched the Post Master standards regarding standardized address formats and contents. These standards were jointly developed by the Postal Service and the mailing industry. Standardized address information enhances the processing and delivery of mail, reduces undeliverable-as-addressed mail, and provides mutual cost reduction opportunities through improved efficiency.

In addition to the Post Master standards, many DHS systems have requirements and limitations of their own. This document is designed to assist field staff in entering provider address information correctly. First, we will identify some common Postal Service Standards. Second, we will introduce the on-line HZIP system that will assist staff by converting addresses to the standardized address. This will help ensure that our mailings are delivered properly and that our computer systems function correctly.

Some Common Postal Service Standards:

Secondary Address Unit Designators:

Many addresses contain information such as apartment numbers or suite numbers. These are known as “Secondary Address Unit Designators”. The Postal Service has standards regarding the content and the positioning of these types of designators.

For example, the Secondary Address Unit Designator should be entered next to the Delivery/Street address. If there is not enough room to enter the designator next to the Delivery/Street address, it should be entered above the street address. For example:

**APPLE, MARY
STE 123
123456 NW MISSISSIPPI AVE
SALEM, OR 97301**

The Postal Service has also defined standard abbreviations that you should use. Some examples are:

APARTMENT	APT
BUILDING	BLDG
FLOOR	FL
SUITE	STE
UNIT	UNIT
ROOM	RM
DEPARTMENT	DEPT

Note: if you are using one of the standard abbreviations listed above, you should NOT use the # sign before any numerals. For more information on punctuation and symbols, see the section titled Punctuation.

“In Care Of” Information

Although it is best for the provider to have mail delivered to their own residence, sometimes we have to accommodate them by having the mail sent elsewhere. If the provider requests that we use an “in care of” address, you should enter that information above the Delivery/Street address. For example:

**APPLE, MARY
C/O FRED SMITH
1234 MAPLE DR SE
SALEM, OR 97301**

Punctuation Standards

It is very important to limit punctuation and omit unnecessary punctuation. This is due in part to Postal Service standards, and in part to computer systems limitations. Some general rules that you should follow regarding punctuation are:

- For single field name, there must be a comma after the last name and a space between the comma and the first name.
- If the provider has two last names or a hyphenated last name, please do not use a hyphen but rather a space between the two last names.
- With the exception of the comma between the city and the state, the following symbols should generally be permitted in the delivery address block: #, /, -.
- Spell city names in their entirety. When abbreviations must be used due to labeling constraints, use only the approved 13-character abbreviations.

For example: *Incorrect*
APPLE, MARY
1234 N.W. MAIN, STE 123
PORTLAND, OR 97205

Correct
APPLE, MARY
1234 NW MAIN STE 123
PORTLAND, OR 97205

HZIP – Help for Local Office Staff:

The Postal Service Guidelines, when combined with our systems limitations, make address entry complicated. But, there is help available to local office staff. The mainframe HZIP system conforms with Postal Service requirements for standardization. The system has been available for many years, but many staff are not familiar with it. Local Office staff should verify addresses using HZIP before entering provider address information on mainframe and Oregon ACCESS screens. This will ensure that standardized addresses are being used.

HZIP can be accessed by typing HZIP on a blank screen. Staff should fill in the address fields in the top portion of the screen, using the information that they have available regarding the provider address. After this information is entered, staff should press the {enter} key. The Postal Service standardized address will be displayed on the bottom portion of the screen.

In the following example, you can see that the address information that was entered in the top portion of the screen did not meet the Postal Service requirements. The bottom portion of the screen displays the standardized address.

ZIP CODE LOOK-UP ROUTINE

INPUT

Address 1: 500 Summer St NE

Address 2:

City: SALEM

State: OR ZIP: 97301

OUTPUT

Address1:

Address2: 500 Summer St NE

COUNTY CODE: 41047

City: SALEM

State: OR ZIP: 97301-1064

CRTE: C030

MESSAGES

024 - ZIP CODE WAS CORRECTED

027 - MULTI-FAMILY DWELLING UNIT, NOT DELIVERABLE WITHOUT APARTMENT NUMBER

Return 1	Reason 1	2	3	4	5	6	7	8	Information 1	2	3	4	5	6	7	8
Codes: 0	Codes: 6	0	1	1	0	0	2	0	Codes: 1	0	0	1	0	3	0	0

Enter F1=Help F3=Exit