

# Adding or Updating Address Information

Adding or updating Address Information occurs on the 1.7 Address Information Screen.

## The Following Address Types May Appear in Partner Portal

- **Primary Physical:** Main practice location.
  - Only one address can be entered for the primary physical address.
  - A post office box address is not permitted.
- **Other Physical:** Satellite locations for the business - optional.
  - Available for certain Provider Types.
  - A post office box address is not permitted.
  - Other Physical address should not be listed as a duplicate of the Primary Physical address.
- **Pay To/1099:** Address where payments, tax, and other financial documents should be sent (only one address can be entered as a Pay To/1099 address).
- **Mailing:** General address for other correspondence (only one address can be entered as a mailing address).

## Adding Address Information

1. Click "Add" to open the fields to enter address information.

Address Type	Contact Name	Address	Phone Number	Fax Number	Total Hours Per Week	Action
No record found						

Buttons: Exit, Back, Save & Next

# Adding or Updating Address Information

- Under Address type, select all that apply:
  - Addresses may be added one at a time **OR**
  - Users can select any combination of the following three address types (Primary Physical, Pay To/1099, and/or Mailing) simultaneously to populate all selected address types with the same address.
- Enter the contact and location name to whom the mail should be addressed. Next, enter the business hours for each day of operation.
- Enter address line 1, address line 2 (if applicable), city, state, zip code, and county.
- Enter preferred contact phone number.
- Click "Validate Address" once all fields are populated.

**Primary Physical and Other Physical cannot be selected simultaneously as they must have different addresses.**

The screenshot shows a web form for adding or updating address information. The form includes the following sections and fields:

- Address Type (Select All That Apply):** Radio buttons for  Primary Physical,  Other Physical,  Pay To/1099, and  Mailing.
- Contact Name:** A text input field.
- Location Name:** A text input field.
- Hours of Operation:** A grid of input fields for total hours per day:
  - Total Hours on Monday: 8
  - Total Hours on Tuesday: 8
  - Total Hours on Wednesday: 8
  - Total Hours on Thursday: 8
  - Total Hours on Friday: 8
  - Total Hours on Saturday: (empty)
  - Total Hours on Sunday: (empty)
- Address 1:** A text input field.
- Address 2:** A text input field.
- City:** A text input field.
- State:** A dropdown menu with "Kentucky" selected.
- Zip Code:** A text input field.
- Zip+4:** A text input field with "xxxx" as a placeholder.
- County:** A dropdown menu.
- Phone Number:** A text input field.
- Ext:** A text input field.
- Fax Number:** A text input field with "(xxx)xxx-xxxx" as a placeholder.
- Validate Address:** A blue button with a yellow border, highlighted with a yellow box.

# Adding or Updating Address Information

- The address entered will be validated with the United States Postal Service (USPS) and a possible address match suggested by USPS will appear on the screen along with the address that was originally entered.

Possible Address Match

The address entered cannot be validated via the US Postal Service at this time. If the address is correct as entered, click "Choose and Continue". If changes are needed to the address click "Enter Address Again".

Address You Entered

Enter Address Again Choose and Continue

- Select either the suggested post office address or the address entered and click "Choose and Continue".
- Confirm all information is correct and click "Save & Next" to proceed to the next screen. If information is incorrect, users can Delete or Edit an existing record and re-enter the correct information. Once the item is submitted, addresses cannot be deleted.

Address Type	Contact Name	Address	Phone Number	Fax Number	Total Hours Per Week	Action
Primary Physical						
Pay To/1099						
Mailing						

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Back Save & Next

**To update address information once a Medicaid ID has been granted, users will need to perform Maintenance to end date the current record and add a new record. When changing address information, the current record must be end dated with today's date. The new record will have an effective start date of tomorrow's date.**