

**Example:**

Patient's street address is 1232 Southwest Independence Apartment 400.

Record: 1232 SW Independence Apt 400

**Patients with an Unknown Address:**

7. If the patient's address is not available in the medical record, record **NO ADDRESS** or **UNKNOWN**. **Do not** leave blank. These cases should be rare and every effort should be made to obtain a valid address. The address data fields for these cases should be recorded as the city **Unknown**, the state as **ZZ**, the zip code should be **99999** and the FIPS as **999**. **Do not record the reporting facility's city, state, zip and FIPS.**
8. Be aware that an excessive amount of unknown addresses will result in additional efforts by TCR staff to obtain a valid address which may include contacting the reporting facility or managing/following physician.

*Note: Document in **TEXT REMARKS - OTHER PERTINENT INFORMATION**: Patient address is unknown.*

9. **Do not** update this data item for the first primary if the patient's address changes with subsequent admissions or subsequent primaries.
10. For helpful complete address information log onto <http://zip4.usps.com/zip4/welcome.jsp>.

**Persons with More than One Residence:**

These include snowbirds that live in the south for the winter months, sunbirds that live in the north during the summer months, and people with vacation residences which they occupy for a portion of the year.

11. Code the residence where the patient spends the majority of time (usual residence).
12. If the usual residence is not known or the information is not available, code the residence the patient specifies at the time of diagnosis.

**Persons with No Usual Residence:**

Homeless people and transients are examples of persons with no usual residence.

13. Code the patient's residence at the time of diagnosis as unknown.

*Note: Under pertinent information document that patient is homeless. An unknown address is not the same as homeless.*