



Project US@

Unified Specification *for* Address *in health care*

Project US@'s goal is to issue a unified, cross-SDO, healthcare industry-wide specification for representing patient address

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Agenda

- Welcome
 - Administrative Reminders and Antitrust Notice
- Project US@ Updates
 - ONC - AHIMA Collaboration
- Technical Workgroup Updates
- Next Steps

Administrative Reminders

- If you are not speaking, please mute your phone
- Questions, comments?
 - Enter them in the chat window, and we will respond when possible
- Please do not place this call on hold – if you have to drop off, please hang up and dial back in if within the hour
- Please announce your name prior to making comments or suggestions so that we may document them accordingly

Antitrust Notice

- Project US@ is committed to full compliance with existing federal and state antitrust laws.
- All members involved in Project US@, including its advisory groups, will comply with all applicable antitrust laws during the course of their activities. During Project US@ meetings and other associated activities, including all informal or social discussions, each member shall refrain from discussing or exchanging competitively sensitive information with any other member. Such information includes, but may not be limited to:
 - Price, premiums, or reimbursement charged or paid for products or services
 - Allocation of customers, enrollees, sales territories, sales of any products or contracts with providers
 - Any other competitively sensitive information that is proprietary to a member company
- If you have any specific questions or concerns, seek guidance from your own legal counsel.
- Members should not bring confidential information or intellectual property (hereinafter “Intellectual Property”) owned by their respective member companies into Project US@ meetings. To the extent such Intellectual Property is shared with Project US@ partners that shall not be construed as a waiver of member company’s rights to, or ownership in, the Intellectual Property.

Project US@ Updates

- 140 [Project US@ Partners](#) to date
 - Are you a new Project US@ Partner?
 - Please introduce yourself via the chat (or phone)
 - Are we missing representation from other sectors of the industry?
 - Please send names and contact info
 - Public Health?
 - Payers?
 - Others?

Project US@ Updates

- Timeline, 2021
 - April, May - Continue to develop specification
 - June - Project US@ Specification version 1.0 complete
 - July - SDOs release for comment, 30 day period
 - August/September - Reconciliation of comments
 - [ONC Tech Forum](#)
 - September - Project US@ AHIMA Companion Guide complete
 - [September 20 to 22 - AHIMA 21 Virtual Conference](#)

Project US@ ONC – AHIMA Companion Guide

The optimal solution to accurately matching patient records is a combination of technology, processes, and people.

- Uniformity of Practice
 - Health information professionals, providers, health IT developers, federal and state agencies, and so on
 - Uniformity of practice in the real-world application of the Project US@ specification can further optimize patient identification
- Project US@ Companion Guide
 - Guidance and best practices
 - Accurate and timely capture and management of patient addresses that support conformance to Project US@ and improve patient matching

Project US@ ONC – AHIMA Companion Guide

- Methods
 - Convene a series of virtual health information expert roundtable discussions to examine the draft Project US@ v 1.0 specification to identify operational guidance and best practices for health information professionals.
 - Roundtable Discussions kick off April 30, 2021
 - The guidance/recommendations will be incorporated into the Project US@ Companion Guide.
- Objectives
 - Develop a Companion Guide that includes operational guidance and best practices to encourage adoption/implementation of the Project US@ specification.
 - Disseminate Project US@ Companion Guide across broad universe of stakeholders.
 - Encourage wide-spread adoption/implementation of the Project US@ specification.
- Timeline
 - To follow v1 of the Project US@ specification, we are targeting output by September.

Military Addresses

Only patient records containing addresses to Army/Air post offices, Fleet post offices, or Diplomatic post offices are required to include the patient's name, and rank is optional, per USPS Publication 28. Guidance for the patient's name and rank is out of scope for the Project US@ Specification.

Project US@ Specification

Patient's addresses

APO/FPO/DPO patient addresses MUST include the unit and the APO/FPO/DPO address with the 9-digit ZIP Code. City or country names MUST NOT be included in APO/FPO/DPO shipping addresses.

The Street Address Line for all APO/FPO military patient addresses MUST be standardized to include the appropriate military address type with its assigned number, plus a box number. There are five possible military address types: CMR (Consolidated Mail Room), OMC (Official Mail Center), PSC (Postal Service Center), UMR (Unit Mail Room), and UNIT. The assigned number and the box number follow one of these acronyms to indicate address types.

Continues...

SSGT KEVIN TAYLOR
UNIT 2050 BOX 4190
APO AP 96278-2050

Project US@ AHIMA Companion Guide

Patient's name, rank, and address

- * Should patient name and rank be captured precisely as they are presented on their military ID?
- * If the patient presents additional or alternate names or addresses, how should those be captured, flagged, and managed?
- * If patient's rank is indicated elsewhere in their record, should rank also be placed before the patient's first name, or are there exceptions?
- * Are there other considerations related to policy, practice, and system harmonization to support the integrity of military patient identity?

Questions like these will be discussed during the AHIMA-led expert roundtable discussions.

<< Illustrative Example >>

Punctuation

Project US@ Specification

Punctuation

With the exception of the hyphen in the ZIP+4 Code and in the primary number used in the patient street address line, punctuation SHOULD be omitted in the patient address record. Spaces SHOULD NOT be removed between elements, as concatenation is to be avoided.

NOTE: The pound sign (#) sign is not considered a special character or punctuation. PO Box services in some locations allow for an option to use the Post Office street address for the address, along with the PO Box number preceded by a “#” sign. The pound sign (#) COULD be used as a secondary unit designator if the correct designation, such as APT or STE, is not known.

Remove special characters, multiple blanks, and punctuation as follows:

	Double spaces MUST be changed to single space, except between state abbreviations and ZIP Codes or ZIP+4 Codes.
*	Asterisks
,	Commas
.	Periods
()	Parentheses
“ ”	Quotations
:	Colons
;	Semicolons
'	Apostrophes
-	Hyphens, except in the ZIP+4 Code and in the primary number used in the patient street address line. Spaces before and after the hyphen or slashes (/) SHOULD be removed from the address or business firm name line.
@	At
&	Ampersand

Project US@ AHIMA Companion Guide

Punctuation

- * Under what circumstances should punctuation be removed from patient names and addresses if they are presented with punctuation?
- * If a patient’s address on their insurance or other identification card contains punctuation, how should that be handled?
- * Should punctuation be removed from patient demographic records during data quality improvement activities and deduplication efforts?
- * Are there exceptions to removing special characters and punctuation, and if so, what would they be?
- * What are best practices in capturing patient addresses in order to retain or remove punctuation throughout all systems in the enterprise?

Questions like these will be discussed during the AHIMA-led expert roundtable discussions

Non-address Information

Project US@ Specification Non-Address Information

At times, non-address data will be captured and stored in fields intended to represent a patient's address. In these cases, this information SHOULD be removed and, if feasible and applicable, stored in the appropriate data field. Business firm names are allowed as outlined in the [Standardized Patient Business Addresses](#) section.

Corner of 123 OAK and WATER ST
Around the back
SANTA FE, NM 87501

Project US@ AHIMA Companion Guide Non-Address Information

- * What are best practices in capturing non-address data?
- * Are there recommendations where these data should be entered in the MPI/EMPI and what system or workflow modifications should be considered?
- * Under what circumstances should non-address data be removed from a patient address field and what is best practice?
- * How should non-address data be handled in iterative efforts like quality improvement and deduplication?
- * What operational exception(s) (if applicable) should be explored?

Questions like these will be discussed during the AHIMA-led expert roundtable discussions

Technical Workgroup Updates - Complete

Standardized Patient Addresses

- Privacy and Security of Patient Data
- Interpretation of Requirements
- Content and Exchange
- Verification and Validation
- Current and Historical Addresses
- Mailing, Physical, or Other Addresses
- Unknown Address
- Address Field Parsing
- Non-address Information
- Letter case
- Special Characters
 - Diacritics
 - Punctuation

Address Elements and Abbreviations

- Street Address Line
- Primary Address Number
- Predirectional
- Street name
- Street Suffix Abbreviations
- Postdirectional
- Other Directional Considerations
- Two Directionals
- Directional as Part of Street Name
- Secondary Address Unit Designators
- Suffixes
 - Two Suffixes
- Highways
- Last Line
- City Names
- Two Letter State and Possession Abbreviations
- Zip Code Resources

Technical Workgroup Updates - Complete

Military Addresses

- Domestic Locations
- Overseas Locations

Department of State Addresses

Rural Route Addresses

General Delivery

Post Office Box Addresses

Private Mailbox Addresses

Appendices

- Diacritic Mapping Guidance
- Street Suffix Abbreviations
- Address Standardization - County, State, Local Highways
- Two-Letter State and Possession Abbreviations
- Standard Abbreviations for Spanish-Language Addresses
- Common Translations for Puerto Rico Addresses
- Spanish Directionals

Technical Workgroup Updates - In Process

Puerto Rico Addresses

- Format
- Exceptions
- Urbanization
- Apartment Buildings and Condominiums
- Patient Street Address Line
- Street Names and Prefixes
- Numbered Street
- House Numbers
- Urbanization
- Exceptions
- Post Office Box
- Rural Route
- Highway Contract Routes
- Last Line

U.S. Virgin Island Addresses

Standardized Patient Business Addresses

- Business Addressing Standards
- Business Address Standardization Factors
- Special Characters
- Patient Business Address Elements
- Remove Certain Words

Patient Address Metadata Schema

Next Steps

- Minutes from Project US@ Project partner meetings will be posted on the Project US@ Confluence page at <https://oncprojecttracking.healthit.gov/wiki/x/CQDCCg>
- Upcoming monthly Project US@ Partner meetings
 - May 19, 2021, 1-2pm ET
- Weekly Technical Workgroup meetings continue



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Health Information Technology

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