

ADDRESS STANDARDS

One of the benefits of MEDSS is the ability to assign GIS coordinates (longitude and latitude) to a person's address or an exposure site and view on a map the location of that person or site. MEDSS de-duplication is also using these addresses when identifying matches. With standardized addresses, the GIS location and de-duplication processes will work better.

In order to increase optimization of the current geocoder and de-duplication processes in MEDSS, it is preferred that users enter address information according to US postal standards. The efficiency of the system relies on this standardization of data entry. Please refer to the following list for guidelines on entering address information. Standard abbreviations are located in the appendix.

Guidelines

The guidelines below are to help assist users when adding address information in MEDSS.

- A *standardized address* is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations, and uses the proper format for the address style.
- The Postal Service defines a *complete address* as one that has all the address elements necessary to allow an exact match with the current Postal Service files.
- A complete address should contain:
 - o Street number (**3186** PILOT KNOB RD)
 - o Prefix direction (if necessary) (156 **E** 18TH ST)
 - o Street name (3334 **CEDAR** AVE)
 - o Street type (3334 CEDAR **AVE**)
 - o Suffix direction (if necessary) (1200 34TH ST **W**)
 - o Unit number (14955 GALAXIE AVE **STE 300**)
 - o City (**MINNEAPOLIS** MN 55406)
 - o State (MINNEAPOLIS **MN** 55406)
 - o Zipcode (MINNEAPOLIS MN **55406**)
- If the entire address is entered correctly according to these guidelines, MEDSS will be able to find and enter the correct county.
- If the correct zipcode is entered together with a correct street address, MEDSS will be able to find and enter the correct city.
- Punctuation should be omitted from address unless it is a significant part of the address or it is the *hyphen* in a 9 digit zipcode.
 - o Hyphens in the address range (i.e. part of box number) are significant and are not removed.
 - o Hyphens in the street or city name are not significant and may be replaced with a space.
 - o Remove any special characters (i.e. *, &, @) from address line.
 - o Do not use punctuation after abbreviation of street type or unit designator.
- When entering address information, try to have these components to have a success address match:
 - o Street number, name and street type.
 - o State and zipcode

Below breaks down the guidelines into the different address components:

City names

- City names should be spelled out in their entirety.
- MEDSS offers an auto-suggest list when entering in city names. Please use that spelling.
- Any city with abbreviation should have punctuation, i.e. St. Cloud not St Cloud.
- Do not spell out common abbreviations, i.e. use St. not Saint.
- Try to use correct city names for location, i.e. use Brooklyn Center not Minneapolis.
 - o If city is unknown or unsure, leave blank.
 - o If zipcode is correct and city is blank, the geocoder will find the correct city.

Street names

- Use correct spelling of street names and do not use abbreviations. The geocoder will not find address if the spelling is incorrect.
- Streets with numeric names should be entered as 1st ST rather than First ST.
 - o Only exception is when there are duplicate street names within a postal delivery area and the only distinguishing factor is that the one you entered is spelled out.
- When entering in street type, always use the abbreviation, i.e. ST, RD, LN, etc.
 - o See next section for a list of common street types.

Direction Designators

- For the location of a direction designation, place as Suffix after Street type.
 - o This is in order to standardize addresses for easier and efficient searching
 - o Exception is when address needs both prefix and suffix
 - o Use the correct abbreviation— N, S, E, W, NE, NW, SE, SW— and do not punctuate.

Unit Designators

- Secondary address unit designators are preferred to be at the end of the address line, after street type.
 - o If unit designator does not fit on the same line, place it in the second address field.
- Avoid using the pound sign (#) unless correct designation (i.e. apartment or suite) is unknown.
 - o Use the correct abbreviation (see next section for most common unit designators).

Post office box addresses

- Print Post Office Box addresses as: PO BOX NN
 - o PO BOX should replace street number and street name.
- If dual addresses are needed, place PO BOX on second address line.
- Zipcode should be the correct one for the PO BOX location

Rural route addresses

- Print rural route addresses as: RR N BOX NN.
 - o Example: RR 2 Box 152
- Do not use the words RURAL, NUMBER, NO., or the pound sign (#)
- Additional designations, such as street name or town, are not needed.

Abbreviations

Secondary Unit Designators

Apartment	APT
Building	BLDG
Department	DEPT
Floor	FL
Office	OFC
Room	RM
Suite	STE
Unit	UNIT

Common Street Suffix Abbreviations

Alley	ALY	Lane	LN
Avenue	AVE	Meadow	MDW
Boulevard	BLVD	Motorway	MTWY
Bridge	BRG	Mountain	MTN
Causeway	CSWY	Orchard	ORCH
Center	CTR	Parkway	PKWY
Circle	CIR	Passage	PSGE
Court	CT	Place	PL
Creek	CRK	Plaza	PLZ
Divide	DV	Ranch	RNCH
Drive	DR	Ridge	RDG
Estate	EST	Road	RD
Expressway	EXPY	Route	RTE
Ford	FRD	Shore	SHR
Forest	FRST	Skyway	SKWY
Freeway	FWY	Spring	SPG
Garden	GDN	Square	SQ
Grove	GRV	Street	ST
Highway	HWY	Terrace	TER
Hill	HL	Trafficway	TRFY
Hollow	HOLW	Tunnel	TUNL
Junction	JCT	Turnpike	TPKE
Lake	LK	View	VW