

Manage Address Verification

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pellings and formatting blunders can be corrected and geocoded instantly with our Address Verification services. Upon patient data entry, address verification services will review the address while matching it to the United States Postal Services (USPS) directory. Re-sending documents are not only an inconvenience but are costly as well. Since the address check is done in real-time, patient address issues are caught and can be corrected before the patient leaves the office. By catching these data errors, you are able to decrease losses, rejections, or denials due to fraud or simple spelling errors.

If you're the Auth Rep, follow the steps below to enable, configure, or disable Address Verification:

1. Select **Account Administration > Services**.
2. Click the **button** next to **Address Verification**.
3. The **Enable Address Verification** box allows you to **enable or disable this service**.
4. Set your **Address Verification Settings**:
 1. **Automatically scrub the following when changes are made**
 1. Check the box(es) next to the option(s) to indicate what address(es) you want to automatically verify.
 2. **Automatically scrub addresses when the above changes are made via Interface?**
 1. Select **Yes** if you want to automatically scrub addresses (based on your pre-selected option) when creating or editing a patient record from an ADT/DFT message received via the interface.
5. **Optional:** Select **Copy Configuration** to copy these settings to another customer account you manage.
 1. Check the box next to the customer account(s) to copy the settings to, then click **Copy**.
6. Click **Save**.
