

**OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT
CALIFORNIA EMERGENCY DEPARTMENT AND
AMBULATORY SURGERY DATA REPORTING MANUAL,
MEDICAL INFORMATION REPORTING FOR CALIFORNIA, THIRD EDITION**

ZIP CODE

Section 97255

The "ZIP Code," a unique code assigned to a specific geographic area by the U.S. Postal Service, for the patient's usual residence shall be reported for each record. If the patient has a 9-digit ZIP Code, only the first five digits shall be reported. Do not report the ZIP Code of the hospital, third party payer, or billing address if it is different from the usual residence of the patient. If the patient's ZIP Code is not recorded in the patient's medical record, the patient's ZIP Code shall be reported as "not in medical record," by reporting the unknown ZIP Code as "99999."

DISCUSSION

Specifications for reporting this data element with the Record Entry Form for online web entry of individual records or online data file transmission for encounters occurring on or after January 1, 2006:

ZIP CODE				
<i>99999 = Unknown</i>				

Reporting Requirements:

- The ZIP Code of the usual residence of the patient must be reported.
- Report an unknown residence, homeless, and other countries as 99999.
- If the patient reports a 9-digit zip code, only the first five digits should be reported
- Do not report the ZIP Code of the hospital, third party payer, or billing address if it is different from the usual residence of the patient.
- ZIP Codes may be verified by calling 1-800-ASK-USPS (1-800-275-8777)
- The web address for the United States Postal Service is www.USPS.com.