

**OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT
CALIFORNIA INPATIENT DATA REPORTING MANUAL,
MEDICAL INFORMATION REPORTING FOR CALIFORNIA, SIXTH EDITION**

ZIP CODE

Section 97219

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 patient discharge. Foreign residents shall be reported as “YYYYY” and unknown ZIP Codes shall be reported as “XXXXX.” If the city of residence is known, but not the street address, report the first three digits of the ZIP Code, and the last two digits as zeros. Hospitals shall distinguish the “homeless” (patients who lack a residence) from other patients lacking a numeric ZIP Code of residence by reporting the ZIP Code of homeless patients as “ZZZZZ.” If the patient has a 9-digit ZIP Code, only the first five digits shall be reported.

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 discharges occurring on or after January 1, 2006:

5. ZIP CODE					
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Reporting Requirements:

- The ZIP Code of the usual residence of the patient must be reported.
- Report visitors from a foreign country as YYYYYY.
- Report an unknown residence as XXXXX.
- Report homeless persons as ZZZZZ.
- If the city is known, but not the street, report the first three digits for the city and the last two digits as zero. Example: Sacramento, California, 95800.
- 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.