



Key Points

- Archangel uses an address autofill feature making it easier / faster to enter address information.
 - Additionally, this ensures more accurate addresses which is important for shipping products to valid addresses
- The autofill **does NOT handle apartment or unit numbers**. You need to add this number separately to the address line.
 - See the following slides for how to do this

Edit Patient

Basic info

First Name *

Bobby

Last Name *

Joe

Gender *

Male

DOB *

04 / 21 / 1987

Email *

bobbyjoe1@email.com

Supervisor *

Nancy Supervisor

Address & Phone

Street Address

City

State

Zip Code

Phone Number

Contacts

Contact Name

Contact Phone Number

Contact Email

Insurance

Name of Insurance

Insurance ID/Policy Number

Insurance Phone Number

Insurance Email

Prescribing Physician

First Name

Last Name

Physician Phone Number

Physician Email

Physician Fax Number

NPI #

Extended Care Team

[Add / View / Edit](#)

Medical Record

Medical Record

Put cursor here
and begin
typing street
number



Address & Phone

Street Address

412 Yampa

412 Yampa Street, Bakersfield, CA, USA

412 East Yampa Street, Colorado Springs, CO, USA

412 Yampa Avenue, Craig, CO, USA

412 Yampa Way, Fremont, CA, USA

Begin typing the address in the street address bar.

Based on what you type, address selections appear that fit what you type.

Continue typing until you see the address you are looking for.

Using your cursor, click to select the address you want

Address & Phone

Street Address

412 Yampa

412 Yampa Street, Bakersfield, CA, USA

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After selection, the entire address will be automatically filled (see below)

Address & Phone

Street Address

412 Yampa Street

City

Bakersfield

State

Zip Code

CA

93307

Phone Number

To add an apartment or unit # to the street address, place your cursor at the end of the address and type the apartment or unit number (The example below shows I've added Apt 10).

IMPORTANT: Next, click your curser outside the box, this will save the apartment number in the street address field.

Address & Phone #

Street Address

412 Yampa Street

City

Bakersfield

State

CA

Zip Code

93307

Phone Number

→

Street Address

412 Yampa Street Apt 10

You will see the address you selected earlier with the apartment number next to it. Next, click the purple “UPDATE” button to save the address and the apartment number to the database.

Address & Phone #

Street Address

City

State

Zip Code

Phone Number

