

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 Contacts **Prescribing Physician** First Name * Contact Name First Name Bobby Last Name * Contact Phone Number Last Name Joe DOB* Contact Email Gender* Physician Phone Number **∨** 04 /21 /1987 Male Email* Physician Email bobbyjoe1@email.com Supervisor* Physician Fax Number Address & Phone # Insurance NPI# Street Address Name of Insurance **Extended Care Team** Insurance ID/Policy Number City Add / View / Edit **Medical Record** Insurance Phone Number Zip Code State Medical Record Insurance Email Phone Number

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

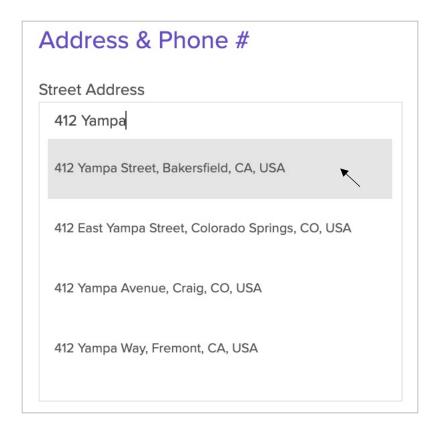
412 Yampa Way, Fremont, CA, USA

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



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

412 Yampa Street		
City		
Bakersfield		
State	Zip Code	
CA	93307	

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.



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 412 Yampa Street Apt 10 City Bakersfield State Zip Code CA 93307 **Phone Number** Update Cancel