

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT  
CALIFORNIA EMERGENCY DEPARTMENT AND  
AMBULATORY SURGERY PATIENT DATA REPORTING MANUAL, FIFTH 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.*

*For encounters occurring on or after January 1, 2019:*

- (1) 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.*
- (2) Unknown ZIP codes shall be reported as "XXXXX."*
- (3) ZIP codes for persons who do not reside in the U.S. shall be reported as "YYYYY."*
- (4) ZIP codes for persons who are "homeless" (patients who at start of care lack a residence) shall be reported as "ZZZZZ."*

DISCUSSION

<b>ZIP CODE</b>				
<i>XXXXX=Unknown</i>		<i>ZZZZZ=Homeless</i>		
<i>YYYYY=Persons who do not reside in the U.S.</i>				

Reporting Requirements:

- 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.
- The ZIP code of the usual residence of the patient must be reported.

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- Do not report the ZIP code of the hospital, ambulatory surgery clinic, or third party payer. Do not report the ZIP Code of the patient's billing address if it is different from the usual residence of the patient.
- If the patient reports a 9-digit ZIP code, only the first five digits should be reported.
- 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](http://www.USPS.com).