

Address Input and Display

Quick Implementation Guide

Edition 1
22nd April 2010

Version History **to be deleted before publishing Edition 2**

0.0.0.1	07-Mar-2010	Changed illustration for ADR-0052
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This document was prepared for NHS Connecting for Health which ceased to exist on 31 March 2013. It may contain references to organisations, projects and other initiatives which also no longer exist. If you have any questions relating to any such references, or to any other aspect of the content, please contact cuistakeholder.mailbox@hscic.gov.uk

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Introduction

Record and display postal addresses in clinical applications accurately and consistently in order to support:

- Patient identification
- Service delivery (such as sending appointment letters)
- Data interoperability

Important

Although it contains all of the guidance points, this document omits supporting information and is therefore not intended as a substitute for the full NHS CUI document *Address Input and Display*¹. Refer to that document for the definitive statement of the design guidance in this area.

The visual representations used to display the guidance are illustrative only. Stylistic choices (for example, display font used), unless otherwise specified, are not part of the guidance and are therefore not mandatory requirements.

¹ Address Input and Display – User Interface Design Guidance (v3.0.0.0)

Address Display

There are two forms of address display supported by this guidance that apply to both UK and non-UK addresses:

18 Orchard Cottage
King's Road
Ipswich
Northshire
NS33 8KR

In-form or vertically aligned address

18 Orchard Cottage, King's Road, Ipswich, Northshire, NS33 8KR

In-line or horizontally aligned address

Address Display

18 Orchard Cottage, King's Road, Ipswich, Northshire, NS33 8KR

ADR-0001

When displaying an address horizontally, only use a single comma and a single space, in that order, to delimit the different fields
Mandatory

18 Orchard Cottage
King's Road
Ipswich
Northshire
NS33 8KR

ADR-0002

When displaying an address vertically, do not use a comma at the end of a line
Recommended

ADR-0003

When displaying an address vertically, left-align the text for ease of reading
Recommended

18 Orchard Cottage, King's Road...

ADR-0004

When truncating an address, add an ellipsis to indicate that the address is not displayed in full and, where appropriate, provide a means for the user to access the full address
Recommended

18 Orchard Cottage,
King's Road, Ipswich,
Northshire, NS33 8KR

ADR-0005

Do not split an address element when wrapping an address across multiple lines
Recommended

Wrapping of the address has caused 'King's Road' to be displayed on a new line. It has wrapped without splitting the two words

Address Display

18 Orchard Cottage
Ipswich
Northshire
NS33 8KR

The name of the road is missing

ADR-0006

Where part of an address is not available, do not display an empty string in its place

Recommended

NS33 8KR

↑
space

ADR-0007

Display the postcode in all caps with a space between the first part (the outcode) and the second part (the incode)

Mandatory

Address

18 Orchard Cottage
Ipswich
Northshire
NS33 8KR

ADR-0008

Do not display labels for individual address elements

Recommended

UK Address Input

The minimum number of data elements required for input of a UK address can vary. Many addresses will only require three elements:

- House number and street
- Town or city
- Postcode

However, addresses outside of London will require a 'County' and all addresses might need the name of a locality or suburb. During design, reference should be made to the *NHS Data Model and Dictionary*¹ and the *NHS Connecting for Health Personal Demographics Service (PDS)*² to ensure that content and field lengths comply with the requisite standards.

Where possible, designers of NHS clinical applications should consider validation of the address at time of input in line with PDS entry order.

¹ NHS Data Model and Dictionary
<http://www.datadictionary.nhs.uk/index.asp>

² The Personal Demographics Service
<http://www.connectingforhealth.nhs.uk/systemsandservices/demographics/pds/>

UK Address Input

Three boxes for input of all details up to and including the street name

One box for input of the town or city

One box for the input of the county

One box for the input of the postcode

Line 1

Line 2

Line 3

Town / City

County

Postcode

ADR-00011

Provide these input boxes, in the stated order, for UK address input

Recommended

Line 1

Line 2

Line 3

Town / City

County

Postcode

ADR-0013

Provide a means to find a postcode, to enhance data quality

Recommended

ADR-0012

Where text input boxes are used, they must be labelled as illustrated

Mandatory


Note This guidance applies to the text of the labels, not the formatting

ADR-0014

Display a means to find a postcode only if such a service is supported, positioning it after the postcode input box and labelling it 'Find Postcode'

Recommended


UK Address Input

Postcode

8 characters

ADR-0015

Set the length of the postcode input box to 8 characters


Mandatory

County

18 characters

ADR-0016

Set the length of the 'County' input box to 18 characters

Recommended

Line 1
Line 2


ADR-0017

Set the height of each text input box to the largest character height in the currently active display font, taking the user's settings into account

Recommended

UK Address Input

Diagram illustrating the layout of UK address input fields. The fields are arranged vertically, with labels on the left and input boxes on the right. The labels are: Line 1, Line 2, Line 3, Town / City, County, Postcode, and a 'Find Postcode' button. A blue arrow points to the input boxes with the text 'Left align input fields'. Another blue arrow points to the labels with the text 'Right align labels'.

ADR-0018

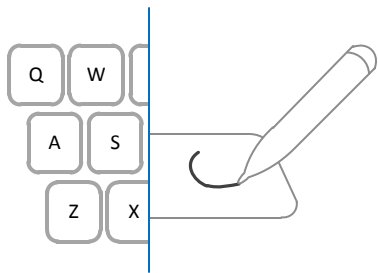
Display the text input boxes vertically with left alignment

Recommended

ADR-0019

Display the labels immediately to the left of their corresponding text input box, mutually right-aligning the labels

Recommended



ADR-0020

Permit address input via all the mechanisms supported on a platform such as, but not limited to, typing on a keyboard, copy and paste, and handwriting with a stylus

Recommended

UK Address Input

Aa	Uppercase and lowercase letters
0-9	Numbers 0 to 9
.	The full stop
/	Forward slash
,	Comma
:	Colon
'	Apostrophe
	Space
-	Hyphen

ADR-0021

Permit the illustrated
characters in an address

Recommended

UK Address Input

Though the guidance does not define it, the input control should provide instructional text to guide input. This could be by using hints (text outside the text input box), prompts (watermarks inside the text input box), or tool tips.

Town / City e.g. Ipswich

County e.g. Northshire

Instructional text outside of the text input box

Town / City

County

Instructional text inside the text input box

Line 1

Line 2

Enter the first line of the address

Instructional text in a tool tip

UK Address Finder

A UK address finder should only be provided if the clinical application supports a postcode-based address lookup service. Typically, all the matching addresses found in the database are displayed in an address picker. The user then selects one of these addresses and it is stored as if the user had input the whole address.

Thought the guidance does not define it, the finder control may provide additional text by using hints, prompts or tool tips.

House / Building Number

House / Building Name

Postcode

UK Address Finder

1 box	For input of house or building number
1 box	For input of house or building name
1 box	For input of the postcode

ADR-0031

Provide these text input boxes, in the stated order, for input of a UK address

Recommended

House / Building Number

House / Building Name

Postcode

ADR-0032

Where text input boxes are used, they must be labelled as illustrated

Mandatory

UK Address Finder

House / Building Number

House / Building Name

Postcode

ADR-0033

Display a means to find an address only if such a service is supported, positioning it after the postcode input box and labelling it 'Find Address'

Recommended

Postcode

8 characters

ADR-0034

Set the length of the postcode input box to 8 characters

Mandatory

House / Building Number 

ADR-0035

Set the height of each text input box to the largest character height in the currently active display font, taking the user's settings into account

Recommended

UK Address Finder

ADR-0036

Display the text input boxes vertically with left alignment

Recommended

Diagram illustrating the recommended layout for text input boxes. Labels are right-aligned, and input fields are left-aligned.

Labels: House / Building Number, House / Building Name, Postcode

Input fields: [Text input box], [Text input box], [Text input box]

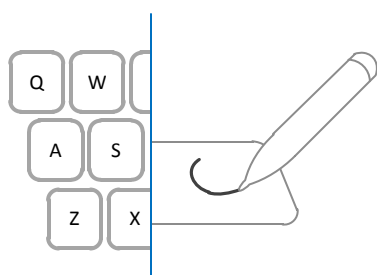
Buttons: Find Address

Annotations: Left align input fields, Right align labels

ADR-0037

Display the labels immediately to the left of their corresponding text input box, mutually right-aligning the labels

Recommended



ADR-0038

Permit address input via all the mechanisms supported on a platform such as, but not limited to, typing on a keyboard, copy and paste, and handwriting with a stylus

Recommended

Non-UK Address Input

Non-UK address input may be required for an expatriate living abroad, a patient living abroad temporarily, or a patient providing the address of their next of kin.

1 editable combo box	For country selection
4 boxes	For all details up to and including the street name
1 box	For input of the town or city
1 box	For input of the postal code

ADR-0050

Provide the illustrated boxes, in the stated order, for input of a non-UK address

Recommended

Country

Line 1

Line 2

Line 3

Line 4

Town / City

Postal Code

Find Postcode

ADR-0051

Where used, the boxes must be labelled as illustrated

Mandatory

Note This guidance applies to the text of the labels, not the formatting

Non-UK Address Input

Country

Line 1

ADR-0052

Set the height of each text input box to the largest character height in the currently active display font, taking the user's settings into account

Recommended

← Left align input fields

Country

Line 1

Line 2

Line 3

Line 4

Town / City

Postal Code

Right align labels →

ADR-0053

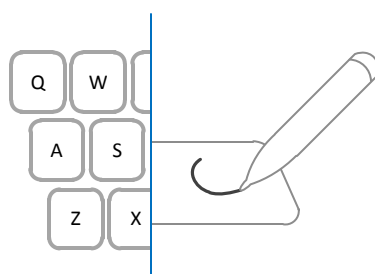
Display the input boxes vertically with left alignment

Recommended

ADR-0054

Display the labels immediately to the left of their corresponding text input box, mutually right-aligning the labels

Recommended



ADR-0055

Permit address input via all the mechanisms supported on a platform such as, but not limited to, typing on a keyboard, copy and paste, and handwriting with a stylus

Recommended

Non-UK Address Input

Country

ADR-0056

Use an editable drop-down
combo box for country names

Recommended

Country

- Afghanistan
- Aland Islands
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua and Barbuda

ADR-0057

Use the list of country names
in *ISO 3166-1*¹ for the country
selector drop-down combo
box

Mandatory

ADR-0058

Display the country names in
alphabetic order

Recommended

ADR-0059

Display the country names
with left alignment

Recommended

¹ ISO 3166-1: 2006 Codes for the representation of names of countries and their subdivisions

Part 1: Country codes http://www.iso.org/iso/country_codes/iso_3166_code_lists/english_country_names_and_code_elements.htm

and http://www.iso.org/iso/iso_catalogue/catalogue_tc/catalogue_detail.htm?csnumber=2130