

INTERPRETERS BACK UP DOCUMENTATION

Maintain backup documentation for any claim of 2 hours (8 units) or more; attached to the DSHS/ODHH-Request For Sign Language Interpreter. The backup documentation must include a breakdown of how the interpreter's time was spent during the encounter. See example below. Additionally, any appointment that runs over 15 minutes past the anticipated end time must also indicate reason for overage along with initials of Requester.

EXAMPLE:

4:30-4:45	Waiting Room
4:45-6:00	Exam by Tech/ Resident, and attending by Assistant.
6:00-6:30	Medical Procedure
6:30-6:50	In Recovery Room
6:50-7:15	Exam and consult by Attending Physician

Total = 11 unit

Facility Name / Address:

Authorization Number	Date
Patient's Name	Procedure

Provider's Name	Provider's Signature	Interpreter's Name	Interpreter's Signature
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