



People for People (Yakima, Benton, Franklin, Walla Wall, Columbia and Kittitas Counties)

❖ Vouchers (Encounter Forms):

All appointments must be submitted on People for People forms. All forms must be filled out completely. If not, the form will be returned to the interpreter for completion. No whiteout is to be used on these forms. If an error in writing is made simply cross the error out with a single line, initial it and write the correct information next to it. Forms can be found on our website www.langex.com. This form is labeled *People for People Encounter Form*. Or it's available on the People for People website www.pfp.org.

❖ Mileage:

Mileage can be reimbursed if the distance traveled is at least 10.1 miles in one direction. Mileage is reimbursed at the current state rate. A map verifying the mileage **MUST** be submitted with **EACH** appointment voucher. Mileage from home to appointment "A" is claimed on appointment "A". Mileage from appointment "A" to appointment "B" is claimed on appointment "B", not appointment "A". Final destination mileage can only be claimed if the final destination is home.

Beginning July 1, 2008, you must let us know when accepting the assignment if you will be claiming mileage.

❖ Parking Fee:

Parking fees will be reimbursed when the amount is equal to or above minimum reimbursed amount for mileage, or when the combination of mileage and the parking fee is equal to above the minimum reimbursed amount for mileage.

Examples:

10.1 miles (minimum miles to get reimbursed for) x State Mileage Rate = \$minimum reimbursed amount.

11 miles x \$0.585 = \$6.44

Any parking fee over that amount will be reimbursed. If the parking fee is less than that amount, it can be reimbursed if the amount plus any amount of mileage driven is equal to or above that amount.

\$4.00 parking fee + \$2.93 (5 miles x .485) = \$6.93

This amount is over the minimum amount.

❖ Back-up Documentation:



Back-up documentation must be done for all **medical** appointments that go over 1 hour and 45 minutes. You're time spent at the appointment needs to be broken down into 15 minute increments. The form must also be signed by the interpreter and initialed by the requester. An example of this is given on the top of the form.

Medical Block of Time (MBOT) back-up documentation forms must be used every time MBOT is done. These forms can be found on our website www.langex.com. They're labeled *Over 1.75 Hour Backup Documentation for MAA and People for People MBOT Backup Documentation*

❖ **No-Shows:**

Patient and/or provider no shows will be paid for 1/2 hour plus any claimable mileage, unless the appointment is scheduled for 15 minutes or less. In that case, patient and/or provider no shows will be paid for 1/4 hour plus any claimable mileage.

❖ **Late Cancellations:**

An appointment is considered a late cancellation if it is cancelled on the same day of the appointment. A signature on the voucher by the requester is required. Late cancellations will be paid for 1/2 hour plus any claimable mileage.

❖ **Medical Blocks of Time:**

Medical Blocks of Time are paid at \$2.50 less per hour.

❖ **Minimum Time Billed:**

An appointment is billed for a minimum of 1 hour even if the appointment only lasts 10 minutes. If the appointment goes over 1 hour it's than billed in 15 minute increments. If an appointment goes 1 hour and 3 minutes it's billed for 1 hour and 15 minutes. The only time there is not a 1 hour minimum for appointments that are completed is when the appointments are considered to be consecutive.

❖ **Consecutive Appointments:**

Consecutive appointments are appointments that take place at the same location that end and start within 30 minutes of each other. In this case there is no hour minimum per appointment. The way these types of appointments are billed for is in 15 minute increments.

Example:

Appointment "A" 9:00-9:30, 30 minutes

Appointment "B" 9:30 -10:15, 45 minutes

Appointment "C" 10:30-11:30, 1 hour



Translation and Interpreting Services

PFP Appointments

Appointment "D" 12:00-12:15, 15 minutes

These appointments would be billed for a combined total of 2 hours and 30 minutes.