

Guidelines for the *Labor and Industries* Interpretive Service Appointment Record:

- No white out.
- Please use black or blue ink only. Other colors do not copy well.
- Make sure clients full name and claim number are filled in the box at the top of the form.
- The interpreter's provider number is your individual provider number under our company. If you are not sure what this number is, please ask.
- If you would like to be reimbursed for mileage, please fill out the addresses completely.
- If this is a group service, you must have a form for each member of the group that you interpreted for. Do NOT fill out one form for more than one client.
- The bottom section is to be filled out by the provider only, NOT the interpreter.
- Please bill your time in minutes. Payment will be made by the minute.
- In the event of a no show, no interpreting time can be paid. However mileage is paid.