

BACK UP DOCUMENTATION

Maintain backup documentation for any claim of 2 hours (8 units) or more; attached to the DSHS 17-123. 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:

2) Backup Documentation

4:30-4:45	Waiting Room(Appointment scheduled for 4:30)
4:45-6:00	Exam by Tech, Resident (Wright), and Attending (Larsen)
6:00-6:30	Medical Procedure
6:30-6:50	Exam by Resident
6:50-7:15	Exam and consult by Attending Physician
Total = 11 units	

OVERAGE EXPLANATION

TIME:

ACTIVITY:

Interpreter Signature: _____

Requester Initials: _____ **Date:** _____