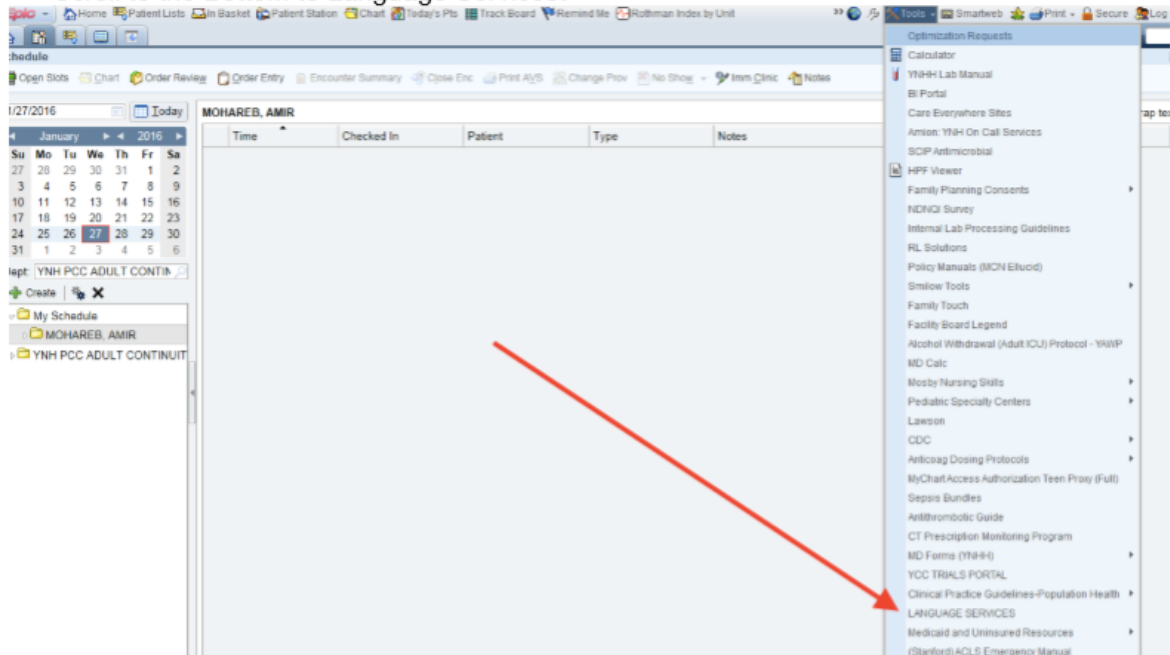


II. Ordering In-Person Interpreters for your Patient

If you are interested in helping your patient have an in-person interpreter in one of their clinic appointments, you can submit a request for this through EPIC.

- Go to Tools on the top right corner of the EPIC screen.
- Scroll to the Bottom to Language Services:



- Then log in to the next screen using your EPIC ID and password.
- Then Click '+New Request' on the top LEFT.
- Fill in all the information about your patient's visit in the next screen: name, MRN; appointment date, time, and address/ location. The phone number they ask for should be for someone to direct the interpreter to the patient's room if they cannot find where they are (this can be the front desk number or your number if you will be at the appointment).
- IF YOU HAVE ANY QUESTIONS about the patient's appointment, please contact one of the coordinators before filling out this request.