



Interpreter Request Form

Please complete all applicable encounter information and fax the form to **360-566-0453**. Interpreter availability will be confirmed within 24 hours of receipt. For customer service, call 360-566-0492.

1. Requestor Information

Fill in your contact information in this section. Our staff will use this information to contact you to confirm interpreter availability.

Your Name (First and Last):		Fax Number:	
Direct Telephone Number:		E-Mail Address:	
Preferred Confirmation Method:	<input type="checkbox"/> Fax <input type="checkbox"/> E-Mail <input type="checkbox"/> Phone Other:		

2. Encounter Information

Fill in the information for where and when the encounter will take place. Use the "Special Instructions" field to specify any encounter-specific requests.

Place of Service:		Department:	
Address:		Provider Name:	
City:		State:	ZIP Code:
Date of Encounter:		Start Time:	End Time:
Special Instructions:			

3. Client Information

Fill in the client's information. Client is defined as the individual end user requiring interpretation services at the encounter. The client typically has limited English proficiency or is deaf or hard of hearing. You may exclude any client information that is confidential or not required for billing purposes.

Client's Name (First and Last):		Language:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	DOB:	Insurance:	
Telephone Number:		Preferred Interpreter:	

4. Requestor Certification

I am an authorized requestor for the place of service listed above and hereby authorize Northwest Interpreters, Inc., d/b/a NWI Global, (NWI) to provide interpreter referral services in accordance with the previously agreed upon fee schedules, terms and conditions.

Requestor's Signature:		Date Signed:	
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5. Interpreter Confirmation

This section is for NWI use only.

Job Number:		Assigned Interpreter:		Confirmed by:	
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