

Linguava Interpreter Request Form



- Current Linguava Clients: Please fax this form to 503-954-1038 at least two working days before the appointment to schedule interpreter services.
- For urgent requests (less than 48 hours notice), call Scheduling at 503-265-8515 Option 1, and Option 1 again, or 800-716-1777.
- If you must cancel the interpreter, call 503-265-8515 Option 1, and Option 1 again at least 24 hours in advance.
- **Not a current Linguava Client? Call 503-265-8515 ext. 1005.**

Language needed: _____ **Date of request:** _____

Customer ID/Cost code: _____ **Department:** _____

Member Information

Last Name: _____ First Name: _____ MI: _____

DOB: _____ Phone#: _____ Date of Appointment: _____

Time: _____ How long?: _____ Insurance#: _____

Insurance Company: _____

Provider Information

Provider name: _____

Provider address: _____

Choose one: PCP Specialist Lab Other _____

Provider phone: _____ Type of visit: _____

Preferred gender of interpreter: Female Male No preference

Requested by: _____ Phone#: _____

Do you want confirmation that Linguava received this fax? Yes No

Do you want email or fax confirmation of interpreter's name? Yes No

Email: _____ Fax#: _____

INTERNAL OFFICE USE

Linguava Staff name: _____ Extension: _____

Interpreter Company: _____

Phone#: _____ Fax#: _____

Confirmed by and date: _____

Name of Interpreter: _____

Additional info or comments: _____