



## Interpreter Services Procedure: Languages & Other

- **Languages Service:** (Lingüística International)
  - Call 866-908-5744. Account #: 11031
  - This information can also be found on the STARS Dashboard
- **ADA requests: Deaf/ Hearing Impaired Interpreting Service (ASLID)**
  - Plan as far in advance as possible to arrange for an interpreter (Recommendation of at least 2 weeks' notice)
    1. Go to: <http://www.aslid.com/request-interpreter/>
    2. Fill out the customer service form to schedule an interpreter:

### REQUEST AN INTERPRETER – CONTACT INFORMATION

- Enter **Company Name**
- Enter **your** name and email
- Your clinic **phone number**
- Your **email**
- Name of the client (deaf or hard of hearing)
  - Name and address of the clinic
  - Date/time of appointment

### SCHEDULING INFO

- Date of the assignment
- Start Time
- Estimated length of assignment

### LOCATION (Name & address of the clinic)

- Address
- Room/Suite#
- City
- State
- Zip

### BILLING ADDRESS (ITCA main address/ Account)

- Address
- Room/Suite#
- City
- State
- Zip



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### ADDITIONAL INFO

- Name of the Appointment
- Message



**SUBMIT**

3. Someone from ASLID will contact you **via email** for confirmation (within 24-48 hours)
4. For further questions call the ITCA WIC main office at (602) 258 4822