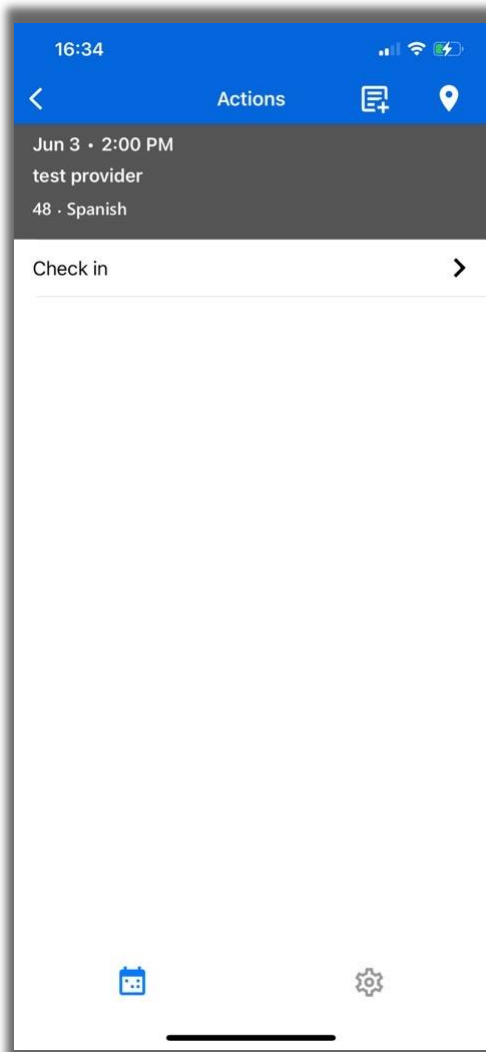


To check in an Interpreter for In-Person Appointment, please follow these step-by-step instructions:

Billing for the appointment starts as soon as the Interpreter has been checked in by any authorized person from the Provider's Office. Please do not check the Interpreter in until their services are ready to begin. Keep in mind that the Interpreter cannot be checked in earlier than 15 minutes before the scheduled appointment time.

1. Once the Interpreter is ready to be checked in, the Interpreter will click "Check In" on the appointment using the On the On The Spot! App



2. Any authorized person from the Provider's Office must check the Interpreter in. Enter the authorized persons' name into the app.

17:03

Check in

Jun 3 · 4:50 PM  
test provider  
56 · Spanish

**AUTHORIZED BY**

**FIRST NAME**



**LAST NAME**

**PROVIDER COMMENTS**

This area is reserved for use by the authorizing individual only. Please provide comments or feedback regarding the interpreting service.

**INTERPRETER COMMENTS**

This area is reserved for interpreter use only. Please provide comments or feedback regarding this interpretation.

3. Scroll down and click on “Signature” at the bottom of screen

17:04

Check in

Jun 3 · 4:50 PM  
test provider  
56 · Spanish

FIRST NAME  
Jon

LAST NAME  
Doe

PROVIDER COMMENTS  
N/A

INTERPRETER COMMENTS  
This area is reserved for interpreter use only. Please provide comments or feedback regarding this interpretation.

SIGNATURE

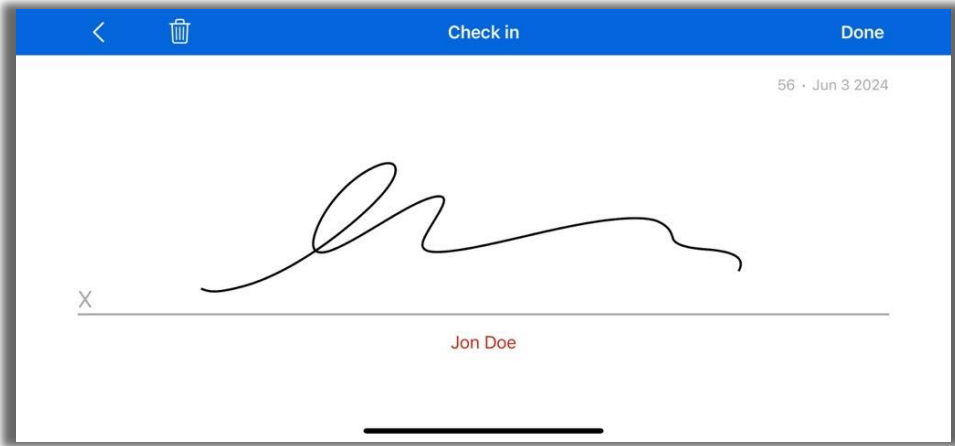
- The authorized person must sign on the application and click “Done” to start the encounter. Services start once the Interpreter is completely checked in. If the appointment is ready to begin, sign on the application.

Check in Done

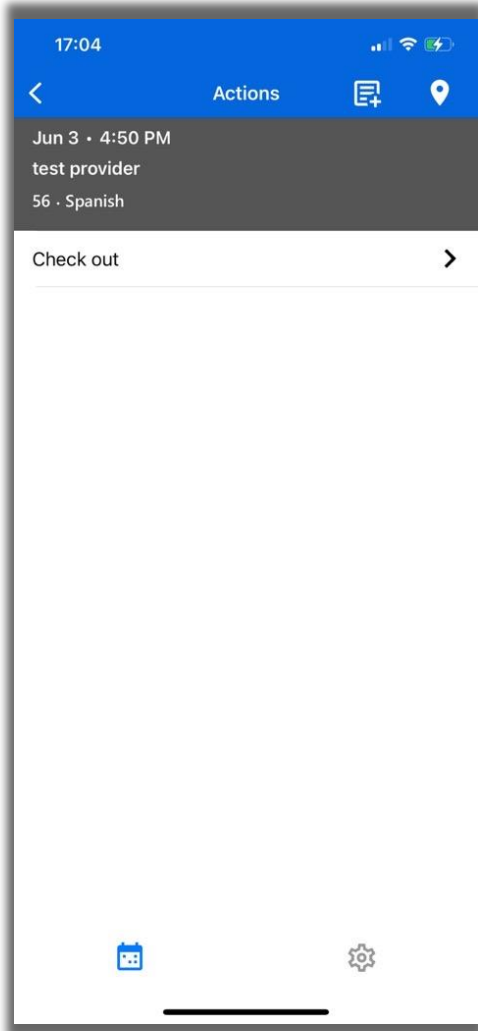
56 · Jun 3 2024

X

Jon Doe



5. Once the In-Person Encounter has finished, the Interpreter will click on “Check out” on the application. Services end once the Interpreter clicks on “Check out”.



- The authorized person must confirm Check Out. Enter the name of the authorized person. Sign again on the application to confirm check out and click “Done”.

17:05

Check out

Jun 3 • 4:50 PM  
test provider  
56 • Spanish

**FIRST NAME**  
Jon

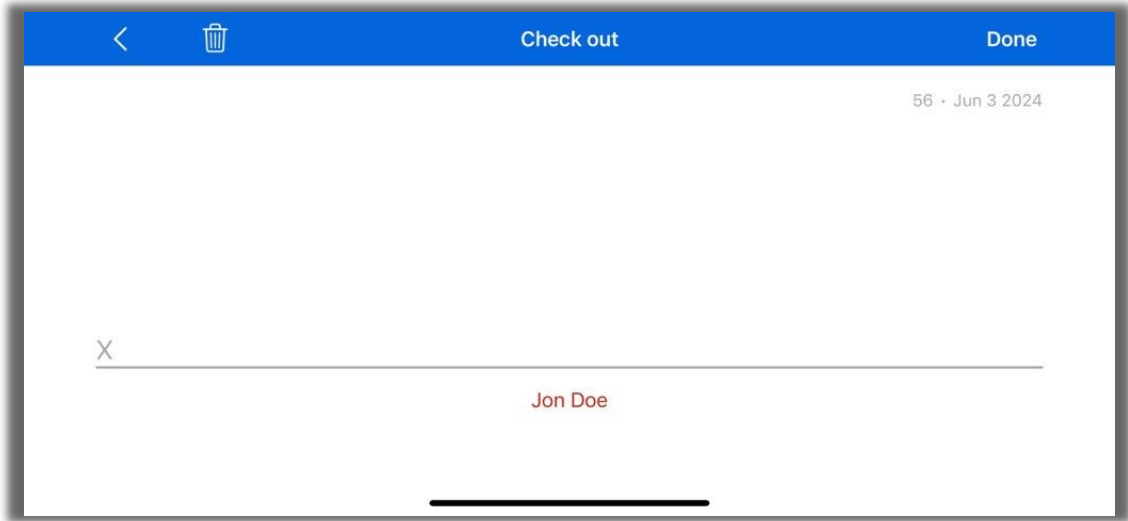
**LAST NAME**  
Doe

**PROVIDER COMMENTS**  
This area is reserved for use by the authorizing individual only. Please provide comments or feedback regarding the interpreting service.

**INTERPRETER COMMENTS**  
This area is reserved for interpreter use only. Please provide comments or feedback regarding this interpretation.

**SIGNATURE**

Calendar icon



7. Complete! You have completed an In-Person Encounter.