

To schedule an appointment using the Schedule Interpreter, please follow these step-by-step instructions:

1. **Access the Scheduling Screen:** Navigate to the Schedule Interpreter icon, second from the top left, and click it to open the scheduling screen.

The screenshot displays the 'SCHEDULE' interface. At the top, there are navigation tabs: 'SCHEDULE' (highlighted in yellow), 'ACCOUNTING', 'TOOLS AND SETTINGS', and 'LOG OUT'. Below these are icons for 'Today', 'Schedule interpreter' (highlighted in yellow), 'Find assignment', 'Journal report', 'Incident report', 'siConnector schedule', 'Glance', 'Time off', and 'Vendor directory'. A 'Scheduling tools' section is also visible.

On the left, there are two calendar views for June and July 2024. The June calendar shows the 4th as selected. Below the calendars are 'Total assignments: 7' and 'Total assignments: 0' indicators, along with 'Month' and 'Year' dropdowns and a 'SHOW CALENDAR' button.

The main area is titled 'SCHEDULE INTERPRETER - TEST PROVIDER :: TEST SUB-ACCOUNT :: PROVIDER PROVIDER'. It features three tabs: 'REQUEST DETAILS' (active), 'LOOKUP', and 'MY SETTINGS'. The form includes the following fields:

- REQUESTER:** A dropdown menu showing 'Provider Provider :: Manager' with a help icon.
- ADD REQUESTER:** A button with a help icon.
- BILL THIRD PARTY:** A checked checkbox with a help icon.
- BILL TO ACCOUNT:** A dropdown menu showing 'Test Insurance :: 2' with a help icon.
- BILL TO PERSON:** A dropdown menu showing 'Payable, Accounts' with a help icon.
- RENDERING PROVIDER ID:** An empty text input field with a help icon.
- RENDERING PROVIDER:** Three input fields for 'SALUTATION', 'FIRST NAME', and 'LAST NAME', each with a help icon.
- TYPE OF SERVICE:** Radio buttons for 'IPI', 'VRI', and 'OPI', with a help icon.
- ASSIGNMENT DATE:** Dropdowns for 'Jun', '4', and '2024', a calendar icon, and a help icon. A tooltip box contains the text: 'For same day request you may consider to change it to Rush or Emergency under ADDITIONAL INFORMATION settings below.'
- START TIME:** Two dropdowns for 'HOUR' and 'MINUTES', radio buttons for 'AM' and 'PM', and a help icon.
- ESTIMATED LENGTH:** Two dropdowns for 'HOUR' and 'MINUTES'.
- LANGUAGES:** Two dropdowns for 'SOURCE' (showing 'English') and 'TARGET', with a help icon.
- PREFERRED INTERPRETER REASON:** A dropdown menu with a help icon.

2. Choose the Requester Account: From the drop-down menu choose your provider account.

**SCHEDULE** ACCOUNTING TOOLS AND SETTINGS α LOG OUT

Today Schedule interpreter Find assignment Journal report Incident report siConnector schedule Glance Time off Vendor directory

Scheduling tools

< June 2024 >

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Total assignments: 7

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Total assignments: 0

Month Year  
January

SHOW CALENDAR

### SCHEDULE INTERPRETER - TEST PROVIDER :: TEST SUB-ACCOUNT :: PROVIDER PROVIDER

REQUEST DETAILS LOOKUP MY SETTINGS

\* REQUESTER **Provider Provider :: Manager** ?

ADD REQUESTER ?

BILL THIRD PARTY  ?

\* BILL TO ACCOUNT Test Insurance :: 2 ?

BILL TO PERSON Payable, Accounts ?

\* RENDERING PROVIDER ID ?

RENDERING PROVIDER  ?  
SALUTATION FIRST NAME LAST NAME

\* TYPE OF SERVICE  IPI  VRI  OPI ?

\* ASSIGNMENT DATE Jun 4 2024 ?

For same day request you may consider to change it to Rush or Emergency under ADDITIONAL INFORMATION settings below.

\* START TIME   AM  PM ?  
HOUR MINUTES

\* ESTIMATED LENGTH   ?  
HOUR MINUTES

\* LANGUAGES English  ?  
SOURCE TARGET

PREFERRED INTERPRETER REASON  ?

3. **Third Party Billing:** Check the box provided for third party billing, this is now Required. A dropdown box will appear to add a billing account. The second dropdown box will allow you to specify a person.

SCHEDULE INTERPRETER - TEST PROVIDER :: PROVIDER PROVIDER

REQUEST DETAILS   ACCOUNT NOTES   LOOKUP   MY SETTINGS

\*   REQUESTER   Provider Provider :: Manager   ?

ADD REQUESTER   ?

\*   BILL THIRD PARTY      ?

\*   BILL TO ACCOUNT   State of Washington (LNI) :: 5434   ?

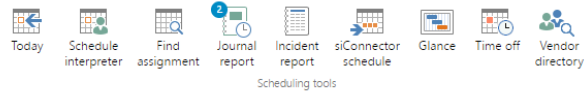
BILL TO PERSON   Payable, Accounts   ?

\*   RENDERING PROVIDER ID   ?

RENDERING PROVIDER   ?

SALUTATION   FIRST NAME   LAST NAME

4. **Enter Rendering Provider ID, Name and Service Type:** Input the provider's ID, name and select the type of service (Over the phone, Video or In Person). The default is In-Person, but you can change it to VRI or OPI if needed.



< May 2024 >

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Total assignments: 17

June 2024

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Total assignments: 0

Month Year

January

SHOW CALENDAR

### SCHEDULE INTERPRETER - TEST PROVIDER :: PROVIDER PROVIDER

REQUEST DETAILS ACCOUNT NOTES LOOKUP MY SETTINGS

\* REQUESTER  ?

ADD REQUESTER ?

BILL THIRD PARTY  ?

\* RENDERING PROVIDER ID  ?

RENDERING PROVIDER  ?

SALUTATION FIRST NAME LAST NAME

\* TYPE OF SERVICE  JPI  VRI  DPI ?

\* ASSIGNMENT DATE Jun 4 2024 ?

For same day request you may consider to change it to Rush or Emergency under ADDITIONAL INFORMATION settings below.

\* START TIME    AM  PM ?

\* ESTIMATED LENGTH

\* LANGUAGES English SOURCE  ?

PREFERRED INTERPRETER REASON  ?

USE TAGS AS QUALIFIERS  ?

- Set Date and Time and Estimated Length of appointment:** The assignment date defaults to today, but you can select a different date using the dropdowns on the calendar. For the start time, use the dropdowns to specify the time, ensuring to indicate AM or PM. At the estimated length enter the expected duration of the appointment.

The screenshot displays the 'SCHEDULE INTERPRETER - TEST PROVIDER' interface. At the top, there are navigation tabs: SCHEDULE, ACCOUNTING, TOOLS AND SETTINGS, and LOG OUT. Below these are icons for various tools: Today, Schedule interpreter, Find assignment, Journal report, Incident report, siConnector schedule, Glance, Time off, and Vendor directory. A calendar for May 2024 is shown on the left, with the 25th selected. Below the calendar, it indicates 'Total assignments: 17'. To the right, the main form is titled 'SCHEDULE INTERPRETER - TEST PROVIDER :: PROVIDER PROVIDER' and has tabs for REQUEST DETAILS, ACCOUNT NOTES, LOOKUP, and MY SETTINGS. The form includes fields for:
 

- REQUESTER: Provider Provider :: Manager
- BILL THIRD PARTY:
- RENDERING PROVIDER ID:
- RENDERING PROVIDER: SALUTATION, FIRST NAME, LAST NAME
- TYPE OF SERVICE: IPI (selected), VRI, OPI
- ASSIGNMENT DATE: Jun 4, 2024
- START TIME: Hour and Minute dropdowns, AM/PM radio buttons
- ESTIMATED LENGTH: Hour and Minute dropdowns
- LANGUAGES: SOURCE (English), TARGET
- PREFERRED INTERPRETER REASON:
- USE TAGS AS QUALIFIERS:

 A tooltip is visible for the ASSIGNMENT DATE field, stating: 'For same day request you may consider to change it to Rush or Emergency under ADDITIONAL INFORMATION settings below.'

- Language Selection, Tags and Preferred Interpreter:** The source language is predetermined, but you can select the required target language from a drop-down list of options.

**Preferred Interpreter Reason** can be chosen from the dropdown menu. The **Preferred Interpreter Name** should be entered in the box provided. Additionally, the "USE TAGS AS QUALIFIERS" box Must

be Check and a Tag selected so that the opportunity to accept the encounter does not get transmitted to all the qualified Interpreters, but the preferred Interpreter can be scheduled by the WordBridge Staff.

***Preferred Interpreter should be used only when warranted, and within Washington LNI Guidelines.***

Then choose the **VISIT TYPE** from the drop-down menu.

The screenshot displays the 'SCHEDULE' interface with the following elements:

- Navigation:** SCHEDULE, ACCOUNTING, TOOLS AND SETTINGS, α, LOG OUT
- Tools:** Today, Schedule interpreter, Find assignment, Journal report, Incident report, siConnector schedule, Glance, Time off, Vendor directory
- Calendar:** June 2024 and July 2024 views with assignment counts (e.g., 3291 for June, 1722 for July).
- Filters:** Ready to assign: 170, Open: 1704, No response: 1321, No broadcast: 213.
- Form Fields:**
  - ESTIMATED LENGTH: 3 hours, 00 minutes
  - LANGUAGES: English (SOURCE), Chinese (TARGET)
  - PREFERRED INTERPRETER REASON: [Redacted]
  - USE TAGS AS QUALIFIERS:
  - TAGS: CRIME VICTIMS, LANGUAGE OF LESSER DIFFUSION, MENTAL HEALTH PROVIDER
  - PREFERRED INTERPRETER NAME: CONTACT HELPDESK TO SCHEDULE/INTERNAL NOTES: John Chan - 555-555-1212
  - VISIT TYPE: Language of Lesser Diffusion
  - INTERPRETER GENDER:  Female only,  Female preferred,  Neutral,  Male preferred,  Male only
  - OFFSITE LOCATION:
  - LOCATION OF SESSION: 2233 Oak st
  - SUITE, BUILDING, FLOOR: [Empty]
  - CITY: Sunrise
  - STATE: Florida
  - ZIP: 33351
  - COUNTRY: United States

- 7. Visit Type, Gender Preference (OPTIONAL):** From the drop-down box enter the Visit Type and an optional gender preference.
- 8. Address Confirmation:** The address will auto-populate based on the account, but you can manually change it if necessary.

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Total assignments: 3287

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Total assignments: 1722

Ready to assign: 170

Open: 1707

No response: 1324

No broadcast: 213

Month Year

January

SHOW CALENDAR

TAGS

CRIME VICTIMS

LANGUAGE OF LESSER DIFFUSION

MENTAL HEALTH PROVIDER

PREFERRED INTERPRETER  
NAME: CONTACT HELPDESK  
TO SCHEDULE/INTERNAL  
NOTES

John Chan - 555-555-1212

VISIT TYPE

Language of Lesser Diffusion

INTERPRETER GENDER

Female only
  Female preferred
  Neutral
  Male preferred
  Male only

OFFSITE LOCATION

\* LOCATION OF SESSION

2233 Oak st

SUITE, BUILDING, FLOOR

\* CITY

Sunrise

\* STATE

Florida

\* ZIP

33351

\* COUNTRY

United States

\* CLAIM ID

VALIDATE ELIGIBILITY

\* CLAIMANT  
INFORMATION

FIRST NAME

LAST NAME

9. **Claim Information:** Enter Claim ID and Claimant name as well as date of injury. Add any additional information on the appointment in the comments section and a brief description of

\* CLAIM ID  ?

VALIDATE ELIGIBILITY

\* CLAIMANT INFORMATION   ?  
FIRST NAME LAST NAME

\* DATE OF INJURY  ?

COMMENTS  ?

\* DESCRIPTION  ?

NOTIFICATION  ?

SUBMIT UPLOAD DOCUMENTS

services

10. **Date of Injury and Description are required fields.**

SCHEDULE ACCOUNTING TOOLS AND SETTINGS a LOG OUT

Today Schedule interpreter Approve request Find assignment

Scheduling tools

< May 2024 >

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Total assignments: 11

June 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Total assignments: 3

Month Year  
January

SHOW CALENDAR

1001 Campus Commons Dr

SUITE, BUILDING, FLOOR  ?

CITY  ?

STATE  ?

ZIP  ?

COUNTRY  ?

CLAIM ID  ?

VALIDATE ELIGIBILITY

CLAIMANT INFORMATION   ?  
FIRST NAME LAST NAME

\* DATE OF INJURY  ?

COMMENTS  ?

\* DESCRIPTION  ?

NOTIFICATION  ?

SUBMIT UPLOAD DOCUMENTS



11. **UPLOAD DOCUMENTS and SUBMIT:** Check box to send notifications to matching interpreters of appointment, upload any relevant documents and then click **SUBMIT**.

\* COUNTRY  ?

\* CLAIM ID  ?

**VALIDATE ELIGIBILITY**

\* CLAIMANT INFORMATION   ?  
FIRST NAME LAST NAME

\* DATE OF INJURY  ?

\* DESCRIPTION  ?

NOTES TO INTERPRETER (DO NOT INCLUDE CLAIMANT INFORMATION HERE INCLUDING PHONE NUMBER)  ?

**SUBMIT** **UPLOAD DOCUMENTS**

12. **Confirmation screen:** Select **FINISH** to complete the request.



# REQUEST #31

REQUESTER			
First and last name	SOSItest Provider	Phone Number	
E-Mail Address	test@test.com BILL TO: SOSI Test Account 454545		

REQUEST DETAILS					
Place of Service	SOSI Test Account	Department			
Address	1881 Campus Commons Dr	Provider Name			
City	Reston	State	VA	ZIP Code	20191
Date	May 17, 2024	Start Time	9:00 am	End Time	10:00 am
Notes	On-site Contact:				

CONSUMER DETAILS			
First and last name	Brent Perumal	Language:	Spanish
Gender:		DOB:	01/01/2022
Telephone Number:			

AUTHORIZATION			
I am an authorized requestor of services listed above for SOSI Test Account and hereby authorize WordbridgeLNI to provide interpreting services, subject to fee schedules, terms and conditions.			
Requestor's Signature:	SOSItest Provider	Date Signed:	May 16, 2024

CONFIRMATION			
Job Number:	31	Assigned Interpreter:	RID
		Confirmed by:	

Rev. 12/2016

**FINISH** PRINT CLONE