

Interpreter Request Form



- Please fax this form to 503-297-1703 **at least two working days** before the appointment to schedule interpreter services.
- For urgent requests (less than 48 hours notice), call Customer Service at 503-297-2707 or 1-800-297-2707
- If you must cancel the interpreter, call 503-297-2707 at least **24 hours in advance**.

Language Needed: _____ Date of Request: _____

Member's Name: _____

Last

First

Member's Date Of Birth (**Required**): _____ Recipient ID#: _____

Member's Phone#: _____ Date of Appointment: _____

Time: _____ How Long?: _____

Provider's Name: _____

Circle one: PCP / Specialist / Lab / Other

Provider's Address: _____

Provider's Phone: _____ Type of Visit: _____

Preferred gender of interpreter: Female Male No preference

Request by: _____ Phone# _____

Do you want confirmation that Passport to Languages received this fax? Yes No

Do you want e-mail or fax confirmation of interpreter's name? Yes No

E-mail: _____ fax#: _____

INTERNAL OFFICE USE

PTL Staff name: _____ Extension: _____

Interpreter Company: _____

Phone#: _____ Fax #: _____

Confirmed by and date: _____

Name of Interpreter: _____

Additional info or comments: _____
