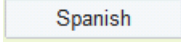


### How to Request Interpreter for Admitting

**Audience:** Admitting Staff

**Summary:** Learn how to request interpreter via Epic by clicking the  button found in the Today's Patient Report or Patient Station.

a. Today's Patients Report

Today's Patients Report - Today's Patients (as of Wednesday, October 18, 2017 2:28:58 PM)

Refresh Settings Appts Itinerary Patient Station

Yesterday Today Tomorrow 10/17/2017

Search patients

Name	MRN	DOB	Sex	Organism
Adtjp, Third Mom	48283584	03/17/67	F	
Adtjp-Extension, Test One	48284376	04/18/82	F	
Adtll, Boy-Janelle	48285316	06/05/17	M	
Adtll, Boy-Katrina	48285233	05/30/17	M	
Adtll, Boy-Lucia	48287445	10/16/17	M	
Adtll, Boy-Yvette Rosema	48285217	05/30/17	M	
Adtll, Katrina*M	48285225	05/30/81	F	
Adtll, Lucia	48287338	10/02/97	F	
Adtlltst*, Yvette/Rosemari	48255269	02/27/86	F	
Adt-Ob, Boy-Surgery	48282420	02/10/17	M	
Adt-Ob, Surgery Momtwo	48281950	12/19/86	F	
Anesthesia, Angela	48282917	02/23/84	F	
Anesthesia, Attestone	48285159	05/24/14	F	
Anesthesia, Attesttwo	48285167	05/24/12	M	

**Adtjp, Third Mom**  
50 y Female (3/17/1967)

PCP: (None) - MRN: 48283584 - Phone: 650-555-1212  
Location: 2572-A

**Admission on 9/1/2017 at 1330** [Encounter Info](#)

Unit, Room:	PICU, 2572	Service:	Neonatology
Att Provider:	Jonathan Paul Palma, MD, Natalie Michelle Pageler, MD	Status:	Confirmed
Bed Phone:	650-37-8850	Isolation?:	

View Only Update Open Chart Event Mgt

Print Forms **Spanish** Enc Summary Auth/Cert

b. Patient Station

Last refreshed: 10/18/2017 12:57:36 PM

Legend Refresh Filter New Preadmission New Admission New Reservation Make Appt Appts New Case Patient Reports Review

Some encounters may be hidden based on the applied filters. Adjust Filters Reset Filters Hide Message

Encounter Hosp Acct Episode Current +/- 7 Days All 10/11/2017 - 10/25/2017

Encounter	Status	Date	Time	Location	Provider	Pt C	DX/Appt Note	Account	CS
Admission	Admitted	09/01/2017	1330	PICU	Jonathan Paul Palma, M IP		test	70001579	22

All encounters loaded.

View Only Update Open Chart Event Mgt Print Forms **Spanish** Enc Summary Auth/Cert

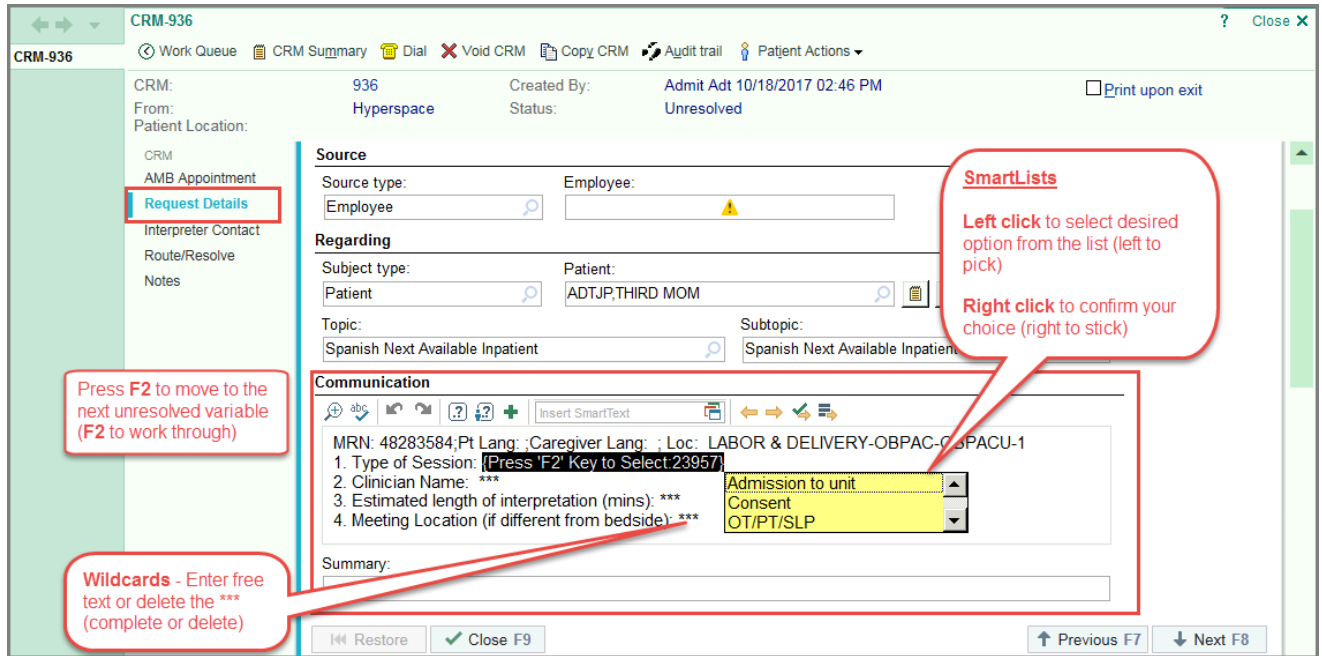
## Try It Out

### Request Interpreter

1. With the patient selected from Today's Patients Report or specific encounter from Patient Station, click the Spanish button. This will take you to the Request Details section of the CRM.
2. Complete the CRM form.

### How to Request Interpreter for Admitting

- i. Complete all questions in the Communication section by pressing the F2 key to complete SmartLists and wildcards(\*\*\*)

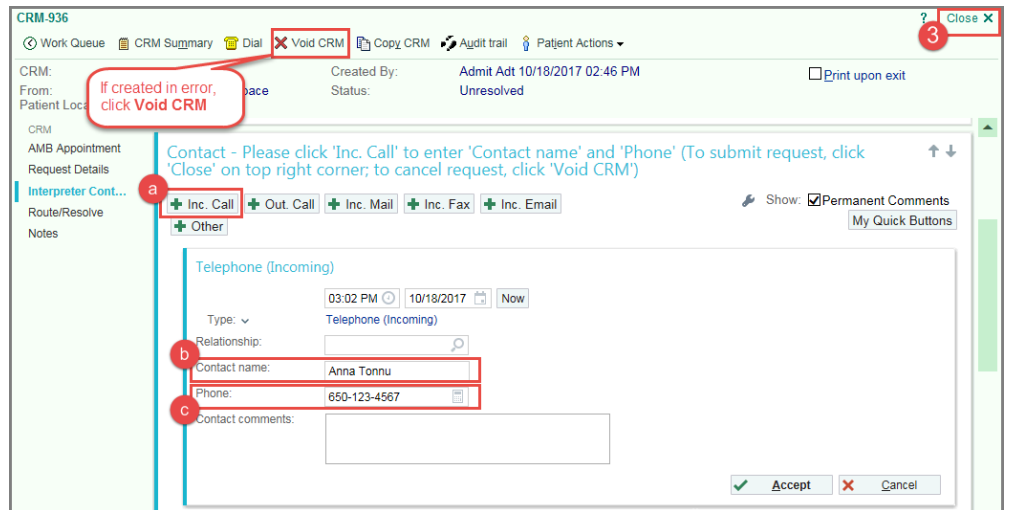


- ii. Contact

- a. Click **Inc. Call**
- b. Enter **Contact name**
  - this is the person the interpreter will contact, either requestor or provider
- c. Enter **Phone number**

- 3. Click **Close** at the top right corner to submit request.

**Note:** If request is created in error, click **Void CRM** (Do NOT click **Close** as this will submit the CRM)



### Interpreter Services FAQ for Admitting

Who do I call for questions? Who can I call if I don't see an update for my requests after 10 minutes?

- Business Hours - Monday – Friday 8:00am-5:30pm
- Spanish: Call 650-497-8371
  - After Hours/Weekends & Downtimes: Page 18905
  - Non-Spanish: Page 18638