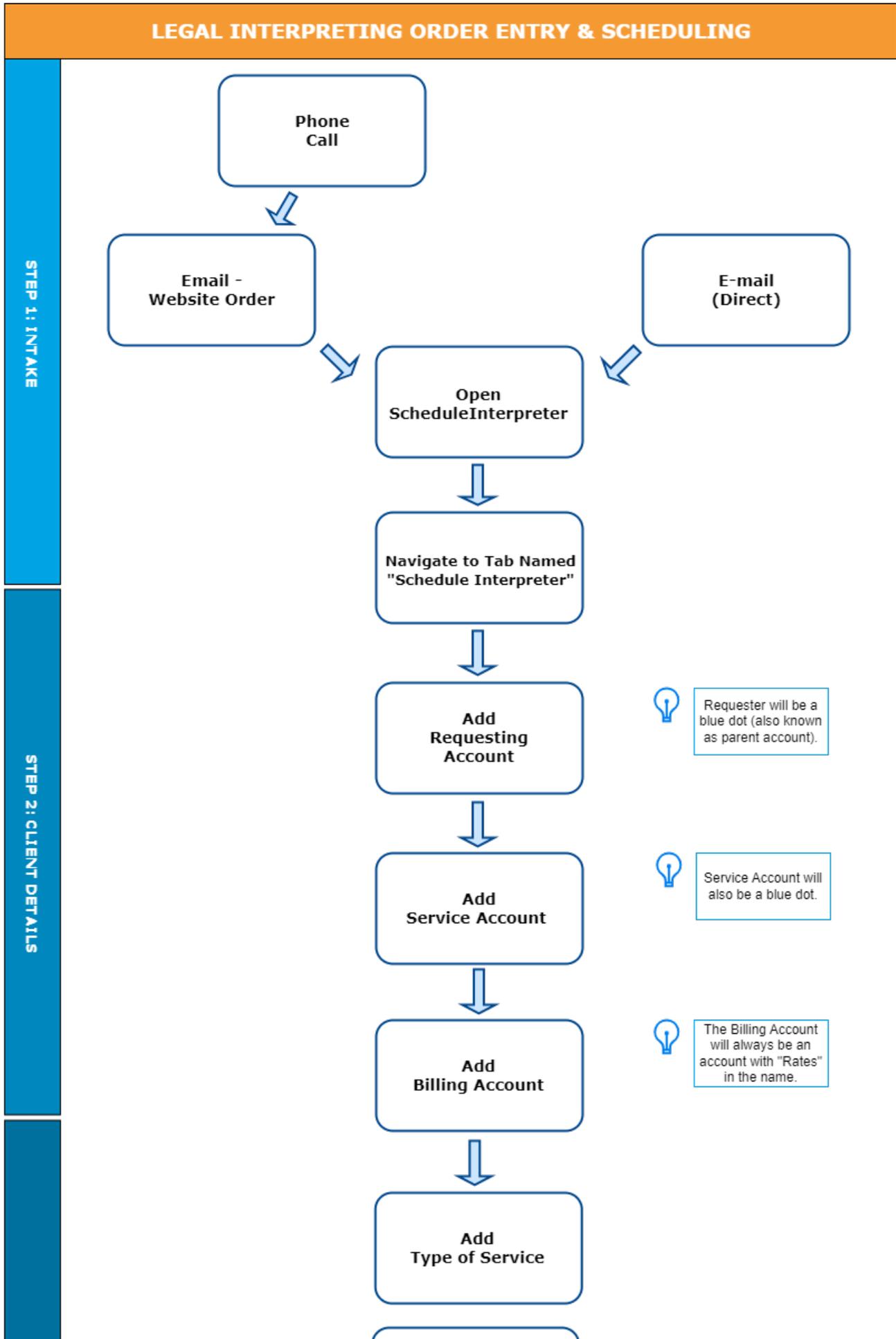


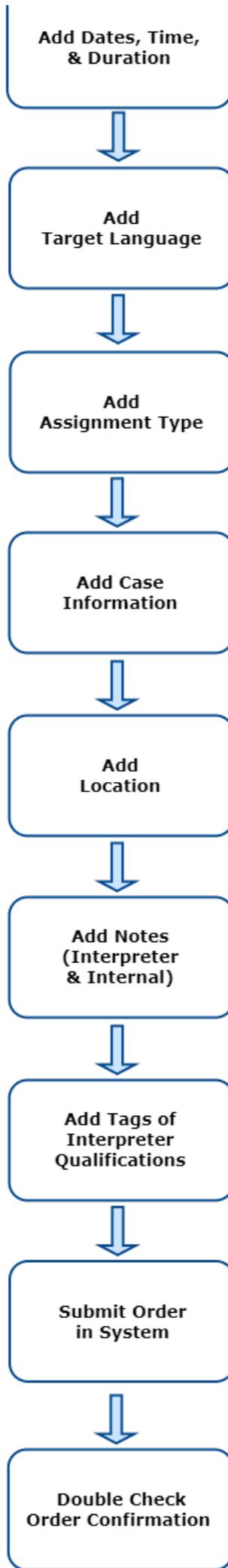
FLOWCHART - LEGAL INTERPRETING ORDER ENTRY & SCHEDULING



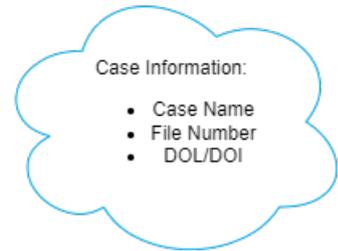
STEP 3: ASSIGNMENT DETAILS

STEP 4: INTERPRETER QUALIFICATIONS

STEP 5: SUBMIT ORDER



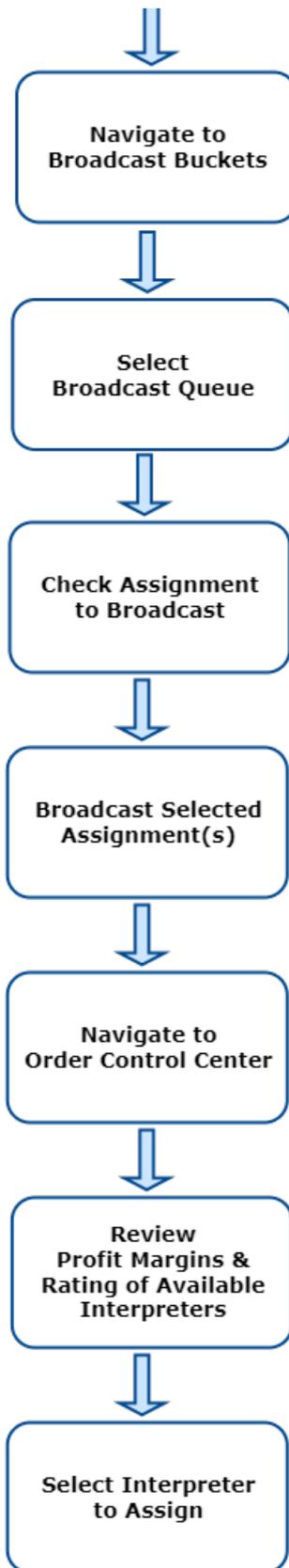
Duration will affect billing; Be mindful and careful when entering this.



Remote Interpreting (VIS) orders must indicate the Virtual Interpreting Service under Locations.

STEP 6: BROADCAST ASSIGNMENT

STEP 7: CHOOSE & ASSIGN INTERPRETER



Check Journal for any important activity or notes, if needed.

Revision #10

★ Created Fri, Apr 7, 2023 8:25 PM by Gabriela Garcia

✎ Updated Sat, Jul 29, 2023 1:20 AM by Gabriela Garcia