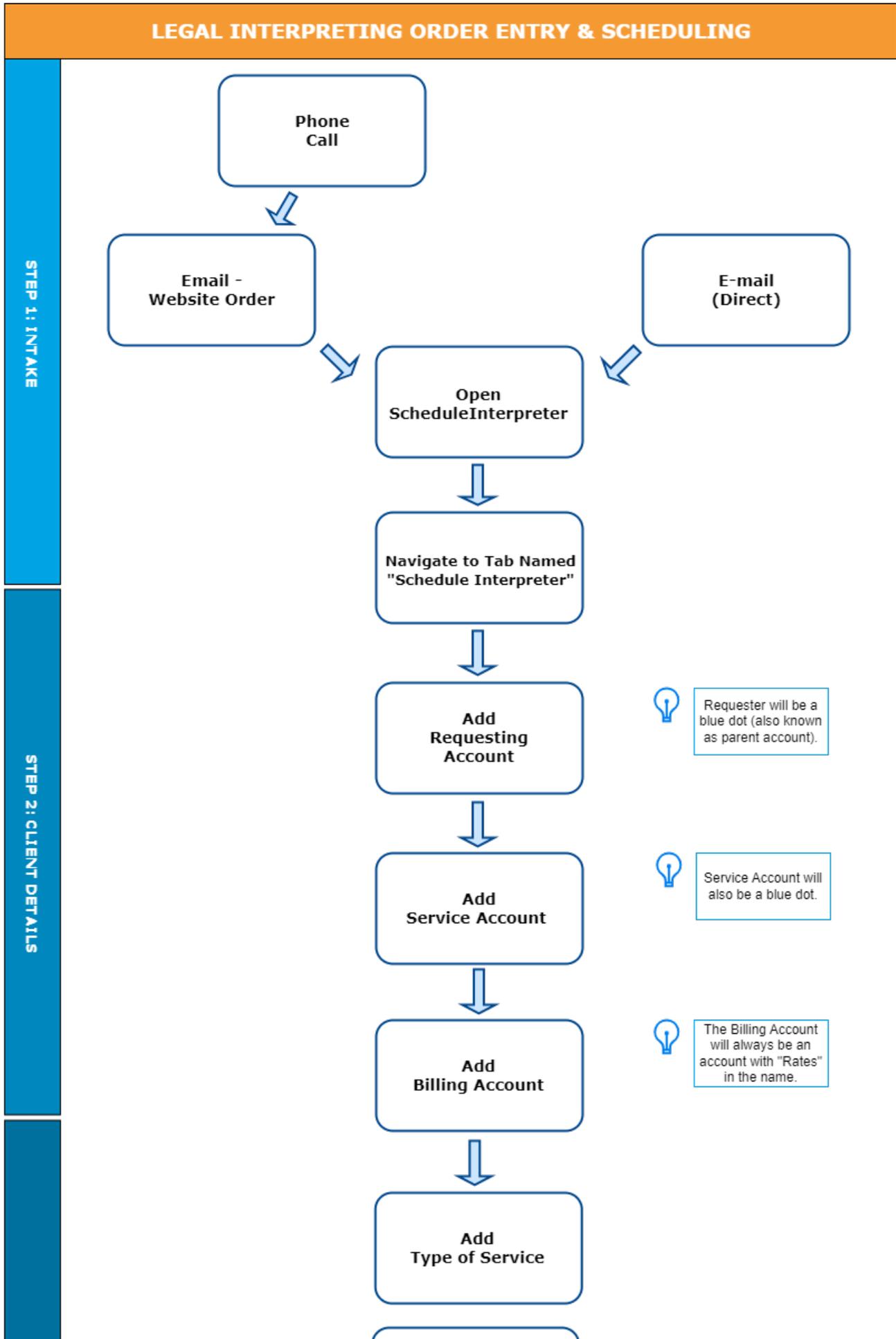


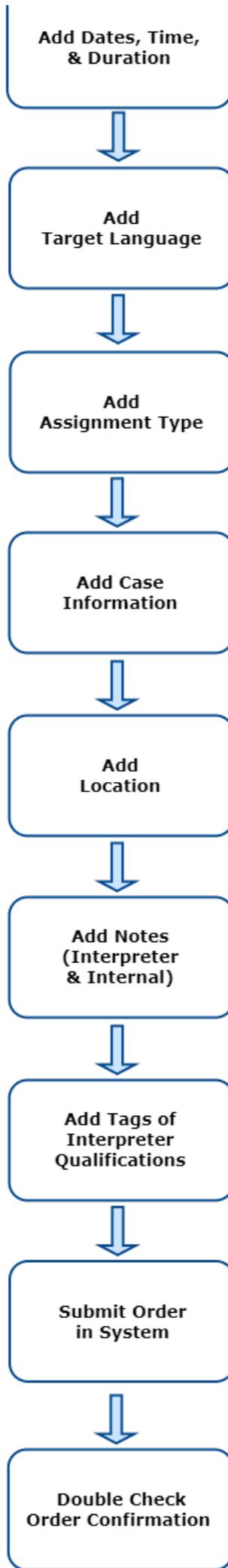
# FLOWCHART - LEGAL INTERPRETING ORDER ENTRY & SCHEDULING



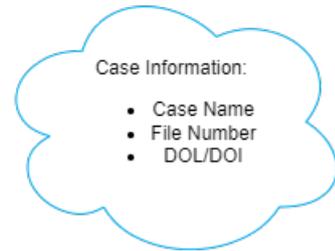
STEP 3: ASSIGNMENT DETAILS

STEP 4: INTERPRETER QUALIFICATIONS

STEP 5: SUBMIT ORDER



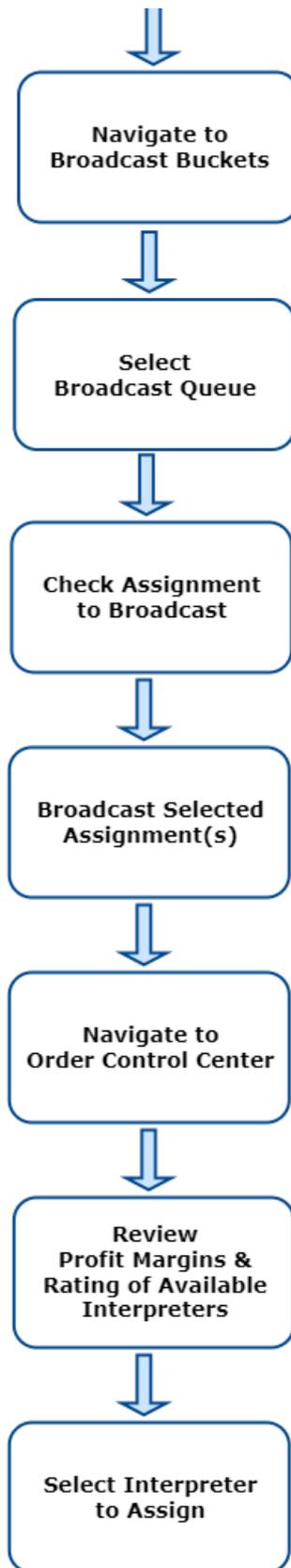
Duration will affect billing; Be mindful and careful when entering this.



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 #1

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