

## Interpretation Documentation

Client Name: \_\_\_\_\_ Date: \_\_\_\_\_

On the above date, I provided interpretation services from the (state language): \_\_\_\_\_ language to the English language for Maine Behavioral Health Organization in accordance with the Americans with Disabilities Act.

I am employed by (state the interpreting agency you work for) \_\_\_\_\_ and meet the requirements for third party/Medicaid reimbursement as set forth in Maine Behavioral Health Organization's policy.

I read, understand and agree to abide by the Code of Ethics for Interpreters as provided in Appendix #1 of the most current version of the Maine Care Benefits Manual in Chapter 1 (also available in Appendix C of Maine Behavioral Health Organization's Policies & Procedures for Limited, Non-English Speaking Members and/or Deaf/Hard of Hearing Members).

Units of Interpretation: \_\_\_\_\_ (one unit is equal to 15 minutes).

Time: Appointment Start: \_\_\_\_\_, End: \_\_\_\_\_.

Units of Travel: \_\_\_\_\_ (per MBHO policy and MCBM 1.06-3, travel time is reimbursed, wait time is not).

Total Units: \_\_\_\_\_

Total Cost: \_\_\_\_\_ (payment for services will not exceed Medicaid reimbursement rates).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Interpreter Printed Name: \_\_\_\_\_

Interpreter Phone Number: \_\_\_\_\_

MBHO Authorizing Official: \_\_\_\_\_ (must be the CEO).

## CODE OF ETHICS FOR INTERPRETERS\*

The following principles of ethical behavior are affirmed to protect and guide interpreters and transliterators, both for non-English speaking, and for hearing and deaf members. Underlying these principles is the desire to ensure for all the right to communicate.

This Code of Ethics applies to all interpreters and transliterators providing services to MaineCare members and reimbursed by MaineCare.

- Interpreters/translitterators shall keep all assignment-related information strictly confidential.
- Interpreters/translitterators shall render the message faithfully, always conveying the content and spirit of the speaker using language most readily understood by the person(s) whom they serve.
- Interpreters/translitterators shall not counsel, advise or interject personal opinions.
- Interpreters/translitterators shall accept assignments using discretion with regard to skill, setting, and the members involved.
- Interpreters/translitterators shall request compensation for services in a professional and judicious manner.
- Interpreters/translitterators shall function in a manner appropriate to the situation.
- Interpreters/translitterators shall strive to further knowledge and skills through participation in workshops, professional meetings, interaction with professional colleagues, and reading of current literature in the field.
- Interpreters/translitterators shall strive to maintain high professional standards in compliance with the Code of Ethics.

*I have read, understand and agree to abide by the Code of Ethics as stated above.*

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Printed name	Written Signature
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Date

\* Adapted from the Code of Ethics of the Registry of Interpreters for the Deaf (RID).