

Interpreter/Translator Billing and Documentation Tips

- **Never** bill for services that you did not provide. If anyone asked you to do this, please call the Central Billing Office at 800/634-8540 and report this request immediately.
- **Always** make sure that you have documentation to support billing and payment for all dates of service that you bill to the CBO. The documentation may be as simple as the following statement: I interpreted for the speech therapist in the family's home today.
- **Always** put a begin time and an end time on your documentation. The begin and end time should be based upon the begin and end time of the therapy session, evaluation or IFSP meeting
- **Always** date and sign your documentation.
- **Always** bill based upon the begin time and end time on your documentation. Example: If you have an authorization for 180 minutes to interpret for an evaluator, and the evaluator only spent 60 minutes with the child/family, you should only bill for 60 minutes. Not 180 minutes. As you only provided 60 minutes of service.

Sessions:

- The time that you document for any verbal interpreting session should match the time documented by the discipline that you are interpreting for. You should not be billing for any time spent in a child/family's home if the discipline that you are interpreting for is not present.
- Do not stay at a child/family's home after the therapist that you are interpreting for leaves.
- Schedule future therapy sessions while in the presence of the discipline and the family for whom you are interpreting prior to ending each session.
- You are not allowed to round up time when billing.

Phone Calls:

- If you make phone calls on behalf of a discipline, or if a family calls you to cancel a visit, document the calls and include a begin time and end time for each call. Since providers are not allowed to round up time, wait to bill for you phone calls until you have enough minutes to equal a 15 minute unit. Bill using the last date of service that you documented. Include an extra note in your documentation that identifies all of the dates of services that you are billing under one date for monitoring and audit purposes. **You may only bill in this manner for phone calls made to the family on behalf of the discipline for whom you are interpreting, or if the family calls you to cancel a service.**

Evaluations and Reports

- If you are interpreting for individual evaluations, you may bill for each evaluation separately based upon your begin time and end time as documented.
- **Always** send a copy of any reports that you have translated to the CFC and keep both the English copy and a copy of the translated version in your file.
- **Always** put your name on the bottom of the translated report as the person who prepared the report.