

# Alameda Alliance for Health Interpreter Services Guide for Providers



At Alameda Alliance for Health (Alliance), we are committed to continuously improve our provider and member customer satisfaction. The Alliance provides no-cost interpreter services including American Sign Language (ASL) for all Alliance covered services, 24 hours a day, 7 days a week.

**Please use this guide to better assist Alliance members with language services.** You have an important role in ensuring your patients with limited English proficiency (LEP) have an interpreter available for appointments and anytime they communicate with your clinic. Please confirm your patient's eligibility before requesting services.

## TELEPHONIC INTERPRETER SERVICES

Common uses for telephonic interpreter services:

- Administrative communications with patients.
- Scheduled and walk-in routine and follow up office and clinic visits.
- Free standing radiology, mammography, and lab services.
- Ongoing allied health services such as physical, occupational, or respiratory therapy.

To access telephonic interpreters:

1. Please call **1.510.809.3986**, available 24 hours a day and 7 days a week.
2. Enter your pin number:
  - Alliance Providers - press **1004**
  - Beacon - press **1003**
  - CFMG - press **1002**
  - CHCN - press **1001**
3. Say or select the language you need:
  - For Spanish – press **1**
  - For Cantonese – press **2**
  - For Mandarin – press **3**
  - For Vietnamese – press **4**
  - For all other languages – press **0**
4. Provide the nine-digit Alliance member ID number.

For communication with a patient who is deaf, hearing or speech impaired, please call the California Relay Service (CRS) at **7-1-1**.

## TELEHEALTH AND VIDEO INTERPRETER SERVICES

When you are ready to connect a telephonic interpreter during a telehealth visit, please follow steps 1-4 above. Provide the telehealth phone number and log in information to the interpreter. The interpreter will then call in to join your telehealth visit. For information about video interpreters, please email [interpreters@alamedaalliance.org](mailto:interpreters@alamedaalliance.org).

## IN-PERSON INTERPRETER SERVICES

Members can receive in-person interpreter services for the following:

- Sign language for the deaf and the hard of hearing.
- Complex courses of therapy or procedures including life-threatening diagnoses (examples: cancer, pre-surgery instructions, and evaluation or reevaluation for physical or occupational therapy).
- Highly sensitive issues (examples: sexual assault/abuse, end-of-life, and initial evaluation for behavioral health).
- Other conditions by exception. Please include your reason in the request.

If the appointment requires an in-person interpreter, please follow these steps to request:

1. You must request in-person interpreter services at least **five (5) business days** in advance. For ASL, **five (5) days** is recommended, but not required.
2. Please complete and fax the **Interpreter Services Appointment Request Form** to the Alliance at **1.855.891.9167**. To view and download the form, please visit [www.alamedaalliance.org/provider-forms](http://www.alamedaalliance.org/provider-forms).
3. The Alliance will notify providers by fax or phone if for any reason we *cannot* schedule an in-person interpreter.
4. If you need to revise a request, please cancel the original request, and submit a new one.
5. If needed, please cancel interpreter services at least **48 hours** prior to the appointment by calling the Alliance Provider Services Department at **1.510.747.4510**.

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### Please note regarding using family and friends as interpreters:

The Alliance prohibits providers from relying on an adult or minor child accompanying an LEP patient to interpret, except when 1) there is an emergency threatening the safety or welfare of the individual or the public and no qualified interpreter is available, or 2) the patient specifically requests that an accompanying adult interpret, and they consent. The refusal of interpreter services or request to use a family or friend as an interpreter must be documented in the medical record.

**Questions?** Please call Alliance Provider Services Department  
Monday – Friday, 7:30 am – 5 pm  
Phone number: **1.510.747.4510**

