

AFFIDAVIT
COMPLETION OF THE FOREIGN LANGUAGE SPECIALISTS, INC.
INTERPRETERS ORIENTATION

TO THE STATE OF WASHINGTON, GENERAL ADMINISTRATION AND DEPARTMENT OF SOCIAL AND HEALTH SERVICES AND CONTRACTED BROKERS.

PRINT YOUR NAME: _____

LANGUAGE(S): _____

The orientation for the interpreters providing services for DSHS clients consists of the following:

1. Overview of the DSHS Brokers' contracts and policies;
2. Independent Contractor/Interpreter Agreement;
3. DSHS Code Of Professional Conduct;
4. Interpreter and Translator Confidentiality Agreement;
5. Completion of the Encounter Record (Interpreter Voucher) form;
6. FLS-Requesters Billing Requirements For Interpreters
7. Other specific requirements covered under the DSHS/Brokers contracts:
 - 1) Drug Free Workplace Act
 - 2) Requirements for criminal history background checks and self-disclosure statements
 - 3) Wearing Picture ID (FLS Badge) at all DSHS Brokers' appointments
 - 4) The Health Insurance Portability and Accountability Act (HIPAA)
 - 5) Policy of not transporting clients (see Independent Contractor/Interpreter Agreement)
 - 6) Abuse Of Vulnerable Adults; Child Abuse & Neglect Reporting RCW 74.34
 - 7) Smoking In State Facilities RCW 70.160.030 (see Independent Contractor/Interpreter Agreement)
 - 8) Title IV Of The Civil Rights Act Of 1964
 - 9) Tuberculosis and other airborne pathogens training

I HAVE READ, UNDERSTOOD AND PROMISE TO OBEY THE LAWS AND REGULATIONS INCLUDED IN THIS ORIENTATION.

Signature of Interpreter

Date