

## Where to check in and out at **Evergreen Hospital**

Evergreen Hospital Medical Center (Evergreen Healthcare)  
12040 NE 128th Street; Kirkland, WA 98034  
General Information: (425) 899-1000

### **Directions:**

**Evergreen Hospital** is located just off I-405 at Totem Lake (north Kirkland). Free parking is available in the parking garage at the hospital's Blue Entrance.

### **Southbound on I-405**

Take the NE 124th Street exit; turn right onto 124th, then right onto 116th Avenue, right on NE 132nd, right onto 120th Avenue NE and left onto NE 130th Lane. Follow the signs to the Blue Entrance.

### **Northbound on I-405**

Take the NE 124th Street/Totem Lake Boulevard exit 20B; take the Totem Lake Blvd exit, and proceed straight at the light to NE 130th Lane. Follow the signs to the Blue Entrance.

- Sign in for any of your **hospital assignments** with Patient Registration at the **Inpatient window** (building **BLUE**, 1st floor). From there you will be directed to the correct location.
- When the visit is over, have the prefilled voucher proved to you by FLS or the FLS Interpreter Voucher / Appointment Scheduling and Billing Record (from FLS website [www.flscorp.net](http://www.flscorp.net)), with the hours spent interpreting entered and signed by the RN or whoever is in charge **at the location of the visit.**

**!!! Note:** For assignments in other than Hospital locations for **outpatient visits** (Eastside Cardiology, Evergreen Senior Health Specialists, Diagnostic Imaging, Pulmonary Care Center, Evergreen Home Health, Sport & Spine Center etc.) **sign in and out at the place of the appointment.**

To be paid for your job, please **fax your signed vouchers ASAP to 206-267-9115** or scan them in **black & white (not color)** and email to [4billing@flscorp.net](mailto:4billing@flscorp.net) with the subject of your email as "**Voucher – FLS\*\*\*\*** (control#). Please send your mileage proof (in Word or PDF format) as "**FLS\*\*\*\*-mileage**". Please also write the control# of the job **on the top of your mileage proof page**, that it won't be lost.

For detailed parking and directions to Evergreen Hospital, and to other services located near or adjacent to the hospital, please check:

[https://www.evergreenhealth.com/about\\_evergreen/locations](https://www.evergreenhealth.com/about_evergreen/locations)

**EvergreenHealth Campus Map** [https://www.evergreenhealth.com/documents/Visitor\\_Map.pdf](https://www.evergreenhealth.com/documents/Visitor_Map.pdf)

**EvergreenHealth Visitor Guide** [https://www.evergreenhealth.com/documents/Visitor\\_Guide.pdf](https://www.evergreenhealth.com/documents/Visitor_Guide.pdf)