

**GUIDELINES FOR INTERPRETERS AT OHSU DENTAL CLINICS**  
**2730 S Moody Ave. Portland, OR 97201**

**All Interpreters coming to our Dental Clinics must adhere to the following guidelines:**

- 1) Please, **make a reminder call to the patient**, if you are able to. Sometimes they miss our reminder calls, and it's nice for them to hear it in their own language.
- 2) Interpreters must arrive **10 min before** the appointment. It takes time to sign in and use the elevators to reach our clinics. If you are running late, please call **503-494-5637/8867 to let us know.**
- 3) Sign in at the front desk in P1.
- 4) If you are here for a **new Admitting patient on 8<sup>th</sup> or 9<sup>th</sup> floor**, you will be instructed to remain in P1 to wait for the patient, so you can assist with consents. Otherwise, you can proceed to the floor. The floor number will be indicated in your Passport form. If not, please ask the PAS on P1 for the floor number.
- 5) Once you arrive at the correct floor, please check in with the front desk PAS, so they know you are there.
- 6) **If you have been waiting for more than 15 min**, please approach a PAS at any desk and inquire about your patient. It is possible the patient has already been called in and you were not alerted, or you could be on the wrong floor.
- 7) Please, **do not leave**, unless you can confirm the patient has cancelled or didn't show up, or the provider can confirm you are no longer needed.
- 8) Unfortunately, we are **NOT able to validate parking** for interpreters. Do not give your parking ticket to your patient to validate for you!  
**Parking is available in the building for \$4/hr or on the side street (City Parking, Max 2 hrs.)**
- 9) We require all interpreters to wear an appropriate mask at all times. Please, try to bring your own. If not we can provide one for you. You should also ask for a gown if one is not offered. This is for your protection. Face shields are optional at the moment.

**OHSU DENTAL CLINICS THANKS YOU FOR HELPING US PROVIDE THE BEST SERVICE TO OUR  
LEP/SIGN LANGUAGE PATIENTS**

**Questions/concerns: [dentalinterpreter@ohsu.edu](mailto:dentalinterpreter@ohsu.edu)**