

## **JOB DESCRIPTION**

**The overall purpose of the Certified Medical Interpreter is to translate for patients, patient families, and Church Health (CH)staff, as well as translator to the growing Limited English Proficiency (LEP) and Non-English Proficient (NEP) patient population at Church Health. The Medical Interpreter relays medical information between speakers of two different languages (Spanish) in compliance with the CH Mission, Values, Policies, Procedures and The International Medical Interpreter Association (IMIA) Standards of Practice and Code of Ethics.**

## **RESPONSIBILITIES**

- Communicate information to the patient that involves patient consent to treat, privacy notice, release of protected health information, test preparation, the importance of preventive screening and the necessity of incorporating wellness principles into their lifestyles.
- To serve as a Medical Interpreter for patients, patient families, Church Health (CH)staff, as well as translator to the growing Limited English Proficiency (LEP) and Non-English Proficient (NEP) patient population at Church Health.
- Assist all providers, including volunteer specialists, by interpreting patients during encounters.
- Assist Medical Assistants by interpreting during triage and check out process to review the plan of care.
- Other responsibilities include calling the patients to inform them of appointments made by the Referral team for diagnostic tests or procedures, reviewing instructions for test preps that have been ordered by the provider
- Conference calls with Nurse and patients if interpreting is needed to discuss changes in the patients' plan of care or medication regimen.
- Translations of all documents for Church Health including letters to patients with lab/test results.

## **QUALIFICATIONS**

- High school diploma or GED is required. Some College coursework is preferred.
- Certified Medical Interpreter Licensure required with a minimum of 40 hours of training.

- One year of experience in clinic or healthcare setting.

### **Licensure / Certification Requirements**

- Serve as a Church Health representation within the Tennessee Association of Medical Interpreters & Translators (TAMIT) and continue training and develop as professional medical interpreters in the community.
- Must be able to speak and write both English and Spanish fluently.
- Uses culturally appropriate behavior and can choose appropriate time to clarify or interject.
- Understands and abides by CH policies on patient confidentiality, informed consent, non-discrimination and by interpreters' code of ethics and standards of practice.