

Interpreter and translator reporting proforma

(Name of Health Service)

(Quarter)

Please complete tables A and B

Table A (i): On-Site Report

(Please list type of On-Site Interpreting used) Agency/In-House/Freelance	Occasions of Service	Total Cost

Table A (ii): Please note where you have had difficulty securing interpreters at the professional level in the table below *Please be reminded that it is government policy to use NAATI-accredited professional interpreters and translators.*

Language	Level of interpreter secured	Reason(s) for not securing interpreter at professional level

Table A (iii): Please note where interpreter was not available at all in the table below:

Language	Number of occasions	Reason(s)

Table B (i): Telephone Interpreting

(Please list type of On-Site Interpreting used)	Occasions of Service	Total Cost
Agency/In-House/Freelance		

Table B (ii): Please note where you have had difficulty securing interpreters at the professional level in the table below *Please be reminded that it is government policy to use NAATI-accredited professional interpreters and translators.*

Language	Level of interpreter secured	Reason(s) for not securing interpreter at professional level

Table B (iii): Please note where interpreter was not available at all in the table below:

Language	Number of occasions	Reason(s)