

Interpreting Service System Clarification – STEP 3: “Where will the appointment take place?” – Linked to barcode/s

1. Please choose **At Service Provider Location** if the appointment is taking place at a **HSC Venue/Location**

A drop down list of venues should appear under Appointment Venue – please choose the relevant venue.

If your venue does not show on the drop down list please select + and enter the venue name (e.g. Children’s Audiology Level 3) **AND** choose the appointment site from the drop-down list (e.g. Antrim Area Hospital, Lurgan Health and Social Services Site, Brownlow Health Centre). If the Site does not appear on the drop down list please contact the Interpreting Service ASAP.

Booking Request Detail - Northern Ireland Interpreters - Internet Explorer

Northern Ireland Interpreters

Booking Request Detail

Step 1 Step 2 **Step 3** Step 4

Step 3 - When and where is the interpreting service required

Date/Time of the Appointment: 01-Feb-2018 15:45 Thursday

Expected duration of the Appointment: 1 Hours 0 Minutes

Where will the appointment take place? At Service Provider Location At Client's Home At Other Location

Appointment Venue: Childrens Audiology - RBHS... +

Appointment Site: Royal Victoria Hospital +

Appointment Address 1: 274 Grosvenor Road

Appointment Address 2: Belfast

Appointment Address 3:

Appointment Address 4:

Appointment Postcode: BT12 6BA

Nearest Locality: Belfast

Send Confirmation to Practitioner:

What is the general nature and context of appointment?

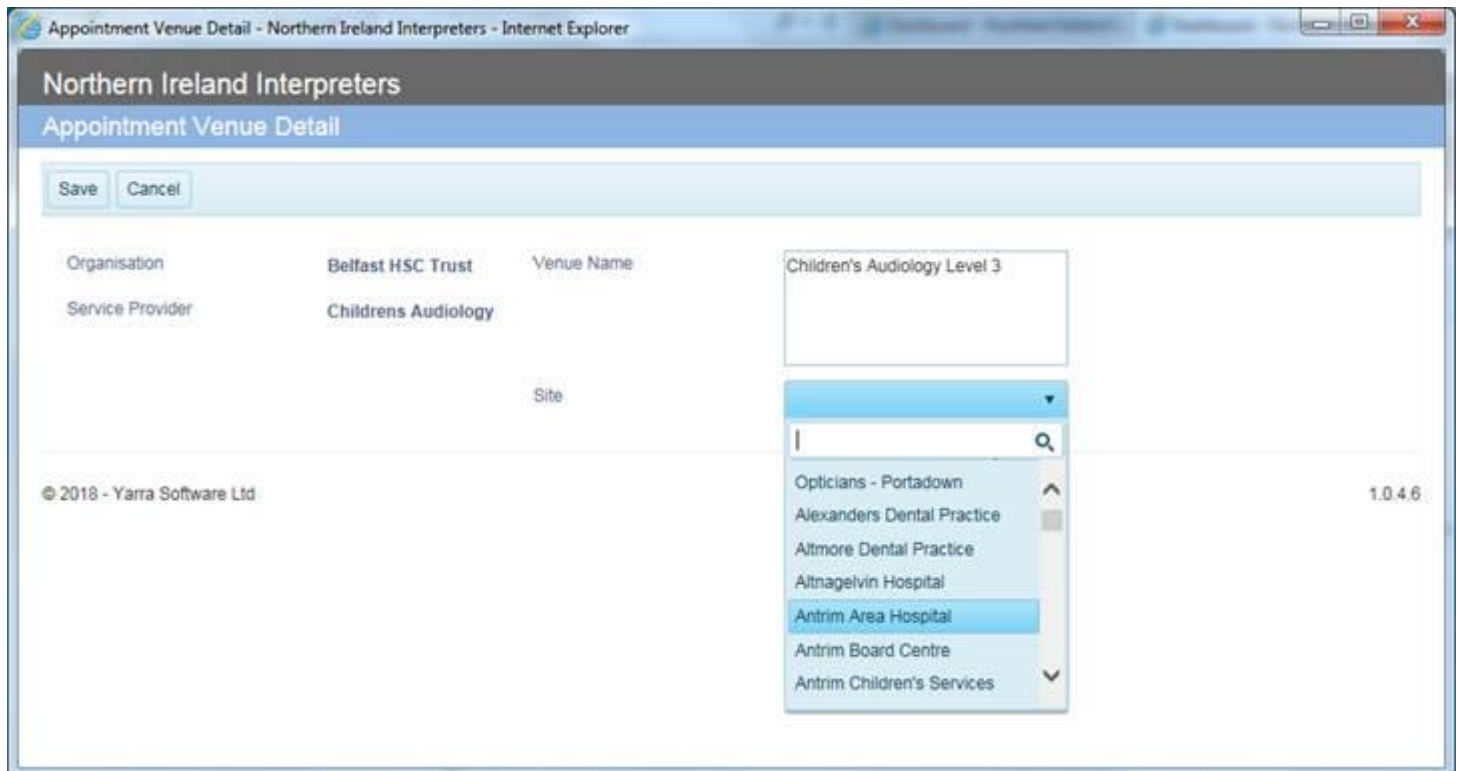
Are there any specialist areas of knowledge required for the interpreter?

Should the interpreter meet the practitioner beforehand? Yes No

If Yes, at what time?

Cancel Previous Next

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Select Save . The next time you book the venue will show on the drop down list.

The Interpreter will need to scan the barcode linked to the relevant venue (Site) included on the booking at the end of the appointment (e.g. if taking place at South Tyrone Hospital the Interpreter have to scan the South Tyrone Hospital barcode, if taking place at Portadown Health Centre the Interpreter will need to scan the Portadown Health Centre barcode).

2. **Please choose At Clients Home if the appointment is taking place at the Clients home**

You will also need to select where **YOU** are based from the Appointment venue drop down list – this links to the barcode that the Interpreter scans at the end of the appointment – please bring the relevant barcode (that you have chosen on the booking) to the appointment for the Interpreter to scan

Booking Request Detail - Northern Ireland Interpreters - Internet Explorer

Northern Ireland Interpreters

Booking Request Detail

Step 1 Step 2 Step 3 Step 4

Step 3 - When and where is the interpreting service required

Date/Time of the Appointment: 01-Feb-2018 15:45 Thursday

Expected duration of the Appointment: 1 Hours 0 Minutes

Where will the appointment take place? At Service Provider Location At Client's Home

Appointment Venue: [Dropdown] + [Dropdown] +

Appointment Site: [Text]

Appointment Address 1: 5 Coolmount Park

Appointment Address 2: Cookstown

Appointment Address 3: County Tyrone

Appointment Address 4: [Text]

Appointment Postcode: BT80 8YB

Nearest Locality: Cookstown

Send Confirmation to Practitioner:

What is the general nature and context of appointment? [Text Area]

Are there any specialist areas of knowledge required for the interpreter? [Dropdown]

Should the interpreter meet the practitioner beforehand? Yes No

If Yes, at what time? [Text]

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3. **Please only choose At Other Location if the appointment is taking place at a NON-HSC Venue and enter the Appointment Address**

Please also select where YOU are based from this drop down list – this links to the barcode that the Interpreter scans at the end of the appointment – please bring the relevant barcode (that you have chosen on the booking) to the appointment for the Interpreter to scan

Northern Ireland Interpreters

Booking Request Detail

Step 1 Step 2 Step 3 Step 4

Step 3 - When and where is the interpreting service required

Date/Time of the Appointment 01-Feb-2018 15:45 Thursday

Expected duration of the Appointment 1 Hours 0 Minutes

Where will the appointment take place? At Service Provider Location At Client's Home At Other Location

Appointment Venue [Dropdown] + [Dropdown] +

Appointment Site [Text]

Appointment Address 1 Funky Monkeys

Appointment Address 2 Abbeycentre

Appointment Address 3 Longwood Road

Appointment Address 4 Newtownabbey

Appointment Postcode BT35

Nearest Locality Newtownabbey [Dropdown]

Send Confirmation to Practitioner

What is the general nature and context of appointment? [Text Area]

Are there any specialist areas of knowledge required for the interpreter? [Dropdown]

Should the interpreter meet the practitioner beforehand? Yes No

If Yes, at what time? [Text]

Cancel

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