

# INTERPRETER BOOKING FORM

## For Health Care Practices

**FAX:** 1800 246 914 **EMAIL:** bookings@nabs.org.au **HOURS:** 8am - 6pm, Mon - Fri

### DEAF PERSON'S DETAILS

Deaf Person's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Does Deaf person have a NDIS Registration Number? Number: \_\_\_\_\_

Deaf Person's Contact Details: \_\_\_\_\_  
(SMS, Email, Phone, Fax, TTY – **please circle**)

The Deaf Person is:  The Patient  Family of patient  A Child  
 Carer of patient  Parent of patient

Is the Deaf Person:  Deaf only  Deaf and Blind

Is Deaf person Aboriginal or Torres Strait Islander:  Aboriginal  Torres Strait Islander

### APPOINTMENT DETAILS

Appointment: Day: \_\_\_\_\_ Date: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Start time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_

Clinic/Surgery Name: \_\_\_\_\_

Appointment Address: \_\_\_\_\_

Contact Details: \_\_\_\_\_  
(Phone, Fax, Email)

Type of Appointment: \_\_\_\_\_  
(e.g. GP, Cardio, Eye, Urology, Physio )

Preferred Interpreter: \_\_\_\_\_

Is this a request for a Video Remote Interpreting appointment? (i.e. Skype, FaceTime)  Tick if yes

### SO WE CAN CONTACT YOU (if required)

(To be completed by the person filling in this form)

Your Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

<b>NABS Use Only</b>	
Date Confirmed: _____	Allocated Interpreter: _____
NAATI Level: _____	Return Kms: _____

**Cancellation Policy. Applicable fee charged to fee paying clients, including NDIS participants, if:**

- Booking is cancelled by either Practice, Client or 3<sup>rd</sup> party with less than 24 hours notice or 1 business day
- An interpreter arrives at a booking which has been cancelled without NABS being notified
- A client does not attend appointment ('no show')

The National Auslan Interpreter Booking and Payment Service (NABS) respects the privacy of all persons who utilise its functions and services. We are bound by the Australian Privacy Principles (APPs) in the Privacy Act 1988 (which regulates how organisations may collect, use, disclose and store personal information and how individuals may access and correct personal information held about them. To view the privacy statement, see <http://www.nabs.org.au/nabs-guidelines.html>