


Common Errors on the Interpretive Services Appointment Record (ISAR)

Errors that may delay your payment	How to avoid errors on your ISAR
1 We can't read your ISAR.	Make sure your information is legible and entered in the correct boxes. Use blue or black ink. We encourage you to type as much of the form as possible. If you use Adobe Reader, be sure to use the latest version; an older version puts the words in the wrong places.
2 Claim number is missing, invalid, or illegible.	Double-check the claim number: it must include 7 characters and the characters must fit into the boxes. One claim per form: submit another ISAR for each additional claim ID.
3 The Interpreter Provider Number is missing.	<ul style="list-style-type: none"> ■ If you work independently, you may have multiple provider numbers. ■ Use the provider number you are billing for.
4 Appointment Date is missing or incorrect.	Use the correct date format: mm/dd/yyyy.
5 The Group Service question is blank.	Check either the No or Yes box.
6 Total Billable Minutes is blank.	Make sure you complete this field.
7 Your signature is missing or entered on the wrong line.	Sign your name on the Interpreter's signature line.
8 The signature of the person verifying your services is missing or in the wrong place.	Make sure the person verifying services signs on the correct line.
9 You used an outdated version of the Interpretive Services Appointment Record (ISAR).	Use the current version of the ISAR, dated 10/2020. To get the current version of the form, go to Lni.wa.gov/forms-publications/F245-056-000.pdf .
10 You incorrectly mailed to L&I when you should have mailed to a self-insured employer or the Crime Victims' Compensation program.	Self-insured employer claims, find contact information at Lni.wa.gov/SelfInsured Crime Victims Compensation program Department of Labor and Industries PO Box 44520 Olympia WA 98504-4520

All information must be complete and legible,
or L&I can't process your form.

Department of Labor and Industries
Send original to insurer. See list on back.
Interpreter: Keep a copy for your records.



Interpretive Services Appointment Record

Worker Information
Worker Name (Last Name, First Name, Middle Initial) _____ Claim Number _____ **2**

Interpreter Information
Interpreter's Name (Last, first, middle initial) _____ Date of Injury (Use mm/dd/yy format) _____
Interpreter's Provider Number _____ **3**

Appointment Information
Type of appointment – write the type of appointment such as diagnostic, doctor, vocational, etc. _____
Appointment Date (Use the mm/dd/yyyy format) _____ Language Requested _____ **4**
Healthcare or Vocational Provider's Name (Last Name, First Name) _____

Billing Information
Is this a group service? No Yes Number of people in the group _____ **5**
Appointment Street Address _____ City _____ State _____ Zip Code _____

Arrival Time: _____
Scheduled Start Time: _____
Actual Start Time: _____
End Time: _____
Total Billable Minutes: _____ **6**

Interpreter's Signature:
By signing, I certify under penalty of perjury under the laws of the State of Washington that the information above is a true and correct statement of the interpretive services I provided. _____ Date _____ **7**

Interpreter Service Verification (This section is to be completed by the health care or vocational provider or their designee)
• Do not sign unless the information above is completed. Keep a copy of this form for the provider's records.

Print name of person verifying services _____ Title _____
Signature of person verifying services _____ Date _____ Provider's NPI or L&I Provider Number _____
Phone Number _____ **8**

F245-056-000 Interpreter Service Appointment Records **10-2020** **9**
Index: TSAR

- 2** Claim number must be entered.
- 3** Provider number must be entered.
- 4** Appointment date, use mm/dd/yyyy format.
- 5** Group service, check No or Yes.
- 6** Enter total billable minutes.
- 7** Interpreter signature must be on this line.
- 8** Person verifying services must sign on this line.
- 9** Use the correct version of the form — dated 10/2020.