

Policy and Procedure for Providing Meaningful Communication with Persons with Limited English Proficiency

POLICY AND PROCEDURES FOR COMMUNICATION WITH PERSONS WITH LIMITED ENGLISH PROFICIENCY

POLICY:

Iberia Gastroenterology Associates, Inc. will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs and other benefits. The policy of Iberia Gastroenterology Associates, Inc. is to ensure meaningful communication with LEP patients/clients and their authorized representatives involving their medical conditions and treatment. The policy also provides for communication of information contained in vital documents, including but not limited to, waivers of rights, consent to treatment forms, financial and insurance benefit forms, etc. All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and patients/clients and their families will be informed of the availability of such assistance free of charge.

Language assistance will be provided through use of competent bilingual staff, staff interpreters, contracts or formal arrangements with local organizations providing interpretation or translation services, or technology and telephonic interpretation services. All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.

Iberia Gastroenterology Associates, Inc. will conduct a regular review of the language access needs of our patient population, as well as update and monitor the implementation of this policy and these procedures, as necessary.

PROCEDURES:

1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE

Iberia Gastroenterology Associates, Inc. will promptly identify the language and communication needs of the LEP person. If necessary, staff will use a language identification card (or "I speak cards," available online at www.lep.gov) or posters to determine the language. In addition, when records are kept of past interactions with patients (clients/residents) or family members, the language used to communicate with the LEP person will be included as part of the record.

2. OBTAINING A QUALIFIED INTERPRETER

The Director of Nursing or designee is/are responsible for:

- (a) Maintaining an accurate and current list showing the name, language, phone number and hours of availability of bilingual staff (*see list*);
- (b) Contacting the appropriate bilingual staff member to interpret, in the event that an interpreter is needed, if an employee who speaks the needed language is available and is qualified to interpret;
- (c) Obtaining an outside interpreter if a bilingual staff or staff interpreter is not available or does not speak the needed language, or if the patient's insurance company does not provide interpreter services.

Certified Languages International has agreed to provide qualified interpreter services. The agency's telephone number: **503-484-2425**, and the hours of availability are 24 hours a day, 7 days a week.

Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless specifically requested by that individual and **after** the LEP person has understood that an offer of an interpreter at no charge to the person has been made by the facility. Such an offer and the response will be documented in the person's file. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest will be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP person.

Children and other clients/patients/residents will **not** be used to interpret, in order to ensure confidentiality of information and accurate communication.

3. PROVIDING WRITTEN TRANSLATIONS

- (a) When translation of vital documents is needed, each unit in **Iberia Gastroenterology Associates, Inc.** will submit documents for translation into frequently-encountered languages to **Director of Nurses or designee**. Original documents being submitted for translation will be in final, approved form with updated and accurate legal and medical information.
- (b) Facilities will provide translation of other written materials, if needed, as well as written notice of the availability of translation, free of charge, for LEP individuals.
- (c) **Iberia Gastroenterology Associates, Inc.** will set benchmarks for translation of vital documents into additional languages over time.

4. PROVIDING NOTICE TO LEP PERSONS

Iberia Gastroenterology Associates, Inc. will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. At a minimum, notices and signs will be posted and provided in intake areas and other points of entry. Notification will also be provided through the organization website.

5. MONITORING LANGUAGE NEEDS AND IMPLEMENTATION

On an ongoing basis, ***Iberia Gastroenterology Associates, Inc.*** will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, ***Iberia Gastroenterology Associates, Inc.*** will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance, complaints filed by LEP persons, feedback from patients and community organizations, etc.



LANGUAGES WE SPEAK



CERTIFIED
LANGUAGES

Language List

Acholi	Finnish	Kurdish	Serbian
Afrikaans	Flemish	Lanzhou	Shanghainese
Akan	French	Lao	Shona
Albanian	French Canadian	Latvian	Sichuan
American Sign Language	Frisian	Lebanese	Sicilian
Amharic	Fulani	Lingaia	Sinhalese
Arabic	Fulde	Lithuanian	Slovak
Armenian	Fuzhou	Luganda	Somali
Ashanti	Ga	Macedonian	Somali Maay Maay (Bantu)
Assyrian	Georgian	Maitthili	Soninke
Azeri	German	Malay	Spanish
Bahasa (Malaysia)	Greek	Malayalam	Sudanese Arabic
Bambara	Greenlandic	Maltese	Swahili
Basque	Guarani	Mam	Swedish
Basaa	Gujarati	Mandarin	Tagalog
Belarusan	Hakka	Mandinka	Taiwanese
Bengali	Hausa	Marathi	Tamil
Bosnian	Hebrew	Marshallese	Tatar
Bulgarian	Hindi	Mien	Telugu
Burmese	Hmong	Mixteco	Teochew
Cambodian	Hunanese	Mongolian	Thai
Cantonese	Hungarian	More	Tibetan
Cape Verde	Ibo	Myanmar	Tigrinya
Cebuano	Icelandic	Navajo	Toisanese
Chaldean	Ilocano	Nepali	Tongan
Chamorro	Indo	Norwegian	Trukese
Chin (Tedim, Zome)	Italian	Nuer	Turkish
Chinese Yunnan	Jaaxanke	Oromifa	Turkmen
Choujo	Japanese	Pampangan	Twi
Chukchi	Javanese	Pangasinan	Uighur
Chuukese	Kanjobal	Pashtu	Ukrainian
Cotocoli	Kannada	Polish	Urdu
Creole (French, Haitian)	Karen	Ponapean	Uzbek
Croatian	Kazakh	Persian	Vietnamese
Czech	Khmer	Portuguese (Brazil, European)	Visayan
Danish	Kinyarwanda	Pulaar	Welsh
Dari	Kirundi	Punjabi	Wolof
Dinka	Korean	Quechua	Xhosa
Dutch	Kosrae	Romanian	Yiddish
Estonian	Kpelle	Russian	Yoruba
Ewe	Krahn	Samoan	Zande
Farsi	Krio	Sara	Zulu
Fijian	Kunama		