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 Owner: Doris McCafferty: Spvr,  
 Environmental Services  
 Policy Area: Administrative  
 References:  
 Applicability: Sutter Amador Hospital

## Translation Services

### PURPOSE

To ensure acquisition of translation services as needed.

### POLICY

If a patient, legal representative or family member cannot communicate because of a language barrier, the hospital will arrange for interpretation. To meet this need, the hospital subscribes to Cyra Com Language Line (CALL) which provides quick and accurate language interpretation 24 hours a day, 365 days per year by dialing **1-800-481-3289** .

Individuals who are hearing or speech impaired are communicated to by hospital staff in writing or through the use of sign language interpreters available through the EATON group. The Shift Supervisor, Charge Nurse, or Assistant Nurse Manager in the department caring for the patient can contact the EATON CO. to arrange for these services. The numbers are 916 721-3636 (V/TTY) or Sign language TTY Translation and Northern California Relay Center can be reached at 711 Alternate services are Sign Language interpreting Services dba WILDER 1-916-483-4751 or BAY Area Communication Access Interpreting Services (BACA) 1-415-356-0405

All major signage is replicated in Braille.

### PROCEDURE

#### Language Interpretation

1. Determine the need for translation services and obtain information about the language needed or impairment.
2. Emergency Department:
  - a. If the language for which an interpreter is needed is known, proceed to No. 3.
  - b. If the language is unknown, obtain the language identification card and show it to the patient who will point to his/her language. The card will tell him/her that you are contacting an interpreter to assist. There is the Language Interpretation Card kept in the Emergency Department as well as individual departments.
3. Make a list of the information you need before making a call.
4. Dial Cyra Com **1-800-481-3289** and be prepared to give the operator the following information:

- a. Client name – Sutter Amador Hospital Account number 501022705
- b. Personal code – PIN 2025 Name of the department calling and your name.
- c. Language and information requested.

5. Document the use of the interpreter in the Medical Record

6. All phones in clinical areas have this information posted.

**Hearing/Speech Impaired**

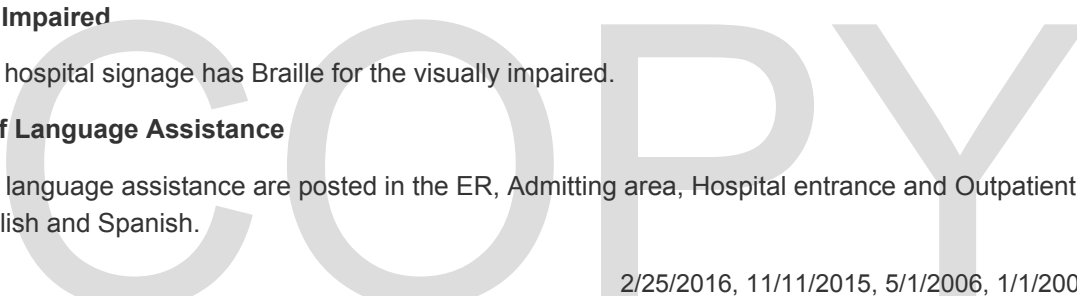
- 1. When a patient/family member is hearing/speech impaired, staff will initiate interaction through writing.
- 2. To request an interpreter, contact the following:(V/TTY) or Sign language TTY Translation and Northern California Relay Center can be reached at 711 Alternate services are Sign Language interpreting Services dba WILDER 1-916-483-4751 or BAY Area Communication Access Interpreting Services (BACA) 1-415-356-0405
  - a. Monday through Friday, 8:00 a.m. to 4:00 p.m. EATON CO 1-916-721-3636
  - b. After hours, weekends, holidays at 1-916-721-3636
  - c. To call a hearing/speech impaired person, contact the Relay Center 711

**Visually Impaired**

All major hospital signage has Braille for the visually impaired.

**Notice of Language Assistance**

Notice of language assistance are posted in the ER, Admitting area, Hospital entrance and Outpatient areas in both English and Spanish.



2/25/2016, 11/11/2015, 5/1/2006, 1/1/2004, 8/1/2002, 9/1/2001, 2/1/2000, 1/1/1998, 6/1/1993, 8/1/1992

All revision dates:

**Attachments:**

No Attachments

	<b>Committee</b>	<b>Approver</b>	<b>Date</b>
	ADA Coordinator	Doris McCafferty: Spvr, Environmental Services	11/3/2015
	Senior Management Team	Donna St. Clair: Administrative Assistant	12/16/2015
	ADA Coordinator	Doris McCafferty: Spvr, Environmental Services	1/15/2016
	Senior Management Team	Donna St. Clair: Administrative Assistant	1/16/2016
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## Patients-Visitors With Disabilities-- Communication Assistance

### PURPOSE

To identify and provide Auxiliary Aids and Services to meet the communication needs of patients and visitors with disabilities. This policy provides guidance to assure Sutter Amador Hospital's compliance with the relevant and applicable standards set forth in California Civil Code §§ 51, et seq. (the Unruh Act"), and/or 54, et seq. ("the Disabled Persons Act"), California Government Code § 11135, et seq., Title III of the Americans with Disabilities Act, 42 U.S.C. § 12181, et seq., and/or Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §§ 701, et seq. and/or the regulations promulgated under these statutes.

### POLICY

It is the policy of Sutter Amador Hospital to provide **communication assistance**, Auxiliary Aids and Services, **and** Alternative Formats for print materials, where necessary for effective communication between Sutter Amador Hospital employees, health care providers, and persons with disabilities, particularly those who are deaf, hard-of-hearing, blind or visually, cognitively or speech impaired. This includes any communication including, but not limited to, those concerning patient care, privacy rights, confidential information conferences and health education/training sessions provided to the public. After consultation with the patient or visitor with a disability, Sutter Amador Hospital will be responsible for identifying the format, aid or service that will provide effective communication for that person, and will use that method in communications with the patient or visitor. The term "Auxiliary Aids and Services" is defined in the Policy entitled "Patients with Disabilities: Responsibility for Accessible Facilities and Services." Sutter Amador Hospital shall not impose any fees or charges on patients or visitors with disabilities for providing any Auxiliary Aids or Services.

### PROCEDURE

**A. - Consult with the patient or visitor:**

Consult with the patient or visitor about his or her need for communication assistance and the kinds of - Auxiliary Aids and Services, including alternative communication methods, or Alternative Formats, that - will provide effective communication. Sutter Amador Hospital will be responsible for identifying the - Auxiliary Aid or Service that will provide effective communication of the particular information to the - patient or visitor. If more than one Auxiliary Aid(s) or Service(s), would be effective to communicate - particular information to the patient or visitor, Sutter Amador Hospital may select the effective method of - its choice. Sutter Amador hospital is not required to provide the Auxiliary Aid or Service the individual -

prefers if there is another method that results in effective communication, although Sutter Amador - Hospital will provide the individual the Auxiliary Aid or Service he or she prefers, if possible. -

**B. - Consider the type of communication and the disability involved:**

**1. - Simple Communications:**

Simple communication methods may be used where limited interaction is involved or the communication is less significant (e.g., short in duration; simple concepts; information does not need to be referenced in the future, etc.). Examples of methods for simple communication may include pencil and paper, lip reading, or pictures.

**2. - Complicated and/or interactive communications:**

Where communication between the healthcare staff and the patient or visitor is more involved, the most effective method of communication for that person shall be used. It may be necessary for Sutter Amador Hospital to provide Auxiliary Aids and Services, such as a qualified sign language interpreter, a qualified oral interpreter, an assistive listening device, computer-assisted real time transcription, or Alternative Formats such as Braille, Large Print, audio recordings, or computer disks to ensure effective communication. Examples of circumstances when the communication may be sufficiently lengthy and/or complex to require consideration of these or other Auxiliary Aids or Services include the following:

- - Discussing a patient's symptoms and medical condition, medications, and medical history.
- - Discussing or providing medication/prescription information, such as the name of the prescription, dosage, and side effects.
- - Explaining medical conditions, treatment options, tests, medications, surgery and/or other procedures.
- - Admissions instructions and paperwork.
- - Obtaining informed consent for treatment.
- - Advising about patients' rights.
- - Discharge and other follow-up instructions.
- - Providing mental health services, including group or individual counseling for patients and family members.
- - Discussing powers of attorney, living wills and/or complex billing and insurance matters During educational presentations, such as birthing or new parent classes, nutrition and weight management programs, and CPR and first-aid training.

**C. - Examples:**

**1. - Examples for a deaf or hard of hearing patient or visitor.**

- - Sutter Amador Hospital personnel should offer pen/pencil and paper to individuals who are deaf or hard of hearing for the purpose of communicating messages, instructions and for answering questions when appropriate.
- - Written forms or information sheets may provide effective communication in situations where there is limited need for interactive communications (i.e., simple communication) such as filling out admission forms and medical history inquiries, providing billing information, etc. Pictures may also be useful where an individual has a speech disability or cognitive impairment.

- - Reading may be useful for a short, limited period of time. When using this form of communication, personnel should be directly facing the patient and should provide clear, simple instructions. It may be less effective for any complex, lengthy and/or complicated conversation.

For more information on use of specific Auxiliary Aids & Services, see Appendix A in this policy.

## 2. - **Examples for a visually impaired or blind patient or visitor:**

- - Sutter Amador Hospital personnel should provide specific oral cues for simple instructions and for answering questions when appropriate. Where written communication or signage is relied upon, oral information may need to be provided. Staff should provide this in a way that allows for patient privacy.
- - Instructions may need to be provided in large print (for persons with some vision) which may be a Sans Serif or Arial font of 18 points or larger, verbally by staff or through audio recording, Braille, or computer disk when appropriate.
- - Consents, forms, and other information may be read to the patient or his or her representative, as appropriate, consistent with the patient's privacy rights. Any such information must be read to the person with a visual impairment completely, effectively, accurately, and impartially. However, the information should also be offered in an Alternative Format for the patient's personal record keeping. Staff should request that the patient or patient's representative sign the form if the patient agrees to the terms and conditions. The staff member shall document the agreement by including the phrase, "I have accurately and completely read the foregoing document to (insert patient or patient's representative's name). He/she orally stated that he/she understood all of the terms and conditions and acknowledged his/her agreement by signing the document in my presence."

## 3. - **Examples for a patient or visitor with a speech or cognitive disability:**

- In addition to the options for written communication described above, pictures may be useful where an individual has a speech disability or cognitive impairment.

## D. - **Time Frame**

### 1. - **Alternative Formats for persons with visual impairments:**

Alternative Formats for persons with visual impairments will be made available within a reasonable time frame to ensure effective communication. Requests for Alternative Formats that cannot be provided by Sutter Amador Hospital at the time the request is made, to the extent possible, will be transmitted to Sutter Amador Hospital's Alternative Format vendor by the close of business on the day of the request and Sutter Amador Hospital will request that the vendor produce and send the materials to the patient within seven (7) days of transmittal of the request to the vendor.

### 2. - **Auxiliary Aids and Services for persons with hearing impairments:**

- - **For a scheduled appointment:** when an individual requests an interpreter at **least 24\* hours** in advance of the time when the services of the interpreter are required, Sutter Amador Hospital will make an interpreter available at the time of the scheduled appointment or need.
- - **For an emergency:** In the event of an **emergency**, Sutter Amador Hospital will use reasonable efforts to assure communication assistance is available as soon as practicable given the circumstances.

- - Absent events outside the control of Sutter Amador Hospital, such as severe weather problems, unanticipated illness or injury of the interpreter while en route, and unanticipated transportation problems the time within which the interpreter is provided will be no more than the following:
- - **For video interpreting or on-site interpreter:** 60\* minutes from the time the request is made if the service is provided through video interpreting services or a qualified interpreter who is on site at the time of the request or need for an interpreter; or
- - **For contract interpreting services or off-site interpreter:** 24\* hours for non-emergency requests, if the service is provided through a contract interpreting service or a qualified interpreter who is located off-site at the time the need arises.

Between the time when an interpreter is requested and when an interpreter is made available, personnel shall continue to try to communicate with a person with a disability for such purposes and to the same extent as they would have communicated with the person but for the disability, using the most effective means of communication available, particularly written notes and/or sign language pictographs.

***\*Sutter Amador Hospital must fill in these timelines, upon consultation with the local Disability Access Coordinator.***

E. - **Use of family members, companions or minors:** Use of family members, companions, or any minor as interpreters is discouraged, except for the most extraordinary circumstances, such as medical emergencies. Use of any of these individuals may violate patient confidentiality or may compromise care. However, patients may request such services and give permission to the health care team to share information with any of those individuals. Staff should record such permission in the patient's records.

F. - **Patient's request for specific service:** Sutter Amador Hospital does not charge a fee for Auxiliary Aids and Services that it provides. However, patients may elect to provide their own communication aids and/or interpreters at their own cost to assist them while obtaining services from Sutter Amador Hospital.

G. - **Education and Training**

All patient care staff are required to be trained on the policy upon initial hire, and annually.

H. - **MORE INFORMATION AND RESOURCES**

- ▪ - For more information about this policy, contact Doris McCafferty, Disability Access Coordinator, at (209) 223-7459.
- - For **American Sign Language Interpreter** Services, call EATON 1- (916) 721-3636 or 1- (916) 721-3636 for after hours.
- - For **Assistive Listening Systems** (Pocket Talkers), call ext. 7500.
- - For the **Relay Service**, call 1-800-735-2929 TTY. If you wish to use this option, dial 9-711 on any phone to connect to the Relay Service.
- - For **Speech to Speech**, call 1-800-735-2922 and ask for Speech to Speech.
- - For an **Amplified Telephone Handset**, call ext. 7500.
- - For a **Braille, Large Print or audio format** provider, call ext. 7500.
- - For C.A.R.T Services call EATON 1- (916) 721-3636

Refer to Appendix A "Use of Specific Auxiliary Aids and Services" for information on the use of specific Auxiliary Aids and Services for persons with Sensory Disabilities Refer to Appendix B for Guidance on the Use of Video Relay.

# APPENDIX A:

## Use of Specific Auxiliary Aids and Services for Persons

### Who Are Deaf, Hard of Hearing or Have a Speech Disability

#### A. - Communication Services

1. - **Qualified interpreter or Sign Language interpreter services** – A person who interprets for an individual with a disability; Interpreters generally are used to communicate with persons who are deaf, hard of hearing, or have a speech disability. This may include methods of communication such as the use on lip reading, American Sign Language (ASL), oral, and signed English and often includes both translating spoken communication into sign and the signed communication into speech. To be considered qualified, the individual, whether a staff member or contracted service must have formal training or certification in interpretation, demonstrated expertise in the target language, and knowledge of medical terminology
2. - **Relay Service (dial 711)** – The nationwide relay network is a telephone service that allows persons with hearing or speech disabilities to place and receive telephone calls by using operators to facilitate telephone calls between a TTY/TDD and a standard telephone. **The nationwide number to reach a relay operator is 711.** Individuals may use this network to call the hospital from a TTY device. This relay consists of an operator with a TTY who receives the call from a TTY user and then places the call to the hospital. If you receive a relay call from a TTY user, the operator will explain this to you. You should expect that relay system calls will take a little longer than voice calls. Please dial 9-711 from inside the hospital.  
If you need to contact a deaf or hearing-impaired person by telephone who is away from the hospital (for example, to confirm a patient appointment, speak to a patient's relative, etc.), simply dial 711 . An operator will answer and ask the number that you are calling/
3. - **Speech to Speech Relay Service for Persons who are Speech-Impaired (Dial 711 and ask for "Speech to Speech")** -- This is a free relay service network to handle calls with persons who have speech impairments so that the caller can be understood. Individuals may use this network to call the hospital or medical professional, using an operator who is able to voice the caller's speech and ensure that the caller's speech can be understood. Please dial 9-711 from inside the hospital. When using a speech to speech relay, speak directly and clearly to the person with whom you are communicating; the operator will relay your communication to the individual and will relay his or her responses to you as they are made.
4. - **Computer-aided transcription services (CART):** Real-time reporters trained as court stenographers with medical terminology expertise type what is said in a meeting and the text is immediately displayed on a video monitor or projection screen. EATON CO Call 1-916-3636
5. - **Video Relay Service (VRS)** – this service allows a person who is deaf or hard of hearing to make a telephone call via an Internet video connection between the user and the relay center, which is staffed with sign language interpreters. This Internet-based form of relay service allows persons whose primary language is American Sign Language (ASL) to communicate with a Communication assistant in ASL using video conferencing equipment. The Communication Assistant speaks what is signed to the called party, and signs the called party's response back to the caller. (This guidance

applies only to facilities that have *VRS-Video Relay capabilities* in place). **Sutter Amador does not have this service in Place.**

#### B. - Communication devices or equipment

The department using the communication device or equipment is responsible for ensuring the return of that equipment to switchboard when no longer needed.

1. - **Amplified Telephone Handset** – This device amplifies the sound of telephone receiver. Amplified telephone handsets provided by Sutter Amador Hospital can be installed on any patient phone, no longer than 4 hours after the request is made to the switchboard or the Emergency Room after hours at extension 7500.
2. - **Assistive Listening Systems (ALS)** – Devices designed to help people with hearing loss improve their ability to hear in difficult or large-area listening situations. Assistive Listening Systems are not intended as substitutes for hearing aids but as a supplement to hearing aids. ALS can also be used to improve functional hearing abilities for people who don't use hearing aids. *Note: Because ALS amplify sound, they are not helpful for individuals who have no hearing.*
3. - **TTY/TDD** (*Stands for telecommunications display devices or telecommunications devices for deaf person*) – A text telephone device allowing a "telephone" call to take place in a text format. The device contains a keyboard and visual text display designed to exchange written messages that are commonly used for telephonic communication. This allows patients who are deaf, hard of hearing, or have a speech impairment to communicate with personnel.

TTY teletypewriter phones provided by the hospital will be installed in a patient's room, upon request, no longer than 4 hours after request is made. Requests for TTY phones are made by calling switchboard at 7500. Charges for telephone calls made from the patient's room shall be billed in accordance with hospital policy for voice calls. The ordering department is responsible for ensuring the return of TTY sets to Switchboard at extension 7500. (When they are no longer needed, equipment also may be returned after normal business hours to the Emergency Room at extension 7555. -

Patient-owned communication devices, such as TTY teletypewriter phones or amplified phone sets, - may be used within the hospital as long as they are compatible for use within the hospital and the - patient assumes full responsibility for liability and operation. See standard practice (insert reference - to applicable policy). -

**TTY phones are also located at public phone banks in the following areas:**

1. - *On the main floor of the hospital near the cafeteria.*

**Personnel should be able to direct patients, or visitors to the nearest public TTYs as needed.**

4. - **Telephone handset amplifiers** – Equipment that amplifies the telephone volume for someone who is hard of hearing.
5. - **Telephones compatible with hearing aids** – A telephone that an individual with a hearing aid can use without making a loud screeching noise.
6. - **Closed caption decoders** – not available at this time.

#### C. - Tips

1. - Some persons who are deaf can speak; others may not have this skill.



2. Not all persons who are deaf lip-read.
3. American Sign Language is not another form of English. It is a separate, unique language with its own grammar, syntax and rules. Signed English uses Standard English grammar.
4. Not all persons who are deaf use sign language (either ASL or signed English).
5. Lip-reading, while helpful without sound clues, is only 30%-50% effective, and sometimes less.
6. More persons who are deaf or hearing impaired have some hearing rather than no hearing at all.
7. Not all persons who are deaf write and read well.
8. Long conversations with persons who lip-read can be very fatiguing to the person who has the impairment.

## APPENDIX B:

### Guidance on Use of Video Relay

(Applies only to facilities with Video Relay capabilities in place).

**Video Relay Service (VRS)** -- not available at this time.

All revision dates:

3/29/2016, 8/12/2015, 11/1/2012

### Attachments:

No Attachments

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	Senior Management Team	Donna St. Clair: Administrative Assistant	8/12/2015
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