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# Example of Medical Interpreter Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of medical interpreter. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for medical interpreter

* Provide precise and accurate face to face and over-the-phone interpreting services for LEP patients and hospital employees, primarily responsible for all encounters in Prenatal Unit
* Through interpreting, identify patients needing additional guidance, education, support and referrals
* Assist patients with consent, delivery and other medical forms as needed
* Work pro-actively on connecting and engaging pregnant women with primary care and mental health care as needed
* Collaborate with the Vincent Newborn Program to determine needs of the new moms and identify ways to meet those needs
* Make referrals and follow up with other health professionals as is deemed appropriate and as a continuum of care effort, including completing notes in the medical record
* Document in the patient’s electronic medical record when necessary
* Document all interpreting and community health work in MI/CHW internal data base
* Spanish Interpreter
* Provide precise and accurate over-the-phone interpreting services for LEP patients and hospital employees

## Qualifications for medical interpreter

* Interpreters will maintain confidentiality of all assignment-related information
* Provide interpreter services, and convey the exact message as opposed to summarizing the information in a way that is subjective and will refrain from accepting an assignment when family or close personal relationships affect impartiality
* Interpreters will not interject personal opinions or counsel patients
* Interpreters will refrain from accepting assignments beyond their professional skills, language fluency, or level of training
* Previous medical interpreter experience preferred
* Medical background or previous interpreter experience