

Log-in Sheet for Interpreter Services



Instructions for Interpreters

1. If you have not received and/or completed a contract for Interpreter Services, please contact the NCDHH Business Manager at the below contact information.
2. Request a NCDHH staff person to sign log-in sheet.
3. When services are no longer needed a staff member will “sign you out” on your log-in sheet.
4. Log sheets must be submitted with your bill for services, to receive payment.

The interpreter is responsible to obtain necessary signatures on log-in sheets.

1. Interpreting Assignment: _____

Date ____/____/____ Time In: _____ Staff Signature: _____

Date ____/____/____ Time Out: _____ Staff Signature: _____

2. Interpreting Assignment: _____

Date ____/____/____ Time In: _____ Staff Signature: _____

Date ____/____/____ Time Out: _____ Staff Signature: _____

Interpreter Name: _____

If you have questions, please contact NCDHH Business Manager

Contact Information:

Nebraska Commission for the Deaf and Hard of Hearing
4600 Valley Road Ste 420
Lincoln NE 68510
Phone: 402-471-3593
Toll Free: 1-800-545-6244
Fax: 402-742-2357