Instructions: **Complete this form. Send the completed form and materials to be translated to zsfg.translations@sfdph.org**

Materials and resources used for providing patient teaching must comply with the following:

* Reading literacy level of 5th grade or less.
* Avoids complicated medical terminology or jargon. Clearly defines medical terms, when used.
* Use common, simple words to be as clear as possible and minimize the risk of misunderstanding.
* Includes pictures and graphics that support learning.

**Patient education materials will be reviewed by DET staff for compliance with the standards outlined above. The requester will be notified if changes are needed prior to translating.**

**Request Date:**

**Requester’s Name:**

**Requester’s Email:**

**Requester’s Phone:**

**Project Name:**

**Type of Document(s), check all that apply**: [ ]  Patient Education [ ]  Patient Letter [ ]  Form

[ ]  Medical Record [ ]  Promotion Material [ ]  Other:

**Translated into the following languages:** [ ]  Chinese [ ]  English [ ]  Russian [ ] Spanish

[ ]  Tagalog [ ]  Vietnamese [ ]  Other:

**Delivery Options:** [ ]  Standard (3-7 days) [ ]  Expedited (2 days)

**If expedited service is requested, indicate reason below:**

[ ]  Materials needed for patient education, discharge, or similar within next 3 days

[ ]  Materials needed for medical record documentation within next 3 days

[ ]  Materials needed for staff education, program, or similar within the next 3 days

[ ]  Materials related to a regulatory finding

[ ]  Other:

**Additional information of instructions below, if applicable:**