



# Translation Options for Patient Education Documents

We are glad to assist with patient education document translation. Please see details about the available options below.

**NOTE:** Before any document is sent for translation it must be on our current template and reviewed for accuracy by the authoring department. This ensures translations remain useful for as long as possible and reduces the need for revisions.

Option 1: In-House (UWMC/HMC Interpreter Services)		
<ul style="list-style-type: none"> <li><b>Cost:</b> Free of charge</li> <li><b>Turnaround Time:</b> Varies. A few weeks to many months, depending on document length and translator availability. Translators must prioritize in-person translation services, and document translation is done as time permits.</li> </ul>		
We ask that you...	Hayley will...	Interpreter Services will...
<ul style="list-style-type: none"> <li>Ensure documents are up to date before the translation is requested.</li> </ul>	<ul style="list-style-type: none"> <li>Review and format the document before translation.</li> <li>Submit the translation request to Interpreter Services.</li> <li>Review and publish document and return final copy to you</li> </ul>	<ul style="list-style-type: none"> <li>Complete translation and return document to Hayley. This may take a few weeks to many months.</li> </ul> <p><i>Note we <b>cannot</b> guarantee a specific ETA.</i></p>

Option 2: External (UWMC-contracted vendor)	
<ul style="list-style-type: none"> <li><b>Cost:</b> Variable, depending on language(s) and word count. Cost examples are available upon request, but pricing varies by project.</li> <li><b>Turnaround Time:</b> Usually less than 1 week.</li> </ul>	
We ask that you...	Hayley will...
<ul style="list-style-type: none"> <li>Confirm your department has a budget available for this project</li> <li>Respond within 1-2 business days to the vendor's quote</li> <li>Pay invoice promptly once available</li> </ul>	<ul style="list-style-type: none"> <li>Initiate the request with our vendor and cc you on this email</li> <li>Review translations for formatting and accessibility</li> <li>Publish to Health Online and return final document to you</li> </ul>

Email [hsayre@uw.edu](mailto:hsayre@uw.edu) to start any project or with any questions. I look forward to working with you!

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