

## ◎Outpatient

### Procedures when receiving treatment

[Initial examination (people receiving treatment for the first time)]

- \* People with a referral letter  
Fill in a medical care application form, and present it along with your referral letter / health insurance card etc. at the ① Community Healthcare Cooperation Counter.
- \* People without a referral letter  
Fill in a medical care application form, and present it along with your health insurance card etc. at the ④ General Reception (new visitors' reception).

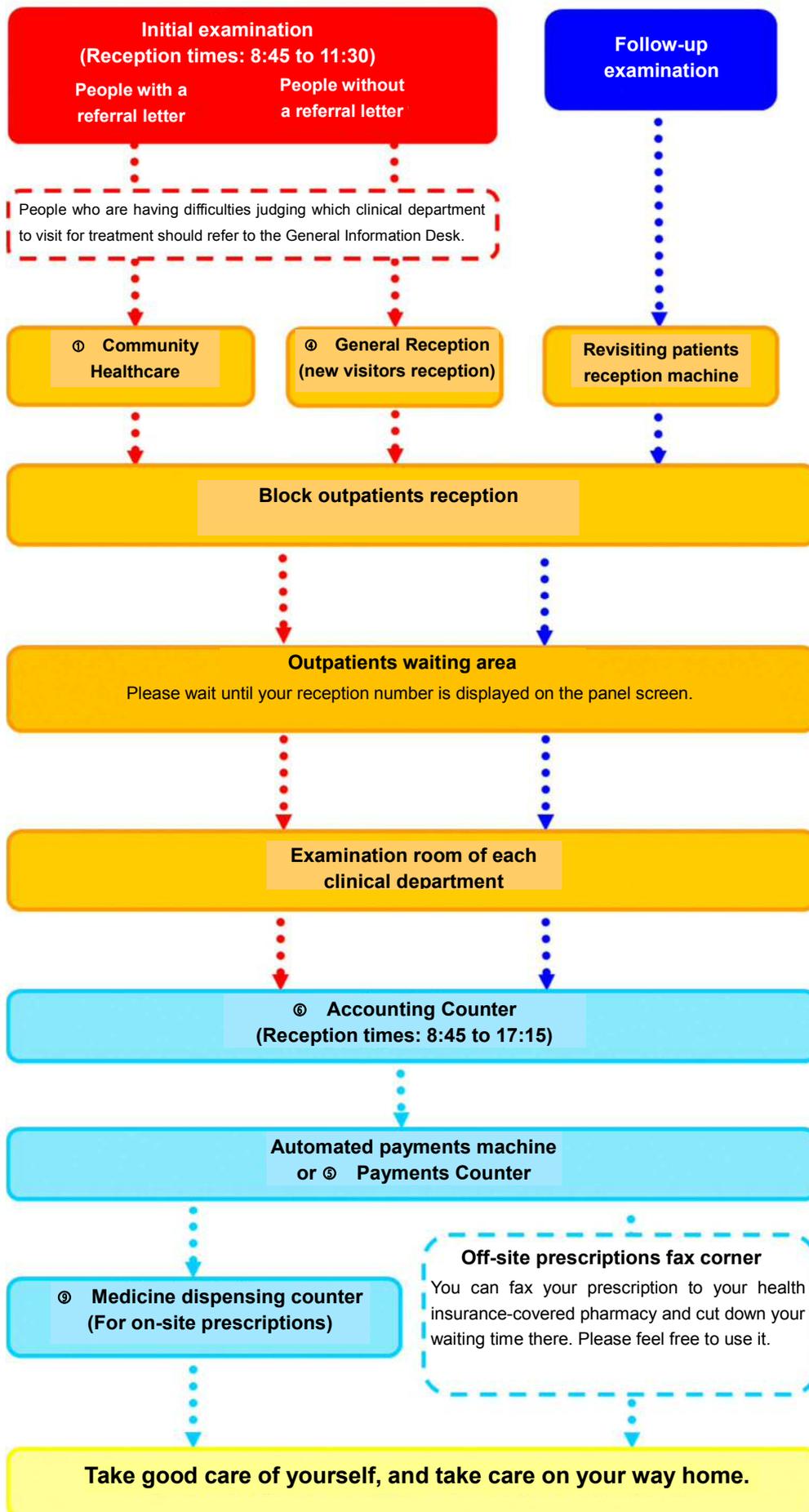
[(Follow-up examination (the second and subsequent appoints with the same clinical department))]

- \* People with a reservation  
Put your patient registration card into one of the “revisiting patients reception machines” located on the first and second floors of the hospital, and receive your outpatient treatment record.
  - If you need to change an appointment day, contact the outpatients reception by the previous day (weekdays 2:00 p.m. to 5:00 p.m.)  
(On some occasions you will be able to change the day and time by phone, on others you may not)
- \* People without a reservation  
Present your patient registration card and health insurance card at the ④ General Reception or the health insurance card checking corner at the general information desk, and request the clinical department you wish to receive treatment from.
- \* People visiting for a test only  
Put your patient registration card into one of the “revisiting patients reception machines” located on the first and second floors of the hospital, and receive your outpatient treatment record.

### Paying your bill

After you have received your treatment, present your outpatient treatment record and basic schedule to ⑥ Accounting Counter, and pay using the automated payments machine or at ⑤ Payments Counter.

(Credit cards such as JCB, VISA etc. are accepted for payment)



\* For those having tests only, check in using one of the revisiting patients reception machines and proceed to the relevant test reception as stated on the appointment slip.