# Outpatient treatment

As of January 2014, new patient admissions for psychiatric outpatient treatment are currently suspended, due to various reasons. We appreciate your understanding and support in this matter.

#### <Treatment times>

8:45 a.m. to 11:30 a.m.

(Please check in advance because the schedules vary between clinical departments)

# <Non-treatment days>

Saturdays, Sundays, public holidays, and year-end and New Year's holidays

# <Clinical departments that carry out outpatient treatment>

Internal Medicine (Respiratory, Gastroenterology, Cardiovascular Medicine, Nephrology, Neurology, Hematology, Endocrinology,

Rheumatic Collagen Disease),

Surgery (Respiratory, Gastrointestinal Surgery, Breast and Endocrinology), Cardiovascular Surgery, Neurosurgery, Orthopedic Surgery, Pediatrics, Dermatology, Urology, Obstetrics and Gynecology, Ophthalmology, Otorhinolaryngology—Ear, Nose and Throat, Algology, Dentistry

- \* With regard to internal medicine and surgery, initial examinations for people with no referral letter will not be conducted by specialist departments, but by the doctor responsible for initial examinations.
  - \* Examinations for rheumatic collagen disease take place only once a week.

# <When you receive treatment>

Consider the doctor in your local doctor's office or clinic as your family doctor We encourage people to use their local doctor's offices and clinics as their family doctors.

Family doctors are very important for the maintenance of good health on a daily basis. Should you require more detailed tests, or if you need to be admitted to the hospital, they will make an appointment for tests and an examination with one of our specialist departments for you, and give you a referral letter. When you have this referral letter, your detailed medical history will be clearly understood, and tests and examinations that you receive at the hospital will run even more smoothly, safely, and reliably.

In addition, if you make your reservations for tests and examinations through your family doctor via the regional medical cooperation office, your waiting time can be reduced and you can receive your tests and examinations quicker. Furthermore, doing this also has the advantage that you then do not need to pay the additional charge for an initial examination, which will be charged if you do not have a referral letter when you have your initial examination.

When your treatment with us is completed, we will refer you on to a community healthcare provider.

We focus our service on treating acute illnesses (before the patient's condition has stabilized), and on patients for whom hospital admission for treatment is necessary. As a result, we refer people whose conditions have improved and stabilized, to family doctors or other community healthcare providers, after discussing the situation with them.

But there are systems in place to ensure that should your conditions change suddenly, or should specialist tests become necessary, you will always be able to receive treatment with us.

We maintain close links with community healthcare providers, and will continue to do so. Your understanding regarding this matter is appreciated.

# <Procedures when receiving treatment>

Initial examination (people receiving treatment with us for the first time)

\*People with a referral letter

Bring your referral letter to the Community Healthcare Cooperation Center on the first floor of the Emergency / Outpatients building.

\*People without a referral letter

Fill in a medical care application form, and present it along with your health insurance card etc. at the new patient reception No.1 on the first floor of the Emergency / Outpatients building.

Follow-up examinations (People visiting for the second time or subsequently)

\*People with an appointment

Put your patient registration card into one of the "revisiting patients reception machines" located on the second floor of the Emergency / Outpatients building and outside the Central Testing Department, and receive your treatment plan.

\*People without an appointment

Check yourself in at the outpatient reception on the second floor of the Emergency / Outpatients building and receive your treatment plan.

\*People visiting for a test only

Put your patient registration card into one of the "revisiting patients reception machines" located on the second floor of the Emergency / Outpatients building and outside the Central Testing Department, and receive your treatment plan.

### <Paying your bill>

After you have received your treatment, present your treatment plan to payments reception No.2 on the first floor of the Emergency / Outpatients building, and make your payment using the automated payments machine. The machines also accept credit cards.

### <The handling of health insurance cards>

People who last submitted their health insurance card 30 days or more previously, and people whose address or health insurance card has changed are required to present their treatment plan along with their health insurance card at the outpatients reception before receiving treatment. Please note that where a health insurance card etc. is not presented, the patient will have to pay for the treatment in full themselves.

#### <The care and welfare consultation counter>

Hospital caseworkers and nurses are available for consultations regarding medical treatment, nursing, recovery, and medical safety; concerns you may have around daily life and admission to hospital; matters relating to recovery post-discharge; and the systems for paying for treatment and welfare benefits.

\*This service is available for both in- and outpatients.