

# Guide for outpatient visit (OPD procedures)

## From reception to leaving

### First visit

- First visit to hospital
- First visit to another clinical department inside the hospital
- Without appointment and after 3 months of last visit

Please go to the counter no. ① and fill out patient registration form and medical history questionnaire form.

Do not forget to submit your referral letter if you have.

(in accordance with the health and welfare ministry law enacted 1<sup>st</sup> April 1996, we ask patient without a referral letter to pay 5,500 yen in addition to the regular cost of treatment.)

Go to your relevant clinical department. Submit your patient ID card (medical file) with health insurance card. When your name is called at the department, please enter the consultation room.

### Consultation and examination

Please submit your medical file on relevant counter to receive medical examination or treatment.

Several Examinations may conduct on necessity such as blood test, urine test, ECG, USG, EEG, and radiological examinations such as X-ray, CT, MRI etc.

You may be asked your name and date of birth to make sure you are receiving appropriate medical treatment.

Collect your medical file, patient ID card, health insurance card, appointment letter (if necessary). Submit your file on counter ② (first floor) and wait until you are called for your payment.

When you are called, make your payment on counter ③ first floor  
Collect your receipt and prescription coupon

Submit your prescription coupon to receive your medicine when your number is shown on digital board.

Out-of-hospital prescription:  
Please submit your prescription to outside pharmacy within 4 days from prescribed date.

Get well soon. Have a good day

### Re-visit

No payment required

No prescription