

2019 Medical Check-ups for Faculty and Staff - Schedule & Information

<Hongo Campus> Location: Hongo Health Service Center, 2nd Floor Administration Bureau Bldg. 2, Tel.: Ext. 22580

Date/Time	9:00~11:30	13:15~15:45	Date/Time	9:00~11:30	13:15~15:45
Fri. 20th Sep. Medical Check-ups & Special Medical Check-ups	Male	Female	Thu. 5th Dec. Medical Check-ups	Female	Female
Tue. 24th Sep. Medical Check-ups	Female	Male	Fri. 6th Dec. Medical Check-ups	Male	Male
Wed. 25th Sep. Medical Check-ups & Special Medical Check-ups	Male (Dental check-ups)	Male	2020 Tue. 21st Jan. Medical Check-ups	Male	Male
Thu. 26th Sep. Medical Check-ups	Female	Female	Wed. 22nd Jan. Medical Check-ups	Female	Female
Mon. 28th Oct. Medical Check-ups	Male	Female	Thu. 23rd Jan. Medical Check-ups	Male	Female
Tue. 29th Oct. Medical Check-ups & Special Medical Check-ups	Male	Male	Fri. 24th Jan. Medical Check-ups	Female	Male
Wed. 30th Oct. Medical Check-ups	Female	Female	Thu. 13th Feb. Medical Check-ups &	Male	Male
Thu. 31st Oct. Medical Check-ups & Special Medical Check-ups	Female (Dental check-ups)	Male	Fri. 14th Feb. Medical Check-ups &	Female	Female
Fri. 1st Nov. Medical Check-ups & Special Medical Check-ups	Female	Male	Mon. 17th Feb. Medical Check-ups &	Female	Male
Tue. 3rd Dec. Medical Check-ups	Female	Female	Tue. 18th Feb. Medical Check-ups &	Male	Female
Wed. 4th Dec. Medical Check-ups	Male	Male	/	/	/

<Komaba Campus> Location: Komaba Health Service Center Tel.: Ext. 46166

Date / Time	9:00~11:30	13:15~15:45
Mon. 30th Sep. Medical Check-ups & Special Medical Check-ups	Female	Male
Tue. 1st Oct. Medical Check-ups	Male	Female
Wed. 2nd Oct. Medical Check-ups & Special Medical Check-ups	Male	Male
Thu. 3rd Oct. Medical Check-ups	Male	Female
Fri. 4th Oct. Medical Check-ups	Female	Male

* Dental check-ups at the Komaba Health Service Center are scheduled for a different day. Persons scheduled for dental checks will be contacted separately.

<Kashiwa Campus> Location: Kashiwa Library Tel.: Ext. 63040

Date / Time	9:45~10:45	10:45~12:15	14:00~15:15
Wed. 16th Oct. Medical Check-ups	Female	Female	Male
Thu. 17th Oct. Medical Check-ups	Male	Male	Female
Fri. 18th Oct. Medical Check-ups & Special Medical Check-ups	Female (Dental check-ups)	Male (Dental check-ups)	Male

<Shirokane Campus> Location: Large Meeting Room, 8th Fl. Research Hospital Tel.: Ext. 72074

Date / Time	9:00~11:30	13:15~15:45
Tue. 19th Nov. Medical Check-ups	Male	Female
Wed. 20th Nov. Medical Check-ups	Female	Male

- * Reservation must be made to take the Medical Check-up.
- * Regular Medical Check-ups can still be taken on days for the Special Medical Check-ups.
- * Those eligible for special medical check-ups should select a time in the shaded days. (Please note that there are no special medical check-ups on Shirokane Campus.)
- * Those required to take medical examinations for being “engaged in specified work” should have their medical check-up in September to October.
- * To avoid congestions at the centers, where possible please have your medical check-ups on your usual campus. However, if this is difficult due to your duties, the medical check-ups can be taken at any of the centers.

Information on taking the medical check-ups

- ◇ Those who have already taken the New Employee Medical Check-up which took place between April and September, 2019 (excluding those requiring Special Medical Check-ups), may skip this round of medical check-up. Unless given a special option to omit specific items, please make sure to take the full check-up.
- ◇ Please contact the relevant Health Service Centers by the day before the check-up period starts at the latest, if you need special care when taking the check-ups.
- ◇ If you do not take the medical check-ups, please send back the sample containers to your nearest Health Service Center or return them unopened to the person in charge in your department.
- ◇ If your department changes due to the routine staff relocation, there is no need to correct the check-up card.
- ◇ **Everyone is required to complete the online Medical Questionnaires before their medical check-ups. Please refer to the enclosed "Medical Questionnaire Guide" and please make sure to complete them in advance.**
- ◇ **You are not eligible to take the medical examination if you have retired, even if you have been sent the check-up cards.**

Preparing for the check-up

- ◇ **Check-ups card**
 - * Please make sure to bring the cards. If you do not bring them with you, you will not be able to take the check-up.
- ◇ **The appointment information** (appointment date and time and the Appointment Number)
- ◇ **Two or three QR codes (printed)** *"Medical history" and "Lifestyle" and "Special Medical Check-up"
 - * ~~Please complete the medical questionnaire before coming to the check-ups.~~
- ◇ **Urine sample container.**
 - * Please do not exercise severely the day before the check-up so that accurate examinations results are obtained.
 - * Those who handle toluene or xylene as part of their work should refrain from soft drinks that contain benzoic acid, sweets, strawberries, blueberries and other types of berries, as well as fruits such as apricots and plums.
 - * Please collect the urine sample first thing in the morning of the check-up immediately after you wake up. (Those taking the special medical check-ups must collect two samples.)
 - * Please do not collect a urine sample if you are in your menstrual period. Please contact a staff at reception.
 - * Please write your name on the label.
- ◇ **Stool sample container** (only for those specified)
 - * Those who have submitted stool samples during the April – September 2019 New Employee Medical Check-ups do not need to submit stool samples at this Medical Check-up.
 - * Samples can be taken up to 4 days prior to your check-up. Please submit the stool sample containers for the two days.
 - * Please write your name in katakana, gender, date of taking sample on the sample container and envelope.
 - * Please do not collect a stool sample if you are in your menstrual period. Please contact a staff at reception. If an alternate examination date can be selected, please do so.

Content of Health Checkup

①Interview (Medical history, Lifestyle) ②Height, weight, BMI, waist measurements ③Visual acuity (eye sight test) ④Audiometry ⑤Chest X-ray examination (not required if pregnant) ⑥Blood pressure measurement ⑦Blood sample analyses (tests carried out for anemia, white blood cell count, blood platelet count, liver function, renal function, lipid metabolism, blood sugar, sugar metabolism (HbA1c), level of uric acid) ⑧Urine analyses (sugar, protein, uric blood)
⑨Electrocardiography ⑩Physical examination (doctor's consultation) ⑪Fecal occult blood test (Optional only for those who will be over 40 years of age at the end of the fiscal year)

Information for blood tests

- ◇ Those who have their check-up in the morning should come without having breakfast and refrain from drinking anything that contains calories.
- ◇ Those who are having the check-up in the afternoon should finish a light breakfast by 7:00am, and refrain from eating and only have drinks that do not have calories in them.
- ◇ Please make sure you keep hydrated by taking in drinks without calories, such as water or straight tea.

Attire

- ◇ Please wear clothing that **you can remove** from your upper body for the chest X-ray examination.
- ◇ Please wear or bring a plain T-shirt and refrain from having any metal fittings, adjusters, prints, beads, buttons, lace, gathers, elastic strings, embroideries, lame materials, undergarments with bra cups, collars, V-neck shirts, or overlapped thick materials.
- ◇ **Please remove any jewelries/accessories in advance.** (necklaces, earrings, body piercings etc.)
- ◇ If you have long hair, please bring elastic-bands to tie your hair up.
- ◇ If you are specified to take an ECG, please wear short socks and not wear stockings or tights.
- ◇ If you wear glasses or contact lenses for work, please wear them during the check-up.
- ◇ Please do not bring valuables with you. The Division for Health Service Promotion will not be responsible for any loss or damages during the medical check-ups.