

New Employee Health Check: Details and Points of Caution

All new employees must undergo a New-Employee Health Check. If you have received this document, you must make a reservation and undergo a health-check.

Reservations-----

- New employee health examination is reservation-only.

Reserve your desired examination day online, at least 4 days in advance.

- Those without a reservation cannot undergo the examination.
- You can only access the online reservation system through a computer or smart phone connected to the Kyoto University Network (KUINS, KUINS-Air). You cannot access it from outside of campus.

■ How to make a reservation

- ① Access “New Employee Health Check WEB Reservation (on-campus access only)” from the URL below:

<https://u.kyoto-u.jp/489>

- ② Click the orange [初回ユーザー登録] “First-Time User Registration” button.
 - **[職員番号] Employee Number** (8 numbers)
 - On the employee ID, after the first eight digits there is a white space then several number printed after. Input ONLY the first 8 digits from the left. (Example: If the ID has “12345678 0” on it, you would enter “12345678”.)
 - **[メールアドレス] Email address** (for reservation reminders)
 - **[Web 予約パスワード] WEB Reservation Password** (at least 8 characters, containing letters and numbers)
 - Enter the 3 items above, then press [登録] “Register”. (*NOTE: All entries must be written in *half-width* characters. Half-width characters are the *default* size for an English keyboard.)
- ③ Click [新規予約] “New Reservation”, select a reservation date and time from the options on the calendar. Complete the reservation as directed on the screen (see the English instruction manual for additional assistance).

(!) Reservation times for men/women are separate: Men 14:00, Women 15:00.

You can access the reservation system manual from the same page if you need additional assistance. You can also access it from the Health Service website <http://www.hoken.kyoto-u.ac.jp/>. On the webpage.

From the menu at the top of the screen, select **健康診断 > 職員健診**, scroll down to “**WEB reservation questionnaire input**”, scroll past the Japanese explanation to the English one, click “**Manual for WEB Appointment System for Employee Health Check-up**”.

WEB Questionnaire-----

After making a reservation, please complete your WEB Questionnaire. You can only access it via a computer or smartphone connected to the Kyoto University Network (KUINS, KUINS-Air).

You can access the WEB Questionnaire after you complete your online reservation. You must

finish the WEB Questionnaire sometime between 8am the day after you make the reservation and 5pm the day before the health check.

■ How to Access the WEB Questionnaire is above the New Employee Health Check WEB Reservation System

- ① You can access the manual for the WEB Questionnaire at the top of the online reservation system screen. Otherwise, you can access it from the employee health check (<https://u.kyoto-u.jp/syokuin>) page if you scroll down.
- ② Enter your SPS-ID and password then click [ログイン] "login".
- ③ Fill out the questionnaire as directed, then press [登録] "register" at the end.

The manual for the WEB Questionnaire (on-campus access only) is on the same page, so please reference it if you need additional assistance. Those who did not complete the WEB Questionnaire (or who did not complete it by 5pm the day before the health check) will be asked to fill it out (again) on one of the clinic's tablets on the day of the health check. You can also access it from the Health Service Website <http://www.hoken.kyoto-u.ac.jp/>. From the top menu, select 健康診断 > 職員健診, then scroll down to "Web Questionnaire" (English options follow the Japanese ones).

Reception Hours During Health Check-----

- Please come during your reserved time.
- If you cannot make on time, please contact ext. 16-2404 (075-753-2404).
- Reception hours end at 15:30. If you come later than this, it will be treated as a cancelation.

1. MUST have:

- Employee ID Card**
- Urine sample** (collected that morning)

*Please get the urine collection container from your department's hiring director or from Yoshida Campus Main Clinic (Infirmary). (Clinic reception hours: Mon-Fri 10:30a-12:30p, 2:30pm-4:00pm)

2. Examinations

- ①Reception, Urinalysis, (tablet questionnaire) ②Vision ③Height/Weight ④Blood Pressure
⑤Hearing ⑥Blood analysis ⑦Chest x-ray ⑧EKG ⑨Doctor's Interview

3. At the Check-up

1) Reception, Urinalysis, (Tablet questionnaire)

- After you wake up, use the paper cup contained in this envelope to collect your urine. Fill the plastic container 2/3 full. Tightly seal the container and zip the plastic bag shut.
- We do not do accept urine samples from those who are menstruating at a later date. Please inform the reception if you are menstruating when you submit your urine sample.
- You will be given a special card for your health check (in the clear file).
- Those who have not yet completed the questionnaire must fill it out on the tablet.

2) Height/Weight Measurement, Blood Pressure

Wear easy-to-remove clothing for easy measuring.

Do not roll up your sleeve. Measure over a bare arm, shirt, or thin sweater.

3) Vision Test

If you usually wear glasses or contacts, please take your vision test with your glasses or contacts on. (Those measuring their eyesight with glasses or contacts on should inform the person in charge of the vision test.)

4) Blood Analysis

Blood samples need to be taken on an empty stomach. Please do not eat for at least 4 hours before your health check. (Coffee, juice, carbonated beverages, gum candy all effect blood test results. Water and tea are ok.)

※As a general rule, those on medications should have them before coming to the health-check.

※Those whose medication is related to food, such as diabetics, should consult with their doctor before the health check and do as instructed.

※Those who have ever felt ill during or after their blood being drawn should inform the nurse before they have their blood drawn.

5) Chest X-ray

You may only wear a thin, PLAIN t-shirt into the x-ray. (**NO**: patterns, designs, embroidery, buttons, decorations. No dresses.) Those with long hair should gather it above their shoulder with a hair band.

You will be asked to remove your bra (or anything with padding) and anything metal (necklaces, accessories, and watches) in a changing room right before the x-ray.

※Those who are, or may be, pregnant and would like to skip the x-ray should inform reception.

6) Electrocardiogram

Monitors will be attached directly to the skin of your chest, wrists, and ankles. Please wear easy-to remove clothing. (**NO**: tights, stockings)

7) Hearing Test

We use simple test equipment. Those with poor hearing should inform the person in charge of the hearing test before the examination begins.

8) Interview

Interview with a doctor.

9) Other

- Slippers will not be provided at the health check.
- Please do not wear shoes that take time to take off or put on.

Omitting Tests-----

The New Employee Health Check is required by the Industrial Safety and Health Law, and thus all employees must undergo the tests described here. However, under the following circumstances you can apply beforehand to omit tests:

- ① If you can provide the results of a health check (健診) done up to three months before being hired, with all necessary tests (general medical examination done by a doctor, including

medical history/ history of present illness/ work history questionnaire).

- ② If you had a health screening (人間ドック) within three months of being hired (a general medical examination done by a doctor, including medical history/ history of present illness/ work history questionnaire).

For those whom ①/② apply, please apply to administration (担当事務) and provide your health check results. However, if not all the tests were covered or another necessary material was not provided, you may have to take the health check.

Q: What if I provide the results for some of the required tests?

A: You must still take the other required tests, so please make a reservation for a health check. On the day of the health check, please bring the results of the completed tests and we will omit those tests. However, the final decision for omitting tests will be done by the doctor. The doctor may decide that you should have those tests done again.

※If you do not provide the results on the day of the examination, we cannot omit the tests.

※ For inquiries regarding WEB Reservation, please contact ext. 2419 (Main Campus 16-2419)

Health Service

Campus Clinic Map

(New Employee Health Check Location)

**Yoshida Campus Clinic
(Infirmary) 1F Reception**
(West side of Camphora
Restaurant/Café)

**New Employee Health Check
Reservation Times**
Men 14:00
Women 15:00



Kyoto University Health Service

〒606-8501 Kyoto-shi Sakyo-ku Yoshida Honmachi

☎Regarding Planning (Dates and Times): Health Service Office
Ext. 16-2400 (075-753-2400)

☎Regarding Reservations: Infirmary Reservation Management
Ext. 16-2419 (075-753-2419)

☎Regarding Medical Treatment (Health Check) Campus Clinic/ Infirmary
Ext. 16-2404 (075-753-2404 (Reception)/ 2405 (Internal medicine))