

Employee Health Check (Reservation-type): Details and Points of Caution

Reservations-----

- The reservation screen will show available dates and times, so please select one between April 8 (Mon) and August 2 (Fri).
- **Reserve your desired examination day online, at least 10 days in advance.** (Exception: All August appointments must be made by Aug 2.)
- 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 “WEB Appointment for Employee Health Check-up (on-campus access only)” from the URL below:

<https://u.kyoto-u.jp/syokuin489>

- 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).

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 by 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 16:00. If you come later than this, it will be treated as a cancelation.

1. MUST have:

- Employee ID Card**
- Urine sample** (collected that morning)
- Stool Sample** (only those who reserved a colorectal cancer examination, 2 samples collected before the examination only, cannot submit samples at a later date.)

*Please get the urine/ stool collection container from a campus clinic (Yoshida Main, Uji, Katsura) reception. At Yoshida Main Clinic they are distributed Mon-Fri 10:30a-12:30p, 2:30pm-4:00pm. Uji and Katsura distribute them during their open hours.

*If you cannot go to a campus clinic to get a stool collection kit, please contact the campus clinic (16-2420) and we will send one directly to you. If it is 4 days before the examination and you have not yet received your kit, please contact the clinic again.

*If you are a faculty or staff at a remote location and wish to have your health check at Yoshida Main Campus Clinic, we will send your collection containers to you if you contact us (e-mail, telephone, etc.).

2. Examinations

(See the document labeled "Attachment 2".)

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

Those who use a VDT (Visual Display Terminal, i.g. computer screen) for over 1800 hours per year (number of days used per year X how many hours used per day) MUST do this test. Otherwise, it is your choice.

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

For those who are 35 or over 40 years old as of April 1, 2019 and those doing hazardous work (those registered, or plan to be registered, to do 100 or more days of hazardous work in the Registration of Hazardous Work system). **Please confirm your hazardous work registration status with reception.**

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

For those who are involved in medical or educational work, those who are 20, 25, 30, 35, or 40+ years old as for April 1 2019, or those doing hazardous work (those registered, or plan to be registered, to do 100 or more days of hazardous work in the Registration of Hazardous Work system).

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

For those who are 35 or over 40 years old as of April 1, 2019. Monitors will be attached directly to the skin of your chest, wrists, and ankles. Please wear easy-to remove clothing. (**NO**: tights, stockings)

7) Abdominal Circumference

For those who are 35 or over 40 years old as of April 1, 2019. It will be measured with a tape measure.

8) Hearing Test

For those who are 35, 40, or over 45 years old as of April 1, 2019. We use simple test equipment. Those with poor hearing should inform the person in charge of the hearing test before the examination begins.

9) Interview

Interview with a doctor.

4. Hazardous Work

Those who do hazardous work will be asked to confirm their details at reception. Please inform reception if there have been any changes. For hazardous work registration status, please see the chart below and register.

- **Registration of Hazardous Work:** <https://www.kyotokojohokenkai.or.jp/system/kyotokinfo/>

List of Hazardous Work

1	イ	Heat	Those exposed 100+ days per year must have the following tests: <u>Doctor's interview</u> , <u>Blood test</u> , <u>Chest x-ray</u>
2	ロ	Cold	
3	ハ	Radiation	
4	ニ	Fine particles	
5	ホ	High or low air pressure	
6	ヘ	Vibration	
7	ト	Heavy material lifting	
8	チ	Noise	
9	リ	Work in unequipped mine/tunnel	
10	ヌ	Late-night work	
11	ル	Hazardous agents	
12	ヲ	Hazardous agents, Gas	
13	ワ	Pathogens	
14			Regardless of days exposed, must have: <u>Doctor's interview</u> , <u>Blood test</u> , <u>Chest x-ray</u>
15		HB・B (Except Hospital)	
16		VDT	days used X hours used = 1800+ hours Must have: <u>Vision test</u>

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))