

## 1. Pre-Hospitalization Procedure

- **Admission Registration:** Your doctor will inform you of the date for hospitalization. If hospitalization is necessary after an outpatient examination, your doctor will register your admission, and the clinical section will contact you later with the date and time for admission.
- **Waiting Period:** If no beds are available, there may be a waiting period.
- **Room Preferences & Cancellations:** For changes to the hospitalization date or special room requests, please contact the clinical section directly.
- **Public Aid:** Consult your doctor about available public assistance, including medical care for children with physical disabilities, rehabilitation services, and welfare benefits. Inquire at the Social Service Department for further details.
- **Waiting for Bed:** Patients may need to be transferred to another hospital for additional treatment after the acute stage. Your cooperation in this matter is appreciated.

## 2. Considerations upon Admission

- **Name Bands:** A name band will be placed on your wrist to help staff correctly identify you during tests, surgery, and treatments. Please wear it at all times and inform staff if you wish to remove it when leaving the ward.
- **Personal Belongings:** You should bring sleepwear, underwear, bath towels, slippers, toiletries, tissue paper, and other personal items like teacups and utensils.

## 3. Hospitalization Procedure

- **Admission Process:** On the day of hospitalization, arrive at the Inpatients Reception with the necessary materials. The admission procedure should be completed by you or a representative before proceeding to the ward.
  - Required Materials: Patient registration card, personal seal, admission application form, health insurance card, medical necessity certificate, and more.
- **Insurance Information:** If your insurance eligibility changes during hospitalization, inform the Inpatients Reception immediately to avoid issues with coverage.
- **Hospitalization Deposit:** No deposit is required.

## 4. Rates for Special (Private) Rooms

- **Premium Rooms:**
  - Premium S Room: ¥49,500 per day for a 30m<sup>2</sup> space with amenities such as a shower, refrigerator, and large-screen TV.
  - Premium Room: ¥27,500 per day with similar amenities.
- **Other Room Options:**
  - 1S Room: ¥19,800 per day (16m<sup>2</sup>)

- 1A Room: ¥16,500 per day (15–16m<sup>2</sup>)
- 1B Room: ¥11,000 per day (17–18m<sup>2</sup>)
- 2A Room: ¥7,700 per day (16m<sup>2</sup>)
- 2B Room: ¥5,500 per day (16m<sup>2</sup>)
- All room rates include a 10% consumption tax, but special rooms are not covered by insurance.

## 5. Method of Hospitalization Charges Payment

- **Billing:** Hospital charges are based on a daily rate, with additional charges for services such as surgeries and treatments.
- **Payment Schedule:** Charges are calculated monthly and must be paid within 20 days after billing.
- **Payment Methods:** You can pay via automated machines using cash, credit cards, or debit cards. Receipts are provided for claims or reimbursements.

## 6. Additional Payment Assistance

- **Reduced Payments:** You may be eligible for reduced payments if you present an Eligibility Certificate for Ceiling-Amount Application.
- **Inquiries:** For payment assistance, visit the Inpatients Reception or Payment Corner.

## 7. Nursing Care

- **Nursing Services:** Registered nurses are available to provide care. Attendant services are not required unless specifically ordered by the doctor.
- **Family Attendance:** Family members may only attend if the doctor deems it necessary. Family meals and bedding are not provided.

## 8. Visitation

- **Visitor Guidelines:**
  - Two visitors (aged 16 or older) are allowed at a time.
  - Visiting hours: 13:00–18:00 for up to 30 minutes.
  - Visits are permitted in private rooms, day rooms, and recovery rooms. Non-private rooms are off-limits.
- **Entry Protocol:**
  - Sanitize hands, take your temperature, and fill out the visitor form.
  - Wear a visitor's tag and return it upon leaving.

## 9. Health Requirements

- **Visitor Restrictions:** Do not visit if you have symptoms such as fever, cough, nausea, or diarrhea.
- **Safety Measures:** Wear a non-woven mask inside the hospital and follow all health protocols to protect patients and staff.

## 10. Certificates

- **Medical Certificates:** For requests such as medical certificates or diagnosis for insurance, visit the Medical Certificate Reception during weekdays.
- **Post-Discharge Certificates:** After discharge, contact the Outpatient Reception if you need a hospitalization certificate.

## 11. Discharge Procedure

- **Discharge Process:** After your doctor approves your discharge, follow the nurse's instructions, check for personal belongings, and return the locker key.
- **Insurance Verification:** Present required documents at the Inpatients Reception to receive the discharge papers and payment notice.
- **Discharge Certificate:** If needed for another hospitalization within three months, request a discharge certificate.

## 12. Request for Cooperation

- **Training Facility:** As a training hospital, students and medical professionals may participate in your treatment. Your cooperation is essential.
- **Privacy and Research:** Researchers may be present for data collection to support future medical advancements.

## 13. Rules of the Hospital

- **Behavior Expectations:** Smoking, alcohol consumption, violence, and harassment are prohibited. Any such behavior will lead to immediate intervention.
- **Device Usage:** Use cell phones only in designated areas, refrain from charging devices in clinical sections, and avoid unauthorized recordings.
- **Smoking:** The entire hospital is non-smoking.
- **Use of Aromatic Products:** Please refrain from using strong scents that could affect other patients' health.

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This format will ensure that each section is clear, detailed, and easy to navigate for patients and their families.

