

# 1 Preparation and Procedures for Hospitalization



## Determining the date of admission

- Once your Application for Hospitalization has been processed, the medical department you will inform you of your admission date by phone or other means.
- If you have any questions about the date of admission, please contact the medical department you visited.
- Please note that we may not be able to reply immediately because it is necessary to confirm your admission date with a doctor.

## Procedure on the day of admission

- On admission day, please bring the following documents to Admission Reception counter 20 or 21 on the 1st floor by the designated time (9:00–10:30 a.m.), where you will complete the hospitalization procedure. (Please take a hospitalization reference number [pink file] located on the right side of counter 21 and wait.)
- Patients who are being admitted to a special room do not need to complete the 1st floor procedure; they should go directly to the 18th floor Reception desk.
- If admission occurs outside of hospital hours, at night, or on a holiday, please complete the procedure at the out-of-hours counter on the 1st basement floor.

### Documents to bring

(1) Application for Hospitalization (attached) (sealed)	(5) Other medical care certificates (if applicable)
(2) Registration Card (Patient ID card)	(6) Consent form for additional room charge (only for patients admitted to private rooms, etc.)
(3) Health insurance card	(7) Certificate of discharge, if you had been discharged from another hospital within the past three months prior to your scheduled date of admission to this hospital
(4) High-cost Medical Expense Benefit (Eligibility Certificate for Ceiling-Amount Application) etc.	

(Note 1) Please carefully read the precautions in the Application for Hospitalization in (1) and document the required information in advance. Note that a seal may be required when filling out consent forms for procedures such as examinations and surgeries during hospitalization.

(Note 2) A delay in the presentation of document (3), (4), or (5) will result in charges at your own expense until presented.

(Note 3) In case of emergency hospitalization, please apply as soon as you have the necessary documents.

## Co-signers

- **We ask that your co-signer be an adult who lives independently in a separate household.**
- Please note that information about your contact and co-signer provided in the Application for Hospitalization may be used for cases such as sharing information about operations related to hospital treatments or if payment of hospitalization expenses is delayed. (※ A red ink pad must be used for the seal. If a co-signer has the same last name as the patient, please use a seal with a different impression.) The co-signer must fill in the co-signer field on the form and seal it.



## Hospital rooms

- Each of our standard hospital rooms accommodates 4 to 6 people. (We cannot respond to your request for window side or hallway side.)  
Each hospital room is equipped with a bedside cabinet (equipped with a simple safety drawer, a TV, and a refrigerator), locker, etc.  
(※A blue-ray/DVD player is available for rent. A prepaid card is required to use the TV and/or refrigerator.)
- You must submit a request for a private room or semi-private room when applying for hospitalization.  
Using these services incurs additional room charges.  
For more details, please refer to “Rates for rooms with additional room charges (paid private rooms)” (see page 12).
- You must submit a consent form when admitted to a private room.
- If you are admitted to a private room based on the hospital’s decision, such as for treatment or hospital ward operations, including infection prevention, you will not be charged extra for the private room.
- Internet connection is not available for patients in general hospital rooms or semi-private rooms.
- If a patient from the Department of Neuropsychiatry is admitted to our hospital for treatment of a physical disease, he or she may be admitted to a general ward based on the decision of the doctor in charge.
- Our hospital is an acute-phase hospital. A patient may be asked to transfer to another room or ward during hospitalization so that more patients can receive treatment.

## To patients undergoing surgery

- Prepare for your surgery by following the department’s instructions. Please note that failure to follow these precautions may result in postponement of your surgery.
- Remove any jewelry, wig, hairpiece, artificial nails, eyelash extensions, and false eyelashes. Be sure to completely remove any nail polish (artificial nails, gel nails, etc.) from your fingernails and toenails. (Please let us know if you wear anything unremovable.)
- Vaccinations: As a general rule, surgeries under general anesthesia and spinal anesthesia are postponed for two weeks after receiving an inactivated vaccine (e.g., influenza) and four weeks after receiving a live vaccine (e.g., rubella). If applicable, be sure to notify the doctor in charge before hospitalization.
- Oral medicines  
A decision on whether an oral medicine should be stopped before surgery or continued must be made by a doctor depending on the type of medicine.  
Surgery may be postponed if your oral medicine is not appropriately managed before surgery.  
Once your surgery is decided, inform the doctor in charge as soon as possible about your current medications.  
If you have documents such as a medicine notebook and instructions for use, please present them.  
Medicines that require confirmation of administration status before hospitalization:
  - Medicines that make your blood flow smoothly or improve blood circulation.  
(Anticoagulants, antiplatelet drugs, drugs to improve peripheral circulation, drugs for dyslipidemia, etc.)
  - Oral contraceptives (low-dose pill)
  - Hormone drugs, some drugs for treatment of osteoporosis, etc.
- At our hospital, images of various types of medical treatment may be recorded for the purpose of educational research and to ensure safe medical care.

## Dental/oral care before treatment

- To patients scheduled to undergo surgery or chemotherapy under general anesthesia:
  - Visit a dentist for calculus removal, checking, and treatment of gingivitis, gum disease, or loose teeth before hospitalization.
  - Artificial respiration is required for surgery under general anesthesia; therefore, a tube is inserted into your windpipe. The operation performed or teeth grinding that may occur during this procedure can cause a tooth to become loose or break.
  - Surgery under general anesthesia with an unclean mouth can cause oral contamination to spread to the windpipe or lungs, which can easily result in pneumonia after surgery.
  - Chemotherapy (anti-cancer drugs, biological agents) has an adverse effect on your teeth, and gums. Having abnormalities in your mouth detected and treated in advance allows us to provide you with safe chemotherapy.