

## Medical/Dental Outpatient Flow

The outpatient ward at Kyushu University Hospital is divided into east and west floors, and each floor has a **block reception desk** for multiple departments. The **block reception desk** confirms the arrival of patients, insurance cards, and the completion of consultations/examinations.

The basic flow of patients' consultations/examinations is: After completing procedures at the **first visit reception desk** or using the **return visit check-in machine** on the 1st floor of the outpatient ward, patients go through the **block reception desk** before seeing a doctor.

### First Visit Flow

Please bring your "appointment sheet", "referral (medical report)" and "CD/film images" received from your family doctor, together with your "health insurance card" when you come to the hospital.

- ① General Information  
Receive your "number tag".
- ② First Visit Reception **Counter 1**  
Submit your "appointment sheet", "referral (medical report)", "CD/film images" and "health insurance card".
- ③ CD Administration Room  
Receive your "check-in sheet" and "patient ID card".
- ④ Block Reception  
Submit your "check-in sheet" and "CD images".
- ⑤ Consultation Room  
Consultation with a doctor.
- ⑥ Block Reception  
Make a return-visit appointment.
- ⑦ Accounting **Counter 4**  
Submit your "check-in sheet" if you have an examination after consultation.
- ⑧ Cashier **Counter 5**  
Make payment at "payment machine" or "cashier".
- ⑨ Outpatient Prescription Counter  
Submit your "off-site prescription".



1F Elevators  
Please go to your clinical department by outpatient elevator or escalator.



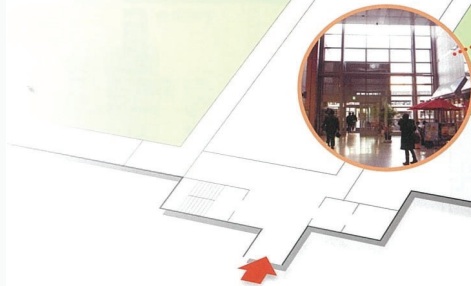
Guidance Monitor  
If you see your daily number written on the top right of your check-in sheet on the monitor, please go to a waiting room or enter a consultation room.



General Information  
First Visit Patient Reception Desk



Block Reception Desk (Each floor)



After-hours Entrance  
Mon-Fri 7:30-20:15  
Sat/Sun/HOL 9:00-20:15



Return Visit Check-in Machine



Payment Machine

**P Parking Fee** \*Discounts given only for patients  
"Outpatient" who comes by car get a discount. Please visit the Parking Service Desk and present your "parking ticket" and "half-top of your check-in sheet".

Discount Rate	Discount
Parking No.1, for 6 hours.....	100yen
Sat/Sun/HOL: 9:30 - 20:00.....	Free
Parking lots above charge 100 yen every 30 min thereafter	

### To Outpatients

- Medicines that our hospital prescribes should be received at the pharmacy outside the hospital (off-site pharmacy).
- Please present your health insurance card to the block reception at the first visit of each month.
- Please be sure to inform the block reception when you arrive at each department or leave there temporarily for examinations.
- Please inquire with the General Information or Outpatient Reception if you have any questions.

### Return Visit Flow

- ① Return Visit Check-In Machine  
Insert your "patient ID card" into the "return visit check-in machine" and receive your "check-in sheet".  
Please go to **Counter 3** Revisiting Patient Reception if you forget your patient ID card.
- ② Outpatient Blood Testing Lab  
3F west side of outpatient ward  
Submit your "check-in sheet" if you have a blood test before the consultation.
- ③ Block Reception  
Please present your health insurance card each month.
- ⑤~⑨ is the same as first visit patients



Return Visit Check-in Machine

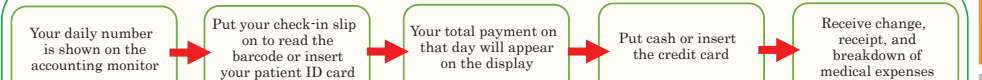


Blood Testing Lab



Front Door  
7:30-18:00

### How to use the payment machine

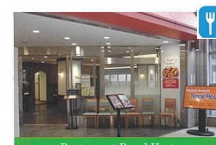


- Please make payments at Counter No.5 when your number is shown on the monitor.
- Please make payments at the payment machine when your number is shown on the monitor.
  - Please inquire with Counter No.5 if you wait for the payment more than 30 minutes after submitting your check-in sheet.
  - Your order in line may change depending on the contents of medical care.
  - We accept VISA, Master, JCB, AMEX, Diners, DISCOVER, and Ginren credit cards.



### Hospital Mall Facilities in Outpatient Ward

Convenience store selling pajama, light meals, etc., restaurant, and café are available



Restaurant Royal Host  
Weekday: 8:30 - 20:00  
Sat/Sun/HOL: 9:30 - 20:00  
Phone: 092-642-6865



Café Tully's Coffee  
Weekday: 7:00 - 20:00  
Sat/Sun/HOL: 7:00 - 20:00  
Phone: 092-643-5155



Convenience Store LAWSON  
Weekday: 7:00 - 21:00  
Sat/Sun/HOL: 7:00 - 20:00  
Phone: 092-642-6864



ATM (Automatic Teller Machine)  
Fukuoka Bank  
Every day: 9:00 - 20:00  
Nishimizu City Bank  
Every day: 9:00 - 20:00