Osaka Metropolitan University Hospital

For first-time visitors Outpatient Guide



Osaka Metropolitan University Hospital

Based on the Faculty of Medicine's founding spirit "Wisdom, humanity, and courage,"

- 1. we will provide high-quality healthcare that contributes to local residents' health;
- 2. we will nurture spiritually rich and trustworthy medical professionals; and
- 3. we will make continuous and tireless efforts to further advance healthcare.

Basic policies

- Provide patient-centered, safe, and high-quality medical care
- Contribute to the improvement of community healthcare
- Promote health and preventive medicine
- Offer the latest advanced medical treatments
- Nurture skilled medical professionals with a wonderful personality and international awareness
- Develop new diagnostic methods, treatments, and preventive medicine
- Advance diverse high-quality research

Rights of patients

- You can receive safe and high-quality medical care.
- You can voluntarily choose treatment.
- You can receive sufficient explanations and information.
- You can be referred to other hospitals if you want a second opinion.
- You can receive medical care that respects your dignity as a person.
- Your personal health information and privacy are protected.
- You can receive health education.

Children's rights

- Children and parents have the right to be informed about diseases and treatments in a manner appropriate for their age and understanding and to participate in all decisions.
- Children have the right to be protected from unnecessary medical treatments and investigations.
- Children have the right to have their parents or parent substitute with them at all times.
- Children have the right to have opportunities for play, recreation and education suited to their age and condition.
- Children have the right to be treated with tact and understanding, and their privacy shall be respected at all times.

Responsibilities of patients

- Provide necessary information accurately, such as the state of your disease.
- Positively work on the medical policies that you have understood and agreed to.
- Follow the rules and instructions of the hospital. (If there is any verbal abuse, violence, or nuisance, we may report it to the police)
- Pay medical expenses in a timely and appropriate manner.

Requests for all patients

- Please provide your health information as accurately as possible.
- Please ask if you have any questions about the explanations given by the hospital staff.
- Please follow the instructions and advice necessary for medical care.
- Please respect the rights of other patients and be considerate not to cause trouble.
- Please cooperate in clinical trials and clinical studies.
- Please understand and cooperate with the development of medical professionals and research, which are the responsibilities of a university hospital.

Consultation Procedure

Reception hours for first visits

8:45 a.m.-10:30 a.m. (excluding non-consultation days)

Non-consultation days Saturdays, Sundays, holidays, and New Year's holidays (December 29-January 3)

A Letter of Referral (patient introduction form) is required for the first visit.

Osaka Metropolitan University Hospital is designated as an "Advanced Treatment Hospital" by the Ministry of Health, Labour and Welfare, which provides highly advanced medical care. If you are visiting our hospital for the first time or making your first visit to a department, in principle, a letter of referral (patient introduction form) from another medical institution, such as your primary care clinic or hospital, is required for your initial consultation. Since we are providing medical care in cooperation with local medical institutions, be sure to bring the required letter of referral in order to facilitate your medical examination.

The merits for bringing a letter of referral (patient introduction form) are as follows:

- The doctor can promptly grasp the state of your disease, and the same kind of examination performed by your primary care physician is not required.
- You don't have to pay the selective medical treatment charge for the first visit or for the re-visit.

Selective medical treatment charge for patients without a patient introduction form

If you do not have a letter of referral (patient introduction form), you are required to pay 7,700 yen (7,000 yen without tax) for the first visit and 3,300 yen (3,000 yen without tax) for return patients for the "selective medical treatment charge" in addition to medical expenses (excluding emergency patients and patients on benefits).

The same applies to patients without an appointment who have not been examined for at least one year. (as of October 2022)

* You may not be able to see a doctor depending on your symptoms, etc.

Appointment-only departments

The following departments need a letter of referral (patient introduction form) and an appointment. Please make an appointment from a medical institution, such as your primary care hospital, through our Community Healthcare Liaison Office.

Orthopedic Surgery/Otolaryngology, Head and Neck Surgery/Oral and Maxillofacial Surgery/Clinical Immunology and Rheumatology/Department of Clinical Genomics

Booking an appointment

You can book your appointment only through your primary care physician or other local medical institutions (hospitals or clinics). We do not accept direct bookings by patients. If you come to our hospital without booking an appointment, you may have to wait for a long time. Please also note that you may not be able to see a doctor on the same day.

Contact information from medical institutions:

Community Healthcare Liaison Office 06-6645-2877

Reception hours 9:00 a.m.-7:00 p.m. (excluding Saturdays, Sundays, holidays, and from December 29 to January 3)

* Appointments by patients are not accepted.

Request for patients

Have your primary care physician

We provide medical care based on referrals from medical institutions inside and outside of the city as well as in cooperation with doctors who are "registered doctors for medical cooperation" at many medical institutions. After the diseases of patients have been stabilized or after they have entered the recuperation period following specialized care at this hospital, their conditions will be followed up at other medical institutions or by the primary care physicians who referred them. If you do not have a primary care physician, you should find a physician who provides routine medical care and health care near your residence.

We are a teaching hospital

To produce excellent physicians, nurses, paramedics, etc. who will contribute to society, we provide medical education and training to medical/dental residents, nurses/nurses' aids, and medical/nursing students under the supervision of advising physicians and nursing staff. Your understanding and cooperation are greatly appreciated.







What you need

one)

(1) A letter of referral (patient introduction form)

(2) Graphic data, such as CD-R (if you have one) (3) My number card (health insurance card),

certificate for medical benefit recipients, or

(4) Medication notebook or instructions indicating

the drug name and dosing regimen (if you have

medical ticket (for welfare recipients)

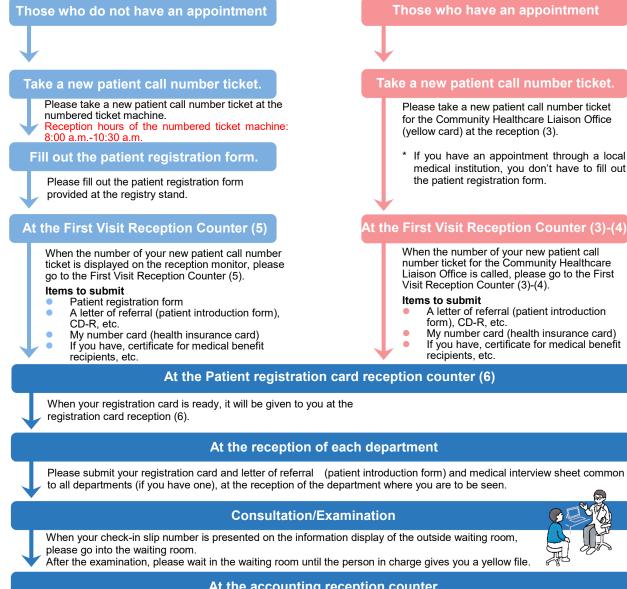
(5) Medical interview sheet common to all

departments (if you have one)

- Those who are examined for the first time
- Those who have not been examined for over a year
- Those who have been examined within the year and have
- completed treatment at the department
- Those who are visiting another department(s) for the first time

Reception hours for the first visit: 8:45 a.m.-10:30 a.m.

Flow of check-in and consultation for the first time



At the accounting reception counter

Please submit your yellow accounting file at the Accounting Reception Counter (7)-(12) on the first floor. *The CD-R that you submitted at the First Visit Reception Counter will be returned to you at the General Information Desk. Please bring the exchange ticket.

Automatic payment machine, payment counter or deferred payment service

When the bill is ready, your check-in slip number will be displayed on the accounting monitor. When you see your check-in slip number displayed, please pay your medical charges using an automatic payment machine. In some cases, you may not be able to pay using an automatic payment machine. In that case, please pay at the payment counter. Since the receipt cannot be reissued, please keep it safe.

Medicines

In principle, an external prescription will be issued. Please bring your prescription within 4 days, including the day of prescription (including Saturdays, Sundays and holidays), to a health insurance pharmacy. *In the case of reissuing your prescription after it expires, it is not covered by health insurance, and you have to pay at your own expense.

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- Those who re-visit the same department
- (Those who have an appointment for a medical examination)
 Patients who are to undergo tests only
- Blood test, X-ray, CT, MRI, etc.

What you need

- (1) Patient registration card
- (2) Appointment slip
- (3) My number card (health insurance card), etc.
- (4) Medication notebook or instructions indicating the drug name and dosing regimen (if you have one)

Flow of check-in and consultation for re-visits

Those who have an appointment

Please visit at the time on the appointment slip that you received in the previous consultation.

Check-in using the Re-visit Reception Machine

Insert your registration card into the Re-visit Reception Machine. After you verify your appointment and touch the confirm button, your check-in slip will be issued.

Reception hours: 8:00 a.m.-4:45 p.m

* If you have no appointment, you cannot check in using the Re-visit Reception Machine. In front of the Out-of-Hours Reception on B1 1 machine In front of the General Information Desk on 1F 5 machines Next to the Insurance Certificate Verification Counter on 1F 1 machine Next to the Insurance Certificate Verification Counter on 2F 1 machine

If your health insurance card has expired, you may not be able to check in as a re-visit patient even if you have an appointment.

If an insurance confirmation message is displayed on the Re-visit Reception Machine screen or check-in slip, present the health insurance card to the Insurance Certificate Verification Counter.

At the reception of each department

Please submit your registration card and appointment slip at the reception of the department where you are to be seen.

Consultation/Examination

When your check-in slip number is presented on the information display of the outside waiting room, please go into the waiting room.

After the examination, please wait in the waiting room until the person in charge gives you a yellow file.

At the accounting reception counter

Please submit your yellow accounting file at the Accounting Reception Counter (7)-(12) on the first floor.

Automatic payment machine, payment counter or deferred payment service

When the bill is ready, your check-in slip number will be displayed on the accounting monitor. When you see your check-in slip number displayed, please pay your medical charges using an automatic payment machine. In some cases, you may not be able to pay using an automatic payment machine. In that case, please pay at the payment counter. Since the receipt cannot be reissued, please keep it safe.

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Changing your appointment

To change your appointment, call the department where you are to be seen between Monday and Friday from 2:00 p.m.-4:00 p.m.



Medical certificate and other certificates

If you need a medical certificate or other certificates, please ask at the reception of the outpatient department where you are to be seen.

Patient registration card

The patient registration card is commonly used at all departments. Please keep it safe. If there is any change in your name, address, phone number, health insurance card, etc. or if you have lost your registration card, kindly ask at the First Visit Reception Counter (3)-(5). There is an additional charge to reissue it.





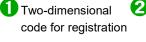
- We have introduced a deferred payment service to reduce the burden on patients and those who accompany them as well as the waiting time. This is a reassuring and safe cashless service exclusively used in this hospital that allows you to immediately leave the hospital without the need to wait to pay. Those who have the patient registration card of this hospital and credit card and have registered for the service in advance can go home with no need to pay on the same day. Medical expenses will be settled with your credit card 5 days or later after the consultation.
- Registration and use of the service are free for patients. The service can be used for outpatient visits and admissions.
- For more details, kindly check the page for the "Deferred Payment Service" in the homepage of this hospital.

[How to use the service]

- Please register using the following URL or two-dimensional code. If you have completed the registration, you can utilize the service the same day. omu.info/a-atobarai
- Please issue a deferred payment service slip with your registration card using the deferred payment service machine on the first floor of the hospital.
- S After consultation, please submit the slip with the yellow file at the accounting reception counter for deferred payment (18) on the first floor of the hospital.
- Medical expenses will be settled with your registered credit card <u>5 days or later after</u> of the consultation.
 * Only for lump-sum payments

JCB/AMERICAN EXPRESS/Diners Club/ VISA/Mastercard







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∕Vi-Fi



Information on Wi-Fi for Patients

You can use the Wi-Fi for patients in outpatient areas (B1, 1F, 2F, and 3F) and the dayroom in the ward.

Available areas	Available time	
B1, 1F, 2F, 3F	4 hours/day	
Dayroom in the ward	3 times/day	Free

The guide to connect to the Wi-Fi is at the General Information Desk on 1F.

You have to connect to the Wi-Fi yourself. Our hospital staff cannot keep your smartphone, etc. or support you in its operations or connection. Please take note before using the Wi-Fi for patients.

Reception Guide

	Reception, etc.	Location	Opening hours	Remarks
•	General Information Desk	Near the entrance on 1F	8:30 a.m4:45 p.m.	
•	Insurance Certificate Verification Counter	1F/2F	1F: 8:30 a.m4:45 p.m. 2F: 8:30 a.m12:30 a.m.	
	Accounting Reception Counter	1F	9:00 a.m5:15 p.m.	
	Automatic payment machine	1F	9:00 a.m5:00 p.m.	Excluding
•	Accounting Reception Counter for deferred payment	1F (18)	9:00 a.m5:00 p.m.	non- consultation days
•	Deferred payment service machine Deferred payment service machine for receipts and detailed statements	1F	8:00 a.m6:00 p.m.	,.
	Hospitalization Reception Counter	1F	9:00 a.m5:00 p.m.	
٠	Home care equipment hire	1F	9:00 a.m5:00 p.m.	
•	Out-of-hours cashier	B1	Weekdays: 5:00 p.m8:45 a.m. the next day Saturdays, Sundays and holidays: All day	



Medical Consultation Desk

[Consultation desk (1) on 1F] 9:00 a.m.-4:45 p.m.

Medical consultation	Clinical department, balancing work and treatment, home care, etc.
 Medical safety Support Center for various consultations	Consultation on medical safety related to medical care
(hospital-based service)	Consultations on cancer, liver disease, dementia, etc.

[Consultation desk (2) on 1F] 9:00 a.m.-4:45 p.m.

Healthcare system and cost advice

Medical system, medical expenses, welfare and nursing services, etc.

Second opinion * By appointment only (Please call us or inquire at the reception for details.)

Contact information	: 06-6645-3399
Reception hours:	1:00 p.m3:00 p.m.
Consultation time:	Within 60 minutes, including prior examination, preparation of the written opinion, and interview
Expenses:	33,000 yen (Not covered by health insurance)
Reception:	Consultation desk (1) on the first floor of the hospital, Cancer Consultation Support Center (both excluding non-consultation days)

Suggestion box

We have installed "Suggestion boxes" so that patients can give us their opinions.

Your opinion will be used to improve hospital functions and the quality of medical care and environment.

Locations: Entrance hall on 1F, next to the Re-visit Reception Machine on 2F, escalator hall on 3F, and the dayroom in each ward

Information on In-hospital Amenities

Convenience store	Lawson	6F	Yu-Pack, mailbox, copier/Fax, ATM
Beauty salon	ANCS	5F	
Café	DOUTOR COFFEE SHOP	1F	
Food vending machine		1F	Rice balls, bread, snacks, etc.
BANK/ATM	Osaka City Shinkin Bank	B1	АТМ
Vending machine		B1-3F	All floors
Mailbox		Next to the front entrance on 1F	Refer to the outpatient department guide map on the first floor.



Use of Facilities

You can be accompanied to the hospital by a service dog, such as a guide dog. Other than service dogs, pets are not allowed in the hospital.



A baby diaper changing table is installed in the multi-purpose toilet.

An adult diaper changing table is installed in the multi-purpose toilet in front of the General Medicine Center on 1F.



Smoking is prohibited in the entire hospital premises.



We encourage waste separation.

Your understanding and cooperation are appreciated.

Use of mobile phones and mobile terminals

			Phone call	Mail, web, etc.	Remarks
Ou	tpatient waiting hall		0	0	When you make a call, please have good manners and do not bother other patients.
	Dayroom		0	0	Free Wi-Fi is available in the dayroom and outpatient waiting areas from B1 to 3F.
l la an ital	Private room		0	0	
Hospital room	Ward/semi-private room	Please refrain from talking on the phone.	Silent mo	de setting	Please give consideration to excessive light and sound that may bother other patients.
Intensive care unit/operating room Laboratory/treatment room Outpatient consultation room			×	×	In order to not affect medical devices, please turn them off or switch to airplane mode.

* Healthcare professionals use PHS with weak radio waves for medical use to ensure prompt communication.

Photographing and recording policy

In consideration of the privacy of our patients and staff, we do not allow the taking of pictures or recording videos in our hospital with cameras, video cameras, mobile phones, etc. without our permission.

Management of valuables and prevention of theft

- Please keep your valuables by your side. We will not be liable for theft or loss in the hospital.
- Surveillance monitors are installed for crime prevention. Please take note in advance.
- If you see a suspicious person, please notify a nearby hospital staff member. Your understanding and cooperation are appreciated.

In the event of an emergency or disaster

In the event of an emergency, such as an earthquake, fire, or disaster, follow the guidance of a physician, nursing staff, or hospital staff.

- Please have good manners, and share common spaces with other people.
- If you conduct yourself in a manner that may disturb the order of the hospital, such as an act that bothers other people, drinking, violence, abusive language, or an illegal act, you may be forced to leave the hospital.
- We strictly decline gratuities and gifts to physicians, nursing staff, and hospital staff.

Departments

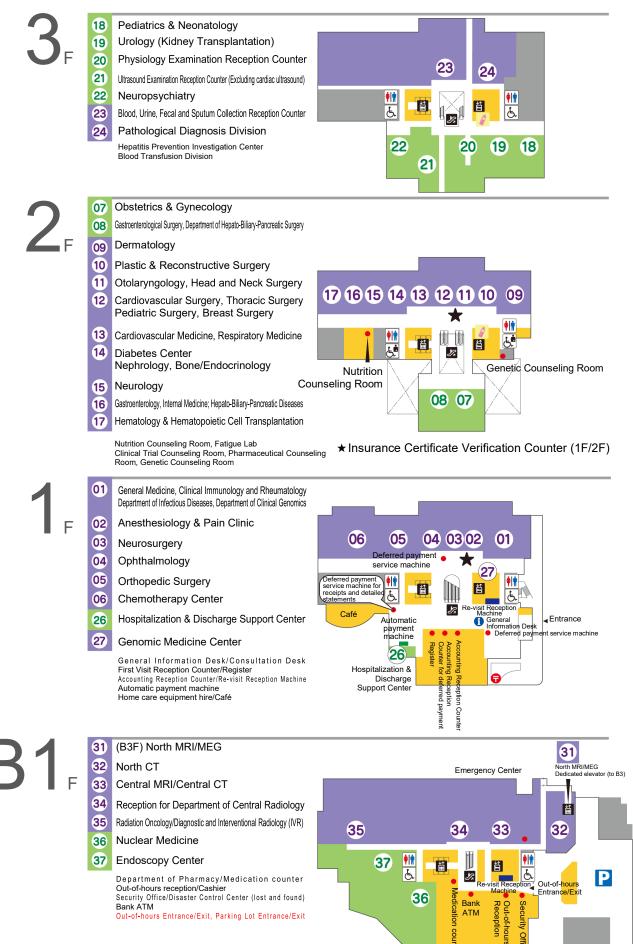
Reception hours for the first visit: 8:45 a.m.-10:30 a.m. In principle, a letter of referral (patient introduction form) from another local medical institution, such as your primary care physician or hospital is required.

However, you may not be able to see a doctor depending on your symptoms, etc.

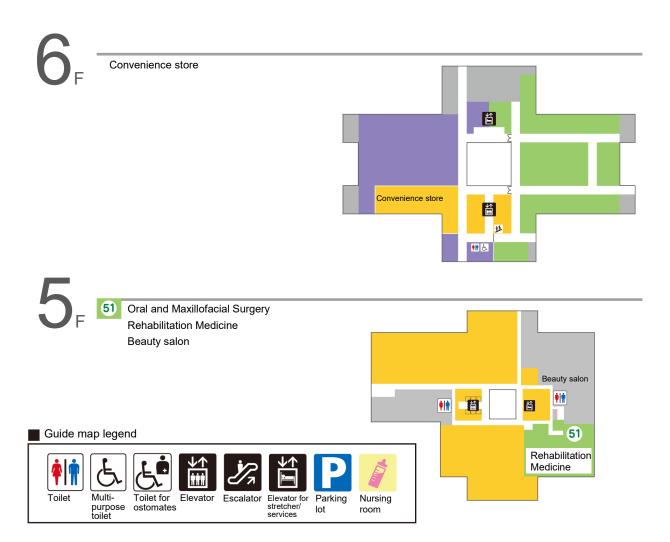
Floor	Department	Reception no.	Main target diseases	
B1	Diagnostic and Interventional Radiology Radiation Oncology	35	Cancers, including hepatocellular carcinoma and lung cancer, endovascular treatment for arteriosclerosis obliterans and portal hypertension, radiofrequency therapy, etc.	
	Nuclear Medicine	36	Malignant tumors in general, some benign tumors, etc. RI diagnosis (scintigraphy, PET scan, etc.), RI therapy (thyroid cancer, Basedow's disease, and neuroendocrine tumor), etc.	
	General Medicine		General internal medicine, fevers of unknown origin, etc.	
	Department of Infectious Diseases		Infections in general, respiratory infections, etc.	
	Department of By appointment Clinical Genomics only	01	Genetic diseases in general, genetic counseling, genetic diagnosis, etc.	
	Clinical Immunology and Rheumatology By appointment only		Collagen disease (medical), systemic lupus erythematosus, scleroderma, etc.	
1F	Anesthesiology & Pain Clinic	02	Herpes zoster pain, pain due to spinal disease, cancer pain, etc.	
	Neurosurgery	03	Brain tumor, cerebrovascular disorder, spinal/spinal cord diseases, epilepsy surgery, etc.	
	Ophthalmology	04	Age-related macular degeneration, retinal vein occlusion, cataracts, vitreoretinal disease, diabetic retinopathy, etc.	
	Orthopedic Surgery By appointment only	05	Joint surgery, hand surgery, spinal surgery, bone and soft tissue tumors, rheumatoid surgery, pediatric orthopedics, sports surgery, etc.	
	Obstetrics & Gynecology	07	Gynecology (malignant/benign tumor), pregnancy (complication/normal), endocrine infertility, pelvic organ prolapse, etc.	
	Gastroenterological Surgery		Esophageal, gastric, and duodenal diseases, small and large intestine diseases, etc.	
	Department of Hepato-Biliary-Pancreatic Surgery	08	Liver cancer, liver metastasis of colorectal cancer, etc., pancreatic cancer, biliary tract cancer, neuroendocrine tumor (NET), gallstones, etc.	
	Dermatology	09	Malignant/benign skin tumor, drug eruptions, bullous dermatosis, atopic dermatit (severe), plaque psoriasis (severe), etc.	
	Plastic & Reconstructive Surgery	10	Maxillofacial surgery, reconstructive surgery, congenital anomaly, skin and soft tissue tumors (malignant/benign), refractory skin ulcers, etc.	
	Otolaryngology, Head By appointment and Neck Surgery only	11	Head and neck tumors, dizziness, middle ear disease, deafness/tinnitus, paranasal sinus disease, etc.	
	Cardiovascular Surgery		Ischemic heart disease, valvular disease, aortic aneurysm, peripheral vascular lesions, etc.	
	Thoracic Surgery	12	Lung cancer, benign and malignant lung tumors such as metastatic lung tumor, thoracic tumors such as mediastinal tumor, pneumothorax, etc.	
	Pediatric Surgery		Pediatric surgery in general, surgery for severely disabled children, funnel chest, etc.	
2F	Breast Surgery		Breast diseases (benign/malignant diseases), etc.	
	Cardiovascular Medicine	13	Cardiac diseases such as angina pectoris, myocardial infarction, valvular disease, heart failure, cardiomyopathy, arrhythmia, etc., aortic/peripheral vascular diseases, hypertension, pulmonary hypertension, congenital heart disease, etc.	
	Respiratory Medicine		Respiratory diseases in general, bronchial asthma, chronic lung diseases/lung cancer, etc.	
	Diabetes Center		Diabetes mellitus, diabetic nephropathy, dyslipidemia, obesity, diabetic foot, etc.	
	Nephrology	14	Glomerulonephritis, nephrotic syndrome, chronic kidney disease, diabetic nephropathy, polycystic kidney disease, etc.	
	Bone/Endocrinology		Thyroid disease, adrenal disease, parathyroid disease, hyperuricemia, osteoporosis, etc.	
	Neurology	15	Dementia, Parkinson's disease, stroke, headache, etc.	
	Gastroenterology		Gastrointestinal disease, biliary and pancreatic diseases requiring endoscopy, etc.	
	Internal Medicine; Hepato-Biliary- Pancreatic Diseases	16	Hepato-biliary-pancreatic diseases, hepatitis, hepatic cirrhosis, liver cancer, bile duct cancer, pancreatic cancer, etc.	
	Hematology & Hematopoietic Cell Transplantation	17	Leukemia (acute/chronic), malignant lymphoma, myeloma, aplastic anemia, etc.	
	Pediatrics & Neonatology	18	Inborn errors of metabolism, pediatric neurological/muscle diseases, pediatric diabetes disease, neonatal disease, childhood cancers, etc.	
3F	Urology (Kidney Transplantation)	19	Renal tumor, bladder tumor, prostate tumor, kidney transplantation, renal failur urolithiasis, etc.	
	Neuropsychiatry	22	Schizophrenia, depression, bipolar disorder, anxiety disorders, etc.	
5F	Oral and Maxillofacial Surgery By appointment only	51	Diseases occurring in the oromandibular region, perioperative oral function management, etc.	
			Revised in Oct 2024	

Revised in Oct 2024

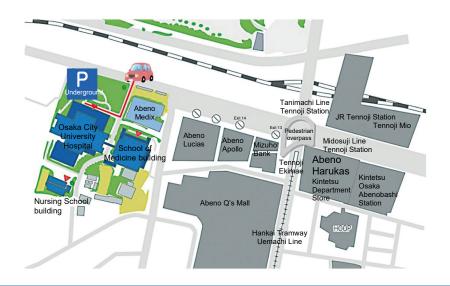
Information on Outpatient Departments



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Directions & Parking



By subway/train

Osaka Metro	Midosuji Line Tennoji Station West ticket gate Exit 14	Seven-minute walk approximately
	Tanimachi Line Tennoji Station Southwest, Southeast ticket gate Exit 14	Nine-minute walk approximately
	Midosuji Line/Sakaisuji Line Dobutsuen-mae Station East ticket gate Exit 2	Eight-minute walk approximately
JR West Japan	Tennoji Station Central ticket gate	Nine-minute walk approximately
Kintetsu Railway	Minami-Osaka Line Osaka Abenobashi Station West ticket gate	Nine-minute walk approximately
Hankai Tramway	Uemachi Line Tennoji Ekimae Exit 14	Seven-minute walk approximately

By bus

Osaka City Bus Ichidai Byoin mae

One-minute walk approximately

Parking lot

There is a fee to use the parking lot. The parking space is limited and very crowded. Visitors are recommended to take public transport.

*If you visit the hospital by car, use the underground parking lot of the hospital.

Business hours: 8:00 a.m. to 8:00 p.m. (Do not leave your car there outside of the business hours.) Parking capacity: 268

*Parking fees are exempted (free of charge) for vehicles that a person with a physical disability certificate, etc. drives or in which he/she rides as a passenger on the day of use. There is an application procedure for the parking fee exemption. Please present one of the following notebooks and receipt of medical fees (or a deferred payment service slip or a check-in slip) at the parking lot management room or the General Information Desk on the first floor. Please note that if the person with a physical disability does not drive or ride as a passenger and he/she does not present a notebook and receipt of medical fees on the day, he/she cannot apply for it.

(1) Physical disability certificate (2) Mental disability certificate (3) Medical rehabilitation handbook (4) Atomic bomb survivor's certificate

Parking fee

	Time	Fee	Remarks	
	Every hour	300 yen	Parking for more than five hours will be charged the upper limit.	
Ordinary fee	8:00 a.m0:00 a.m.	Up to 1,500 yen		
	0:00 a.m8:00 a.m.	Up to 1,500 yen		
One-day ticket	From 8:00 a.m9:00 a.m. the next day (Cars can be moved between 8:00 a.m8:00 p.m.)	3,000 yen	If you want a ticket, come to the parking lot management room during business hours (8:00 a.m8:00 p.m.).	

Osaka Metropolitan University Hospital

1-5-7 Asahimachi, Abeno-ku, Osaka-shi, Osaka 545-8586 TEL 06-6645-2121 (Main) URL https://www.hosp.omu.ac.jp/