

Arrangements for AY2023 Annual Faculty and Staff Medical Examination

1. When should I take the examination at an off-campus medical institution?

Please take the examination at such medical institutions between June 1, 2023 and **December 31, 2023**.

2. Where can I take the examination?

You can take the examination at an affiliate medical institution. You can find steps to follow for the examination at the affiliate medical institutions on pages 2-8.

| Affiliate medical institution | Location |
|-------------------------------------|--|
| Kyoto Industrial Health Association | Kyoto-city, Uji-city, Kobe-city, Himeji-city |
| Kyoto Kuramaguchi Medical Center | Kyoto-city |
| Oumi Kusatsu Tokushukai Hospital | Kusatsu-city |
| Minamikusatsu Hospital | Kusatsu-city |
| Shiga Health Research Center | Yasu-city |
| Saiseikai Ibaraki Hospital | Ibaraki-city |
| Kikkokai | Osaka-city |

3. Do I have to pay the cost?

The cost will be charged to Ritsumeikan.

4. How will my working hours be treated on the day of medical examination?

From FY2023, time spent at affiliated medical institutions for medical examination will not be counted as work. If you are unable to schedule a group medical examination on campus, please use your work-life balance leave or other leave time to receive a medical examination at an affiliated medical institution.

Please note that the cost of transportation to and from the off-campus medical institution will not be reimbursed in any cases.

5. Are there differences in items examined?

The examination will be conducted on legally mandated items. However, how to approach those items slightly differs depending on the affiliate medical institution. Please check details on the subsequent pages.

Please note that this is not a Ningen dock. If you wish to take examinations such as an optional tumor marker test, a gastroscopy, a colonoscopy, and CT/MRI, please check this site. [Comprehensive Physical Checkup](#) (Japanese only)

6. When and how can I receive results if I take the examination at an affiliate medical institution?

Faculty and staff members who took the examination at an affiliate medical institution will receive the results about four weeks later. The medical institution will mail the results to them directly or by way of the Medical Service Center. The Medical Service Center will also receive another copy of the results for their records.

7. Can I take the examination off campus and receive vaccination against influenza on campus?

Yes, you can. Please visit the Medical Service Center (Multi-Purpose Hall if you work at Suzaku Campus) during the on-campus group medical examination hours. Please download a preliminary questionnaire [from here](#). The on-campus vaccination fee is 2,000 yen. (The fee may change.) The university will provide separate guidance if the on-campus group examination cannot take place.

8. Can I receive breast cancer screening along with the annual medical examination?

The off-campus medical institutions offer the annual medical examination only.

The University will offer breast cancer screening on each campus in fall. Mammography will be used for the screening in AY2023. If you wish to undergo the screening, you will be required to make an online appointment in the same way as you did for the annual medical examination in the past academic years. [Click here for more information.](#)

If you could not take the breast cancer screening on campus, we recommend the faculty and staff members to use the breast cancer screening conducted by municipalities or a cancer screening subsidy program offered by the Ritsumeikan Trust. Please check the details of the subsidy program at *Jinji* WEB, a university website providing personnel-related information.

Jinji WEB: <https://secure.ritsumei.ac.jp/staff-all/unitas/hrweb/>

Jinji WEB > Health support, Industrial health and safety, Risk management >

2. Faculty & staff health support and promotion

Kyoto Industrial Health Association
Steps to Follow for Annual Medical Examination at Affiliate Medical Institution

1. Answer a questionnaire for those wishing to take the annual medical examination at an off-campus medical institution.

Those required to take the annual medical examination will receive an email asking if they wish to take the examination at an off-campus medical institution. The email includes a URL to the questionnaire above. Select "Kyoto Industrial Health Association" and answer the other items. You can also access the questionnaire from the URL and QR code in this section.



<http://u0u1.net/vckd> **Applications will open on June 1.**

Both links will take you to the Microsoft Forms page (authentication required).

2. You can make a reservation on the WEB. (Japanese only)

You will receive an email from Medical Service Center about how to make a reservation on the WEB.

3. Receive items necessary for the examination.

Those aged 40 and older will receive sample containers by mail. Place the samples in the containers and bring them to the examination.

4. Take the examination.

Take the examination on your appointment date and time at the association.



Kyoto Industrial Health Association * Please check the homepage for details.

<https://www.kyotokojohokenkai.jp/about/> (Japanese only)

| | |
|------------------------|--|
| Access | Emmachi:67 Nishinokyo Kitatsuboicho, Nakagyo-ku, Kyoto [five-minute walk from JR Emmachi station.] Yamashina:Racto C301, 92 Takehana Takenokaidocho, Yamashina-ku, Kyoto [JR Yamashina sta.] Uji: 1-7 Narita, Hironocho, Uji-city [Car parking available] Kobe: Ortensia Building, 2-8-14 Motomachidori, Chuo-ku, Kobe Himeji: Himeji Terminal Square 3F, 73 Nishiekimaecho, Himeji City, Hyogo Prefecture |
| Phone No. | Emmachi / Uji : 0120-823-053, Yamashina:0120-540-910 Kobe: 0120-995-757, Himeji: 0120-012-277 |
| Phone hours | Mon-Fri: 8:30 a.m.-4:30 p.m. |
| Medical exam available | Mon-Fri (may also be available on Sat, Sun, and national holidays.) |
| Notes | You cannot cancel PSA and ABCD screening test if you are applicable to them. |

5. Receive the examination results.

The results will be mailed around four weeks after the examination. If you have items that need to be re-examined or examined thoroughly, be sure to have them do so at a nearby medical institution. You can also consult the Medical Service Center about the results. Please check the consultation hour on the Ritsumeikan medical service center's website before you visit.

Inquiries: hokencnt@st.ritsumei.ac.jp

Kyoto Kuramaguchi Medical Center Steps to Follow for Annual Medical Examination at Affiliate Medical Institution

1. Answer a questionnaire for those wishing to take the annual medical examination at an off-campus medical institution.

Those required to take the annual medical examination will receive an email asking if they wish to take the examination at an off-campus medical institution. The email includes a URL to the questionnaire above. Select "Kyoto Kuramaguchi Medical Center" and answer the other items. You can also access the questionnaire from the URL and QR code in this section.



<http://u0u1.net/vckd> **Applications will open on June 1.**

Both links will take you to the Microsoft Forms page (authentication required).

2. Enter the date you wish to take the examination in the questionnaire.

3. Receive items necessary for the examination.

The hospital will send you the notice of the dates of exam and items necessary for the examination. You will receive a medical questionnaire (and sample containers if you are 40 and older) by mail. Bring them to the examination. If the date you wish is not available, staff at Kyoto Kuramaguchi Medical Center will call you to rearrange the date.

4. Take the examination.

Take the examination on your appointment date and time at the hospital. If you need to cancel the examination, please contact the number below.

| Kyoto Kuramaguchi Medical Center (Healthcare Center) | |
|--|--|
| Access | 27 Koyama Shimofusacho, Kita-ku, Kyoto [one-minute walk from Kyoto Municipal Subway Kuramaguchi Station] |
| Phone No. | 075-441-6143 |
| Phone hours | Mon-Fri (except for national holidays): 9:00 a.m.-5:00 p.m. Sat (1st and 3rd weeks): 9:00-11:00 a.m. |
| Medical exam available | Except for Sat (2nd, 4th and 5th), Sun and national holidays |
| Note | Bring faculty/staff ID. |



5. Receive the examination results.

The results will be mailed around four weeks after the examination. If you have items that need to be re-examined or examined thoroughly, be sure to have them do so at a nearby medical institution. You can also consult the Medical Service Center about the results. Please check the consultation hour on the Ritsumeikan medical service center's website before you visit.

Inquiries: hokencnt@st.ritsumei.ac.jp

Oumi Kusatsu Tokushukai Hospital, Medical Examination Center

Steps to Follow for Annual Medical Examination at Affiliate Medical Institution

1. Answer a questionnaire for those wishing to take the annual medical examination at an off-campus medical institution.

Those required to take the annual medical examination will receive an email asking if they wish to take the examination at an off-campus medical institution. The email includes a URL to the questionnaire above. Select “Oumi Kusatsu Tokushukai Hospital” and answer the other items. You can also access the questionnaire from the URL and QR code in this section.



<http://u0u1.net/vckd> **Applications will open on June 1.**

Both links will take you to the Microsoft Forms page (authentication required).

2. Enter the date you wish to take the examination in the questionnaire.

Once the examination appointment is scheduled, you will receive an email from the hospital. If you do not receive an email in a week, please contact the Medical Service Center.

3. Receive items necessary for the examination.

The hospital will send you items necessary for the examination. Those aged 40 and older will receive sample containers by mail. Place the samples in the containers and bring them to the examination.

4. Take the examination.

| | |
|---|---|
| Oumi Kusatsu Tokushukai Hospital (Medical Examination Center) | |
| Access | 3-34-52 Higashiyagura, Kusatsu, Shiga [15-minute walk from JR Minami-Kusatsu station] |
| Phone No. | 077-516-2769 |
| Phone hours | Mon-Sat (except for national holidays): 9:00 a.m.-5:00 p.m. |
| Medical exam available | Except for Sun and national holidays |
| Note | Abdominal circumference and ECG included also in the exam items for those younger than 35 |



Take the examination on your appointment date and time at the hospital. If you need to cancel the examination, please contact the number above.

5. Receive the examination results.

The results will be mailed around four weeks after the examination. If you have items that need to be re-examined or examined thoroughly, be sure to have them do so at a nearby medical institution. You can also consult the Medical Service Center about the results. Please check the consultation hour on the Ritsumeikan medical service center's website before you visit.

Inquiries: hokencnt@st.ritsumei.ac.jp

Minamikusatsu Hospital Steps to Follow for Annual Medical Examination at Affiliate Medical Institution

1. Answer a questionnaire for those wishing to take the annual medical examination at an off-campus medical institution.

Those required to take the annual medical examination will receive an email asking if they wish to take the examination at an off-campus medical institution. The email includes a URL to the questionnaire above. Select "Minamikusatsu Hospital" and answer the other items. You can also access the questionnaire from the URL and QR code in this section.



<http://u0u1.net/vckd> **Applications will open on June 1.**
Both will take you to the Microsoft Forms page (authentication required).

2. Enter the date you wish to take the examination in the questionnaire.

Once the examination appointment is scheduled, you will receive a telephone call from the hospital.

3. Receive items necessary for the examination.

Those aged 40 and older will receive sample containers by mail. Place the samples in the containers and bring them to the examination.

4. Take the examination.

Take the examination on your appointment date and time at the hospital. If you need to cancel the examination, please contact the number below.

| Minamikusatsu Hospital | |
|------------------------|--|
| Access | 5-2-39 Noji, Kusatsu, Shiga [five-minute walk from JR Minami-Kusatsu station] |
| Phone No. | 077-562-0724 (main number / for appointment) |
| Phone hours | Mon-Sat (except for Sun and national holidays): 9:00 a.m.-4:00 p.m. |
| Medical exam available | Except for Sun and national holidays |
| Note | English speaking staff NOT available Abdominal circumference included also in the exam items for those younger than 35 |



5. Receive the examination results.

The results will be mailed around four weeks after the examination. If you have items that need to be re-examined or examined thoroughly, be sure to have them do so at a nearby medical institution. You can also consult the Medical Service Center about the results. Please check the consultation hour on the Ritsumeikan medical service center's website before you visit.

Inquiries: hokencnt@st.ritsumei.ac.jp

Shiga Health Research Center Steps to Follow for Annual Medical Examination at Affiliate Medical Institution

1. Answer a questionnaire for those wishing to take the annual medical examination at an off-campus medical institution.

Those required to take the annual medical examination will receive an email asking if they wish to take the examination at an off-campus medical institution. The email includes a URL to the questionnaire above. Select "Minamikusatsu Hospital" and answer the other items. You can also access the questionnaire from the URL and QR code in this section.



<http://u0u1.net/vckd> **Applications will open on June 1.**

Both links will take you to the Microsoft Forms page (authentication required).

2. Receive the confirmation email from Medical Service Center. (within a few days) After receiving the email, Call Shiga Health Research Center (0120-35-9997) to make an appointment.

We will inform Shiga Health Research Center about the examination items you need to take. Tell the center staff that you want to take the medical examination for Ritsumeikan University faculty and staff.

3. Receive items necessary for the examination.

Those aged 40 and older will receive sample containers by mail. Place the samples in the containers and bring them to the examination.

4. Take the examination.

Take the examination on your appointment date and time at the center. If you need to cancel the examination, please contact the number below.

| Shiga Health Research Center | |
|------------------------------|---|
| Access | 664 Kamimachi, Nagahara, Yasu, Shiga [10-minute bus ride on the Ohmi Railway Bus Nagahara loop line from the north entrance of JR Yasu station] |
| Phone No. | 0120-35-9997 (for appointment) |
| Phone hours | Mon-Sat (except for Sun and national holidays): 9:15 a.m.-5:00 p.m. |
| Medical exam available | Except for Sun and national holidays |
| Note | Specific Health Checkup available |



5. Receive the examination results.

The results will be mailed around four weeks after the examination. If you have items that need to be re-examined or examined thoroughly, be sure to have them do so at a nearby medical institution. You can also consult the Medical Service Center about the results. Please check the consultation hour on the Ritsumeikan medical service center's website before you visit.

Inquiries: hokencnt@st.ritsumei.ac.jp

Osaka Saiseikai Ibaraki Hospital Steps to Follow for Annual Medical Examination at Affiliate Medical Institution

1. Answer a questionnaire for those wishing to take the annual medical examination at an off-campus medical institution.

Those required to take the annual medical examination will receive an email asking if they wish to take the examination at an off-campus medical institution. The email includes a URL to the questionnaire above. Select "Osaka Saiseikai Ibaraki Hospital" and answer the other items. You can also access the questionnaire from the URL and QR code in this section.



<http://u0u1.net/vckd> **Applications will open on June 1.**

Both links will take you to the Microsoft Forms page (authentication required).

2. Enter the date you wish to take the examination in the questionnaire.

3. Receive items necessary for the examination.

The hospital will send you the notice of the dates of exam and items necessary for the examination. You will receive a medical questionnaire (and sample containers if you are 40 and older) by mail. Bring them to the examination. If the date you wish is not available, staff at Osaka Saiseikai Ibaraki Hospital will call you to rearrange the date.

4. Take the examination.

Take the examination on your appointment date and time at the hospital. If you need to cancel the examination, please contact the number below.

| Osaka Saiseikai Ibaraki Hospital | |
|----------------------------------|---|
| Access | 2-1-45 Mitsukekayama, Ibaraki, Osaka [15-minute walk from JR Ibaraki station] |
| Phone No. | 072-622-8651 (main number) |
| Phone hours | Mon-Fri (except for national holidays): 1:00-4:00 p.m. |
| Medical exam available | Except for Sat, Sun, and national holidays |
| Notes | |



5. Receive the examination results.

The results will be mailed around four weeks after the examination. If you have items that need to be re-examined or examined thoroughly, be sure to have them do so at a nearby medical institution. You can also consult the Medical Service Center about the results. Please check the consultation hour on the Ritsumeikan medical service center's website before you visit.

Inquiries: hokencnt@st.ritsume.ac.jp

Kikkoukai Clinic Steps to Follow for Annual Medical Examination at Affiliate Medical Institution

1. Answer a questionnaire for those wishing to take the annual medical examination at an off-campus medical institution.

Those required to take the annual medical examination will receive an email asking if they wish to take the examination at an off-campus medical institution. The email includes a URL to the questionnaire above. Select "Kikkoukai Clinic" and answer the other items.

You can also access the questionnaire from the URL and QR code in this section.

<http://u0u1.net/vckd> **Applications will open on June 1.**

Both links will take you to the Microsoft Forms page (authentication required).



2. Enter the date you wish to take the examination in the questionnaire.

Once the examination appointment is scheduled, you will receive an email from the hospital.

3. Receive items necessary for the examination.

The clinic will send you items necessary for the examination.

Those aged 40 and older will receive sample containers by mail. Place the samples in the containers and bring them to the examination.

4. Take the examination.

Take the examination on your appointment date and time at the clinic. If you need to cancel the examination, please contact the number below.



| | |
|-------------------------|--|
| Kikkoukai Clinic | |
| Access | 3-4-1 Uchikyuhojimachi, Chuo-ku, Osaka [five-minute walk from Tanimachi 4-chome station on the Osaka Metro Tanimachi line] |
| Phone No. | 06-6943-1306 (main number) |
| Phone hours | Mon-Fri (except for national holidays): 9:00 a.m.-5:00 p.m. |
| Medical exam available | Except for Sat, Sun, and national holidays |
| Notes | |



5. Receive the examination results.

The results will be mailed around four weeks after the examination. If you have items that need to be re-examined or examined thoroughly, be sure to have them do so at a nearby medical institution. You can also consult the Medical Service Center about the results. Please check the consultation hour on the Ritsumeikan medical service center's website before you visit.

Inquiries: hokencnt@st.ritsumei.ac.jp

Annual Medical Examination Items

| Items | Applicable to | | Note |
|---------------------------------------|--|---|---|
| Chest X-ray | All | Mandatory (See the exception in the right column.) | Women who are pregnant or possibly pregnant may not undergo chest X-ray. All individuals other than the above must undergo chest X-ray. The University do not consider the examination valid without chest X-ray. |
| Height and weight | All | Mandatory | |
| Abdominal circumference | 35 years and older | Mandatory for those aged 40 years and older | For metabolic syndrome assessment |
| Urinalysis | All | Mandatory | |
| Blood pressure | All | Mandatory | |
| Visual acuity | All | Mandatory | |
| Audiometry | All | Mandatory | |
| Blood test | All | Mandatory | The test items are as follows: total protein, GOT (AST), GPT (ALT), ALP, LDH, γ-GTP, LDL cholesterol, HDL cholesterol, total cholesterol, non-HDL cholesterol, triglyceride, creatinine, eGFR, uric acid, blood sugar, HbA1c (NGSP), and complete blood count including WBC, RBC, Hb, Ht, and platelet count. |
| Blood test for cancer risk assessment | Applicants only (See the conditions in the right column.) | | 1. Gastric Cancer Risk Assessment Test by ABCD classification only available at affiliate medical institutions Applicable to: -Those aged 35 years and older who have not received the test (ABCD classification) in the previous examinations at Ritsumeikan -Those aged 35, 40, 45, 50, 55, 60, 65, 70, and 75 years (as of March 31, 2024) who were in group A in the previous examination 2. Prostate-specific antigen (PSA) test for prostate cancer screening Applicable to men aged 50 years and older |
| Physical examination | All | Mandatory | |
| Electrocardiography | 35 years and older | Mandatory | |
| Stool test | 40 years and older | | Fecal occult blood test for colorectal cancer screening: Please bring two stool samples on the examination day. The samples must be collected during the period from four days before and on the examination day. |

Where to Send Inquiries and Documents about the Examination

Ritsumeikan Medical Service Center: Open on Monday through Friday (closed on national holidays)
from 9:30 a.m. to 5:00 p.m.

Kinugasa/Suzaku Campus ☎ 075-465-8232 56-1 Toji-in Kitamachi, Kita-ku, Kyoto 603-8577
Biwako-Kusatsu Campus ☎ 077-561-2635 1-1-1 Noji-higashi, Kusatsu, Shiga 525-8577
Osaka Ibaraki Campus ☎ 072-665-2110 2-150 Iwakura-cho, Ibaraki, Osaka 567-8570