

Tokyo Women's Medical University Hospital

Hospital Admission Guide



Core Philosophy

Provide safe and secure medical care from the patient's perspective, as well as highly advanced medical care.

Core Policy

1. With sincere and compassionate hearts, we are committed to providing attentive, high-quality, and safe medical care from the patient's perspective.
2. We are committed to promoting advanced medical care and providing advanced medical care, and providing high quality and safe medical care.
3. Through medical cooperation, we aim to make significant contributions to regional health-care.
4. Aiming to cultivate tomorrow's medical professionals with a strong sense of humanity, we will implement a comprehensive curriculum and practical training programs.
5. We will create an environment that supports and collaborates with female medical professionals by leveraging the unique characteristics of our university.

Our Functions and Roles

1. We are an acute care hospital.

The hospital actively accepts referrals from clinics and hospitals that require inpatient treatment at university hospitals.

2. Once the patient's condition has stabilized, we request discharge or transfer to another hospital.

To ensure the appropriate management of patients requiring highly acute care, those who have completed their treatment at the hospital will be discharged and transferred either to their homes or to a referral source or community hospital.

3. We collaborate with local medical institutions.

We ensure seamless provision of medical care through close collaboration with local hospitals, clinics, and family doctors.

For discharge or transfer, please consult with our doctors, nurses, and our Medical Cooperation and Admission/Discharge Support Department.

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◀ "Joshi", the official mascot of Tokyo Women's Medical University Hospital

A Hospitalization Procedure

1. What you need for the procedure

Insurance Card:	"Health Insurance Card" or "National Health Insurance Card" in use.
Eligibility Certificate for Ceiling-Amount Application:	The amount paid over the counter for hospitalization expenses is reduced. See pages 17 and 18 for details.
Medical Expenses Beneficiary Certificate:	Items used in conjunction with your insurance card. "Elderly insurance Certificate", "Public Expense Medical Coupon", etc.
Patient Registration Card:	Please bring your patient registration card. We will keep it in the ward until you are discharged.
Hospitalization Pledge:	Please check the contents of the pledge and fill out and sign the form without omission. The co-signer must be a person who makes an independent living and has the ability to pay. (A person who is out of the country, a spouse, or a dependent cannot be a co-signer.) If no co-signer is listed, a deposit of 100,000 yen will be required.
Application form for handling hospitalization information:	For privacy protection, we ask patients to confirm whether they want to be informed of their hospitalization status. Please confirm the contents, and then fill out and sign the form.
Discharge Certificate, etc.	If you have been hospitalized in another hospital within the last three months, please bring a "discharge certificate" or other document that shows your hospitalization history.

*If the contents of your insurance card or medical expense subsidy change during your hospitalization, please notify the hospitalization section in charge of hospitalization or the hospitalization reception desk.

2. Inquiries about hospitalization procedures

Please contact the Admission and Discharge Section below.

Tokyo Women's Medical University Hospital Phone:

03-3353-8111 (Main) /

03-3353-8112 (Audio Instruction)

Follow the audio instruction and enter the extension number.

● Reception days and hours:

Weekdays: 9:00 a.m. - 3:00 p.m.

Saturdays: 9:00 a.m. - 12:30 p.m.

*Closed on Sundays, national holidays, the third Saturday of each month, Founder's Day on December 5, and during the New Year's holiday.

Hematology, Pulmonary Surgery, Otorhinolaryngology, and Gynecology, Breast Surgery, Endocrine Surgery, Urology, Plastic Surgery, Orthopedics, Emergency Medicine, Obstetrics, Maternal Pediatrics, Pediatric Surgery, Nephrology, General Medicine, Dentistry, Oral and Maxillofacial Surgery	extension 25183	Neurosurgery, Neurology, Respiratory Medicine, and Hypertension, Endocrinology, Rheumatology, Ophthalmology, Dermatology, Nephrology, Cardiovascular Pediatrics, Chemotherapy, Palliative Care, Sleep Medicine	extension 25187
		Gastroenterology, Gastrointestinal Surgery and Gastrointestinal Endoscopy	extension 25180
Cardiovascular Surgery, Cardiology, and Diabetes and Metabolism	extension 25188	Neuropsychiatry	extension 25106

3. Items to pack upon the admission

Please label your belongings with your full name.

<input type="checkbox"/> Indoor shoes 		
<input type="checkbox"/> Underwear 	<input type="checkbox"/> Comb 	<input type="checkbox"/> Men's electric razor *Only those who need it
<input type="checkbox"/> Pajamas, open front *Rental available 	<input type="checkbox"/> Towel and bath towel *Rental available 	<input type="checkbox"/> Facial tissue
<input type="checkbox"/> Earphone (if watching TV) 	<input type="checkbox"/> Toothbrush, etc. 	<input type="checkbox"/> Shampoo, conditioner, body soap
<input type="checkbox"/> Chopsticks, spoons, and forks 	<input type="checkbox"/> Square cup 	<input type="checkbox"/> Straw
<input type="checkbox"/> Fall Prevention Goods 		<input type="checkbox"/> Dentures and denture Inserts

*The above items are also available at the hospital store. (except dentures and fall prevention goods)

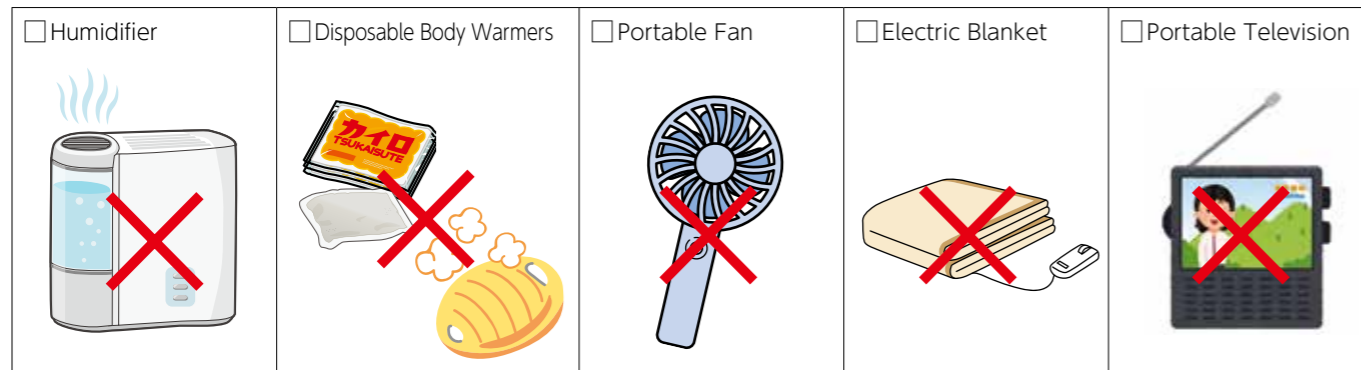
*Hair dryers are available for loan at the nurses' station.

*Dialysis patients must bring their own tourniquet. They can be purchased at the store.

*If you are wearing nail polish (including gel nails and false nails), please remove them.

4. Electrical appliances

No electrical appliances may be brought in or used other than those provided in the patient room. Specifically, hot water bottles, anchors, disposable body warmers, electric blankets, humidifiers, electric kettles, etc. are prohibited.



● Rental of Hospital Pajamas and Towels

Amenities ● Reception location: 1st floor of the General Outpatient Center

● Office hours: Weekdays: 9:00 a.m. - 3:30 p.m.

Saturdays: 9:00 a.m. - 12:00 p.m.

*Closed on Sundays, national holidays, the third Saturday of each month, Founder's Day on December 5, and during the New Year's holiday.

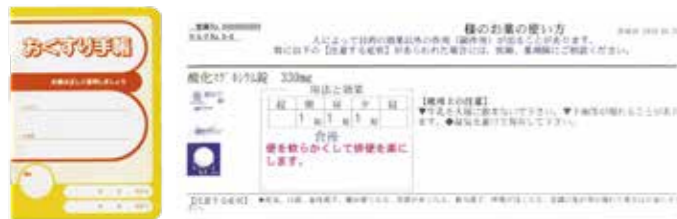
Please ask the ward nurse for details. The person in charge will visit the ward for returns.

5. Bringing your own medication into hospital

To ensure that we have accurate information on the medications you are using, we ask that you bring all medications you are currently using, as well as your medication record and instructions for your medications, with you when you are admitted to the hospital. Medications you bring with you may be used at the discretion of your attending physician with your consent. Please bring enough medication for the duration of your hospital stay.

● What you need to bring

1. All medications currently being used (for the expected number of days of hospitalization)
2. Medication record
3. Instructions for your medications



- Medications that have been used in the past but are not currently being used are not required.
- Please bring any medications that have been temporarily discontinued due to surgery, tests, or any other reason for which the doctor has provided advance instructions not to take them.

- Please bring any medications for which you would like to confirm safe usage. The medical staff will make a decision after your admission.

*Please do not take your medications in pieces, but bring them as sheets.



Contact: Pharmacy Department,
Dispensing Room, Ext. 36141

B During Hospitalization

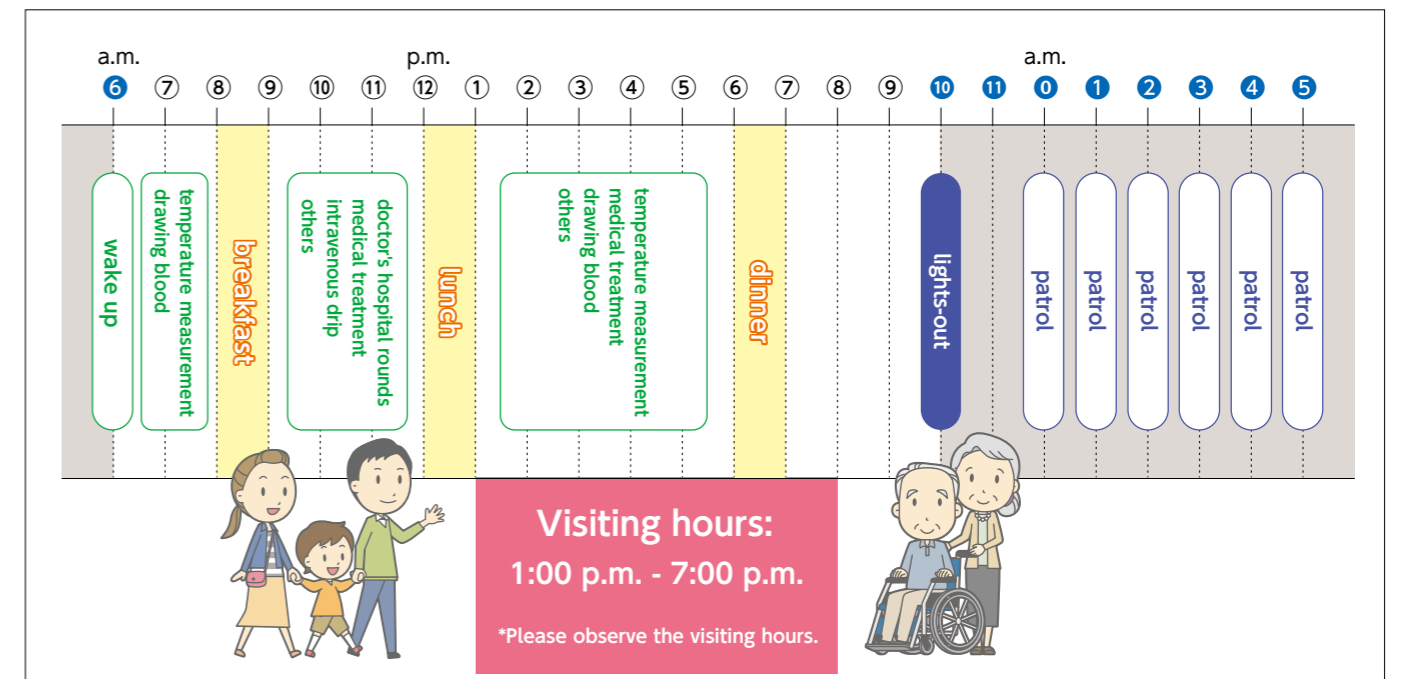
1. Patient identification band policy

As part of our accident prevention measures, we require all patients to wear an identification band for patient identification and quick recognition in the event of sudden changes in health status.

When conducting procedures, examinations, surgeries, intravenous infusions, medications, etc., we will check the patient's name with you. We ask that you also identify yourself by your full name and date of birth.

The barcode on the patient identification band is scanned at the beginning and end of infusions, as well as during blood sampling. This also applies to changes in intravenous drips during the night. We understand that this may cause inconvenience, especially while you're sleeping, and we apologize for this. However, we kindly ask for your understanding and cooperation as these procedures are essential for ensuring your safety.

2. A day in hospital



① Temperature measurement
Temperature is measured based on the patient's medical condition.
We kindly ask that you rest and wait in bed.

② Weighing
Weighing scales are located in designated areas in each ward. When using the scale, please be cautious to maintain your balance while getting on and off. After weighing yourself, kindly inform the nurse of your weight reading.

③ Nurse call button
Nurse call buttons are installed in patient rooms, toilets, and bathrooms. Please inform us immediately if you feel unwell or encounter any other issues.

④ Explanation of examination and surgery
The doctor or nurse in charge will provide a detailed explanation of the upcoming examination or surgery in advance. If you have any questions or concerns, please don't hesitate to ask at any time.

⑤ Wake-up, lights-out, and patrol times
As a hospital rule, waking time is 6:00 a.m. and lights out is 10:00 p.m. TV is available from waking hours to lights out. The nurses will patrol to check on the patient's condition at appropriate times. We appreciate your cooperation in protecting your medical care environment.

⑥ Manicure (including gel nails and fake nails)
If you are wearing any nail polish, including gel nails or false nails, please remove them.

⑦ Shower room
The use of the shower room is available by appointment only. If you would like to use the shower room, please make a reservation at the nurse station counter on the morning of your stay. Please note that soap is not provided, so kindly bring your own.

3. Meals

This hospital has notified the hospital of Subsidy for Meals During Hospitalization (1) based on facility standards.

Meals are prepared according to the doctor's orders, and hot meals, including special event meals, are provided. Furthermore, under the guidance of a physician, a dietitian, nurse, pharmacist, or other specialist will oversee nutritional management based on a nutrition management plan. **Please note that outside meals are generally not permitted.** If you wish to bring your own food, please consult with your doctor or nurse in advance. Additionally, please inform your visitors that bringing food, especially raw food, to the hospital is not allowed without permission. If you are required to wait for your meal due to an examination or other reasons, the nurse or doctor will provide an explanation.
(Please inform us if you have any food allergies or specific dietary restrictions.)

4. Infection prevention and control

Visitors with cold symptoms and individuals under 15 years of age are not allowed to visit. Kindly refrain from bringing in fresh flowers to minimize the risk of infection. We kindly request your cooperation in wearing masks during hospitalization.

5. Visitation

■ Visiting Patients for Countermeasures Against New Coronavirus Infections

Many of the patients admitted to our hospital are critically ill, and a nosocomial infection caused by a new type of coronavirus could have severe consequences for them.

Therefore, as a precautionary measure, we kindly request that patients refrain from visiting the hospital until the outbreak of a new coronavirus infection is under control.

If family members are required to come to the hospital for treatment plan discussions or any other reasons, we kindly ask them to wear a mask and disinfect their hands upon entering the hospital.

Visiting hours are set forth as follows:

Weekdays, Saturdays, Sundays and holidays

from 1:00 p.m. to 7:00 p.m.

- Visitors are kindly requested to fill in their names and provide necessary information in each ward and attach a 'visitor's card' in before entering.
- In general, family members are not permitted to accompany patients. However, this rule may not apply to patients in private rooms who meet the hospital's criteria.
- Visits by individuals under the age of 15, large groups, or for extended durations may disrupt other patients. For details regarding pediatric visits, please refer to Page 10.
- Masks may be required during visits. Please check with the staff in each ward. Kindly note that masks must be purchased.
- Eating or drinking is not permitted in the hospital room.
- If you have special reasons to visit outside of regular visiting hours, please inform the nurse. The day room is available for such a visit.

6. Going out and staying overnight

If you have special reasons to go out or stay overnight, it is necessary to obtain permission from your attending physician. Please complete the "Application for Going Out/Overnight Stay Permission Form (2 pages)". You will receive a copy of the application form, which should be carried with you at all times to ensure immediate contact in case of an emergency. Please inform the nurse when you leave or return.

7. No smoking in all areas

In consideration of the impact of smoking on your health and in compliance with the 'Health Promotion Law,' **smoking has been strictly prohibited on the premises, within the facilities, and in the parking lot of our clinic** since June 1, 2006. This ban extends to electronic cigarettes and all other smoking products. Furthermore, **smoking is also prohibited in the surrounding streets as mandated by the Shinjuku City ordinance.** We sincerely appreciate your understanding and cooperation.



Cigarettes and electronic cigarettes are prohibited.

*Smoking is also prohibited at the nearby Mizunohara Children's Park.

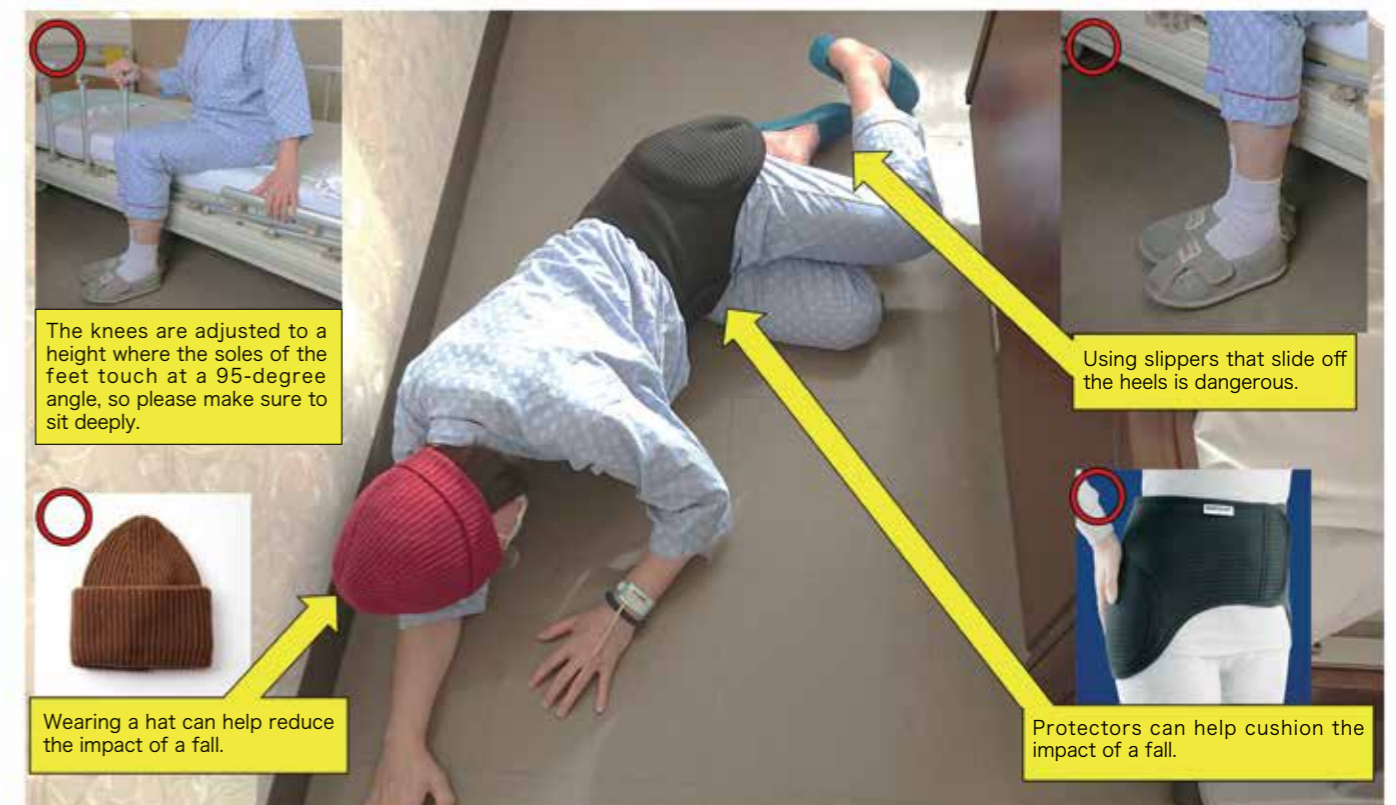
*Kindly refrain from bringing cigarettes, electronic cigarettes, and any other smoking products into the hospital wards.

8. Falls and tumbles

Falls can lead to prolonged hospitalization, unplanned surgeries, increased treatment costs, and disability. To prevent falls in and around the bed, we kindly request your cooperation with the following guidelines:

- ① Please wear properly fitted athletic shoes or rehabilitation shoes with appropriate heel support.
- ② Avoid using moving objects (such as tables or IV stands) for support when standing up.
- ③ Refrain from hanging clothes or towels on the curtain rails of the bed, and do not stand on the bed.
- ④ If you drop something under the bed, please do not attempt to retrieve it. Instead, notify a nurse for assistance.
- ⑤ Ensure that bed rails are always raised to prevent falls.
- ⑥ The height of the bed is already adjusted to a level where the patient can sit comfortably, with knees at a 95-degree angle and feet touching the floor. Please do not adjust the bed height on your own.
- ⑦ Please inform a nurse if there is any spillage or water on the floor, or if you require any assistance.
- ⑧ When changing pajamas, please do so while seated.

Please be aware that the following situations increase the risk of falling:



9. Safety deposit box (for valuables)

The safety deposit box is located in the bedside cabinet. Please keep the safety deposit box locked at all times and do not leave the card key in the drawer to prevent theft. Please return the card key when you leave the hospital.

10. Theft prevention requests

There have been reports of theft in the hospital. Patients, visitors and many others come and go from the hospital, so please take precautions to avoid becoming a victim yourself.

- Please do not leave large amounts of cash, valuables, or other expensive items in the safety deposit box located in the bedside cabinet.
- Please keep the safety deposit box located in the bedside cabinet locked at all times and always keep the key on your person.
- The hospital will not be held responsible for any theft.
- Please manage and handle communication devices and data on your own. The hospital will not be responsible for theft, loss, damage, or any other problems.

11. Cell phone (Smartphone)

Please use your cell phone only in designated areas. Please put your cell phone on silent mode and do not ring when indoors. Please refrain from using the phone after lights out. Please note that outside calls will not be taken by patients, but messages will be accepted.

12. Use of the Internet

- ① Internet connection using PCs, tablets, and cell phones (smartphones) is only available through 4G, 5G, and LTE lines.
- ② Please use pocket Wi-Fi only at 2.4 GHz to avoid affecting the electronic medical record system and other equipment. So be careful not to connect at 5 GHz.
- ③ Electronic devices such as video games may be brought in as long as they do not use communication functions or power sources and can be used in Airplane mode or on batteries. There are also restrictions on the time of use, so please check with the ward.

13. Ward schematic and evacuation routes

For evacuation routes, please refer to the ward schematic provided on the attached sheet. In the event of a disaster or fire, please follow the instructions of the medical staff.

14. Day room, living room, common room next to the elevator

The day room is available for patients to use for meals, group visits, and rest time. As a general rule, the hours of use are until 10:00 p.m. Please note that visitors are not permitted to eat or drink in the day room.

① Televisions

Televisions in the common rooms must be used with a TV card. TV cards can be purchased from the vending machine in the day room (1,000 yen per card for 700 minutes). If the TV card is no longer needed during use, it can be refunded through automatic payment. Please remember to use earphones when watching TV or listening to the radio. Earphones are also available at the kiosk.

<Location of TV card automatic payment machines>

Hospital ward	Locations
East ward, Central ward	Next to the information desk on the 1st floor of the Central Ward
West ward A, West ward B, Diabetes ward	Behind the Lawson in the West Ward A
Ward 1	Next to the information desk on the 1st floor of the Ward 1
General Outpatient Center	Next to the hospitalization accounting on the 1st floor of the General Outpatient Center

② Refrigerator

If you choose to use the refrigerator, please be aware that we will conduct daily checks and dispose of any expired items. We kindly request that you refrain from storing opened food and beverages in the refrigerator.

③ Water supply

Please utilize the water supply available in each patient room or make arrangements to have your own drinking water.

④ Laundry

Our laundry rooms are separated by buildings. Thefts have been reported. Please collect your laundry as soon as possible after use. If you or your family cannot do the laundry, please use the laundry service.

*There are some washers and dryers available that accept TV cards as a form of payment.

<Location of laundry and hours of use>

	Locations of laundry	Available time	Coins (100 yen coins)	TV card
East ward	6th floor of the East ward	8:00~19:00	○	○
Central ward	12th floor of the Central Ward	6:00~20:00	○	○
West ward A	Rooftop of West Ward A	6:00~20:00	○	×
West ward A	5th floor of West ward A	8:00~20:00	○	○
West ward B	Rooftop of West ward B	6:00~20:00	○	×
Ward 1	Each ward	6:00~22:00	○	○

If you wish to have your laundry cleaned, please contact the "T&L (TeLi)" laundry store located within the hospital. The responsible staff will arrange for the collection and delivery of your laundry directly to your ward.

Cleaning "T&L (TeLi)"

- Location: B1F of the Diabetes Center
- Phone: Hospital extension: 26704 Direct: 03-3350-0993
- Store hours: Weekdays: 9:30 a.m. -4:30 p.m.
- *Closed on Saturdays, Sundays, national holidays, Founder's Day on December 5, and during the Bon vacation and the New Year's holiday.

15. Request for separation of garbage

Alcohol cotton, cleaning cotton, T-head razors, and papers soiled with blood are considered medical waste. Please do not dispose of medical waste in the bedside garbage cans and kindly hand it over to the nurses.

If you handle needles for medical purposes, please consult your nurse regarding proper needle disposal. Please separate and dispose of bottles, cans, magazines, etc., in the designated areas. Thank you for your cooperation.

Please separate plastic bottles, cans, magazines, and other trash, and dispose of them in the designated areas. We appreciate your cooperation.

16. Visiting other medical institutions during hospitalization

Under the insurance medical care system, in principle, it is not possible to visit other medical institutions or receive prescriptions for medicines during hospitalization.

Please consult your doctor or nurse in advance in the following cases:

- You need to see another medical facility during your hospitalization.
- You have regular visits to your doctor's office or hospital.
- You received your medication prescription from another hospital.

17. Patient support systems

■ Various consultations

At our hospital, social workers, nurses, pharmacists, nutritionists, and other specialists are available for various consultations.

In order to ensure that you can consult with us with peace of mind, we generally require an appointment.

*Please inquire at the "Medical Service Consultation Office" on the 1st floor of the General Outpatient Center.

■ Medical expenses and systems

Medical costs and systems differ depending on the disease or disability. We will work with you and your family to provide you with a secure medical treatment lifestyle.

■ Transfer

We will assist you in selecting a hospital to which you will be transferred according to your medical condition.

■ Living at home

We provide consultation for those who need nursing care or medical treatment care for recuperation at home.

If necessary, we will coordinate with visiting physicians, visiting nurses, and others.

■ Cancer consultation

At the "Cancer Patient Counseling and Support Center," consultations are provided regarding the disease, treatment, nutrition, and future recovery.

In the Medical Services Consultation Office on the 1st floor of the General Outpatient Center

extension 21145

- Contact days and hours:
Weekdays: 9:30 a.m. - 4:00 p.m.
Saturdays: 9:00 a.m. - 12:00 p.m.

*Closed on Sundays, national holidays, the third Saturday of each month, Founder's Day on December 5, and during the New Year's holiday.

■ "Patient voice" suggestion box

Suggestion boxes are located in various places in the wards and General Outpatient Center. Please feel free to send us your opinions.

18. Please send us your comments

■ Patient Consultation Desk

Medical mediators serve as a bridge between patients and medical professionals and respond to patients' opinions and requests.

Please visit the "Patient Consultation Desk" on the 1st floor of the General Outpatient Center.

- Reception days and hours
Weekdays: 9:30 a.m. - 3:30 p.m.
Saturdays: 9:30 a.m. - 12:00 p.m.

*Closed on Sundays, national holidays, the third Saturday of each month, Founder's Day on December 5, and during the New Year's holiday.

19. Body Information Center

The "Body Information Center", located on the first floor of the General Outpatient Center, is a place where visitors can independently research and learn about diseases and the human body using a variety of materials.

It is open from 9:00 a.m. to 4:30 p.m. on weekdays and from 9:00 a.m. to 1:00 p.m. on Saturdays.

Please visit the cancer patient salon "Smile," which is also located in the center.

Our response to nuisance behavior and similar actions

Medical treatment at our hospital is built upon establishing a trusting relationship with our patients. However, in the event of any disruptive behavior listed below, the hospital reserves the right to refuse treatment, forcibly discharge the patient from the hospital, prohibit the patient from entering the hospital premises, or report the incident to the local police.

- Engaging in actions that inconvenience other patients or interfere with medical treatment, such as using abusive language or engaging in violence towards other patients or staff members.
- Repeatedly making unreasonable demands on staff members, such as coercing them to produce documents or persistently requesting interviews with them.
- Engaging in activities that involve spreading abusive or false information through social networking services or engaging in acts of slander or defamation against individuals associated with this hospital.
- Failing to adhere to the purpose of medical treatment by not actively participating in the treatment process or engaging in disruptive behavior, including ignoring medical advice or unnecessarily prolonging the hospitalization.
- Failure to take appropriate measures to prevent the spread of infectious diseases in the hospital, such as not wearing masks.
- Bringing in hazardous materials or items that may cause harm to others.
- Engaging in activities such as eating, drinking, talking, or using cell phones for filming outside of designated areas, or smoking is prohibited on the premises.
- Engaging in activities that deface or damage the building, facilities, or equipment.
- Violating the hospital requirements or rules, or failing to comply with the requests or instructions of the staff without just cause.
- Other acts that seriously disrupt the management and operation of this hospital.

Hospital Director





In order to ensure your safe stay at the hospital, in addition to the information provided above, we ask for your cooperation in the following matters.

Information to all patients admitted to the 3rd and 5th floors of the East Ward (Children's Ward)

On the day of admission

Please proceed to the reception desk of the respective department block at the General Outpatient Center at the designated time without going to the Outpatient Reception Desk on the day of admission (If your admission falls on a day when the Center is closed, please proceed directly to the designated ward at the specified time.).

If your admission is scheduled on the same day as your surgery, please check with your attending physician.

After the doctor confirms the presence or absence of any infectious diseases, please proceed to the Admission/Discharge Reception located on the 1st floor of the General Outpatient Center. Check-in will take place at the East Ward.

The entrance to the ward is equipped with a security door. Please use the intercom system and state your child's name to gain access.

Chaperones

If you would like to be accompanied by a healthy family member, please consult your doctor during your outpatient visit. You will be required to submit an "Request for Family Member's Permission to Accompany". Please note that the microwave oven, refrigerator, and hot water supply are available. Shower rooms are also provided for your convenience. Bedding and linens can be rented for a fee if you need.

Visiting

No individuals under the age of 15 are permitted to enter the hospital wards. Patients are not permitted to leave the ward except for medical examinations and surgical procedures.



Moving Wards, Rooms, and Beds

The allocation of admission wards and rooms is based on the child's condition. Additionally, please note that the pediatric ward may have mixed-gender wards.

Inability to be hospitalized or undergo surgery

If your child has symptoms of a cold (, such as fever, runny nose, sore throat and swelling) or inflammation (fever, pain or swelling at the surgical site, etc.), hospitalization or surgery cannot be performed. Please inform us in advance if your child has any of these symptoms. Please understand that if it is determined after admission that surgery or tests cannot be performed, you will still be responsible for hospital charges for the duration of your stay.



Vaccinations

Prior to hospitalization, please consult with your doctor regarding necessary vaccinations. For children aged 3 and above, two doses of chickenpox vaccine are recommended. Additionally, it is advised to receive as many mumps vaccinations as possible. If you are scheduled for surgery, please refer to the following section, "For those undergoing surgery."

For those undergoing surgery

■ Vaccinations

If you have no previous history of measles or chickenpox, please ensure you receive the chickenpox and measles vaccinations **at least one month before your scheduled surgery**. If the vaccinations are administered within one month of the



surgery, the surgery will be postponed or canceled. Immunizations will be available one month after the surgery.

- Please bring at least two pairs of open-front pajamas or yukatas.

Personal belongings

(Please bring the following items, as described in the aforementioned "3. Items to pack for the hospital" section.)

▶ Diapers, wipes, nipples, baby bottles (plastic if possible), cleaning brush for baby bottles

These items are not available in the hospital ward. Upon request, baby bottle disinfectant containers and disinfectants can be lent out. Please note that we are not responsible for any damage to baby bottles or other items.

▶ Toys

Please bring only the minimum necessary. Please note that we are not responsible for any damage or loss. Books and toys are also available in the playroom.

▶ Pediatric masks

Please bring your own pediatric masks, as they are not sold in the hospital. Please ensure that you have an adequate supply of pediatric masks for the duration of hospital stay, particularly if you are taking immunosuppressive medications. There is a vending machine on the 1st floor of the Central Ward.

▶ Home medical supplies

If you are receiving medical supplies from this hospital or your visiting physician, please ensure that you bring enough supplies to last for 2 to 3 days. Please be aware that special items may require a few days for procurement, so your cooperation is appreciated.



Respiration-related
Spare ventilator circuits
Home oxygen
Humidifier and immobilizer with lower limb
Emergency tracheal cannula
Spare tracheal cannula for next replacement
Back-valve mask
Suction device *limited to children who need it during transportation
Tracheal cannula holder
Nutrition
Special milk
Medication
Gastric tube
Infusion pumps

Wakamatsu school and visiting school

Those who are scheduled to be hospitalized for more than one month may attend Yochomachi Elementary School Wakamatsu Branch School or Shinjuku Municipal School for the Disabled (junior high school) through transfer procedures. For details, please contact a social worker at the Medical and Welfare Consultation Office. This hospital also have ward nurseries

Renal pediatric patients

- Please bring a cup with a scale or a (measurable) mug.

Cardiac catheterization patients

- If you hit your head hard
If you hit your head hard and internal bleeding occurs, and then catheterization is performed after the bleeding has stopped once, there is a possibility that the bleeding may occur again during the examination.
Please inform us if you have a severe head injury within one month prior to the surgery.

- Please bring at least two pairs of open-fronted pajamas or yukatas.

- Please bring tape-type diapers or a T-belt.



Information to all patients admitted to West Ward A, 5th floor (Neuropsychiatric Unit)

Admission Ward

The Neuropsychiatric Unit is a closed, mixed-gender ward.

On the day of admission

Please arrive at the Neuropsychiatry Outpatient Clinic (West Ward, A1F) by 10:00 a.m. on the day of admission.

Complete the necessary procedures at the Department of Psychiatry and Neurology Outpatient Clinic before coming to the ward.

Items to bring on the day of admission

▶ **Items required for neuropsychiatric procedures**
Patient registration card, personal seal (patient or family member), and insurance card are required. In case of hospitalization for medical care and protection, please bring a certificate of residence or a copy of the family register showing the relationship of the family members.

Restrictions on items to be brought into the hospital wards

You are not allowed to bring in items that are not directly necessary for your medical treatment. Hazardous materials are not allowed. We will check your baggage when you are admitted to the hospital and, if necessary, when you return home from outings.

- ▶ **Items that are not allowed to be brought in:**
Knives, cutters, scissors, ceramic or glass cups, etc.
- ▶ **Items to be checked in at the hospital ward:**
Medicines, T-shaped and I-shaped razors, eyebrow scissors, nail clippers, etc.
- ▶ **Items that can be lent in the wards:**
Hair dryer, scissors

■ Cameras are strictly forbidden in the wards to protect your privacy.
There is no refrigerator.

Explanation of hospitalization

There are several types of psychiatric hospitalization as stipulated by the Mental Health Welfare Law. The hospital will proceed with one of the following forms of hospitalization and will require the patient to sign a hospitalization consent form.

*The forms of hospitalization

- Involuntary hospitalization
 - ▷ Hospitalization of the patient's own volition.
- Medical care and protection hospitalization
 - ▷ In cases where a designated mental health physician determines that hospitalization is necessary for medical treatment and protection, but the patient does not consent, the patient can be hospitalized with the consent of their family or other family members.

*Consent of family member or other authorized individual

- When a patient is hospitalized for medical care and protection, a consent form for hospitalization should be signed and sealed by a family member or other authorized individual.
- The term "family member or other authorized individual." refers to one of the following: spouse, person with parental authority, person responsible for support, guardian, or conservator.
- In the case of a minor, the consent of both parents with parental authority is generally required.

● During the hospitalization, the accompanying family member must present proof of identification (insurance card, driver's license, etc.). After the hospitalization, please submit official documents (certificate of residence, copy of family register, etc.) proving the family's relationship to the patient.

● Since the cooperation of family members will be necessary to support the patient's daily life after discharge from the hospital, it is desirable to obtain the consent and cooperation of as many family members as possible.

Visiting

Visitation may be restricted depending on the patient's medical condition. Generally, only family members are allowed to visit the wards.

Communication, going out, and staying overnight

Communication, outings, and overnight stays are allowed upon request of the patient or their family. However, there may be restrictions depending on the patient's medical condition.

Inpatient medical expenses

■ Bills are not sent directly to the patient room. Please inquire at the Medical Affairs Section of the Neuropsychiatry Department on or after the 10th of the month following admission. Neuropsychiatry expenses are calculated based on a "piece rate" system.

Inpatient Accounting located on the 1st floor of West Ward A (Neuropsychiatry only)	extension 25106
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● Reception days and hours:

Weekdays: 9:30 am - 4:00 pm
Saturdays: 9:00 am - 13:00 pm

*Closed on Sundays, national holidays, the third Saturday of each month, Founder's Day on December 5, and during the New Year's holiday.

C Payment of Hospitalization Expenses

1. Billing of hospitalization expenses

- Inpatient charges are billed once a month, either by the end of the month or at the time of discharge.
- For the end-of-the-month bill, it will be brought to your room around the 10th of the following month.
- Depending on the ward, a bill may be delivered to the patient room, or verbally informing you of your medical expenses. Please be aware that some wards may deliver a bill to your room, while others may inform you of the medical charges verbally.

If you have any questions about billing, please contact the Billing Department of the Medical Affairs Division before making the payment.

Medical Affairs Office on the 1st floor of the General Outpatient Center Extension	extension	Medical Affairs Office on the 1st floor of the General Outpatient Center Extension	extension
Cardiology, Cardiovascular Surgery, Cardiovascular Pediatrics, General Medicine	21100~1	Gastroenterology, Gastroenterology and General Surgery, Gastrointestinal Endoscopy, Orthopedic Surgery, Dental Surgery, General Medicine	21102~3
Cardiovascular Surgery, Maternal and Newborn Medicine, Otorhinolaryngology, General Medicine	21104	Pediatrics, Pediatric Surgery, Nephrology Pediatrics, Pulmonary Surgery, General Medicine	21105
Urology, Emergency Medicine, Hematology, General Medicine	21106	Obstetrics & Maternity, Plastic Surgery, Breast Surgery, Endocrine Surgery, Emergency Medicine, General Practice	21107
Hypertension, Endocrinology, Gynecology, Neurology, Neurosurgery, Dermatology, Ophthalmology, Sleep Medicine	21137	Diabetes and Metabolism, Nephrology, Neurosurgery, Respiratory Medicine, Rheumatology, Chemotherapy, Palliative Care	21138

● Contact days and hours: Weekdays: 9:00 am - 4:00 pm Saturdays: 9:00 am - 12:00 pm
*Closed on Sundays, national holidays, the third Saturday of each month, Founder's Day on December 5, and during the New Year's holiday.

2. Calculation of hospitalization costs

- The hospital calculates medical fees based on the Diagnosis Procedure Combination (DPC).
- According to the Health Insurance Act, the hospitalization fee is charged for each day of hospitalization and discharge, regardless of the actual time spent in and out of the hospital.
- In addition to the hospitalization charge, you will also be charged for room and board, medical certificates, and other certificates.
- Room charges are calculated as one day for each day of admission and discharge, regardless of the actual time spent during admission. (e.g.) 2 days and 1 night → 2 days
- DPC is a method of calculating medical expenses based on a fixed number of points assigned per day, determined by the content of procedures and other factors, based on the patient's illness and symptoms during hospitalization.

Diagnosis Procedure Combination (DPC)

- The fixed number of points per day is determined according to the duration of hospitalization for each category defined by the Ministry of Health, Labour and Welfare.
- Expenses for special care environment rooms (room charge)
- The room charge will be charged in accordance with the patient's consent. (See Page 19 and 20).

- This calculation method is applied to basic inpatient charges, injections, medications, tests, diagnostic imaging, etc., with some exceptions.
- Surgery, anesthesia, blood transfusions, teaching fees, rehabilitation, and other specific procedures are calculated using the "piece rate" method, as done in the past.
- If there are changes in the "diagnosis group classification" during hospitalization due to the progression of the patient's condition or treatment, any difference from the previous payment amount may be adjusted at the time of discharge from the hospital.

ment, any difference from the previous payment amount may be adjusted at the time of discharge from the hospital.

- "Diagnosis group classification" is based on the patient's illness and treatment, and it is determined by the attending physician.
- If the patient's illness does not fall into any of the diagnostic group categories, the medical expenses will be calculated based on the "piece rate payment method."

3. Payment method for hospitalization expenses

- If you would like to get a rough estimate of the expenses, please inquire at the nurse's station on the ward where you are hospitalized.
- Once the hospitalization charges are determined, a bill will be sent to your hospital room, or you will be notified of the amount owed.
- Please bring the bill or the form indicating the amount to the hospitalization accounting counter.
- For those who have made a deposit, reimbursement will be provided at the time of discharge, so please bring the receipt for the estimated hospitalization deposit and the seal of the person receiving the reimbursement.
- If your discharge date falls on a Sunday, a national holiday, the third Saturday of the month, the anniversary of the hospital's Founders Day (December 5), or a day when the hospital is closed for year-end and New Year holidays, please complete the payment by the day before.
- If you are hospitalized, please make the payment at the hospital accounting counter within one week of receiving your bill (due at the end of the month).

- The following payment methods are accepted:
 - Cash
 - Credit card (for lump sum payments only, see credit card symbols below)
 - Debit card (up to 500,000 yen per day)
 - Bank transfer (separate procedure required at the counter)



- Receipts are required for various certifications, such as medical expense deductions. Please keep them in a safe place as they cannot be reissued.
- In the event of a lost receipt, a certificate can be issued, but a fee will be charged.

For inquiries and consultation regarding payment, please contact us at:

Inpatient Accounting located on the 1st floor of the General Outpatient Center,	extension 21183
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- Reception days and hours: Weekdays: 9:00 a.m. - 3:00 p.m. Saturdays: 9:00 a.m. - 1:00 p.m.
*Closed on Sundays, national holidays, the third Saturday of each month, Founder's Day on December 5, and during the New Year holiday period.

D Medical Certificate

Applications for medical certificates can be made at the document counter located on the 1st floor of the General Outpatient Center, #3.

Please note that certain medical certificates may require confirmation of the period and symptoms before they can be prepared.

For forms certifying the period of hospitalization, please apply **after the date of discharge from the hospital**, as proof of future dates is not available.

[Documents required for application]

In the case of a request made by person other than the patient:

- Patient registration card
- If the family name and address are the same, the applicant's ID card or insurance card.
- In the case of a family member from a different household, a copy of the family register showing the relationship of kinship.
- In the case of a deceased person, a copy of the family register showing the deceased person's relationship to the applicant, and the applicant's ID card.

[Reception days and hours:]

Weekdays: 8:30 a.m. - 4:30 p.m.

Saturdays: 8:30 a.m. - 12:00 p.m.

*Closed on the third Saturday of each month

[Contact]

Phone: 03-6709-8853 (Direct)

Weekdays: 1:30 p.m. - 4:30 p.m.

E High-Cost Medical Expense

High-Cost Medical Expense System

The High-Cost Medical Expense System is designed to reimburse individuals for the amount paid to a medical institution that exceeds a predetermined maximum amount when the monthly payment becomes excessively high. The maximum amount is determined based on the income of individuals and households.

For individuals aged 70 and above^{**}

(*)Individuals aged 65 or older who have been certified as disabled and are enrolled in the Late-Stage Senior Citizen's Health Care System are also eligible for this program.

Please take note that individuals with an annual income of approximately 3,700,000 to 11,600,000 yen (taxable income of 1,450,000 to 6,890,000 yen) are eligible.

^{**}Annual income for pension income only

After August 2018, individuals who are expected to make significant payments to a single medical institution within a month must apply for a "Certificate of Eligibility for the Maximum Amount" at their local municipal office or social insurance office.

*If the "Certificate of Eligibility for the Maximum Amount" is not presented, the amount paid at the medical institution may be higher. (However, even in this case, you may apply for a refund of the amount paid in excess of the maximum amount at a later date).

Maximum amount until July, 2018 (age 70 and over)

	Applicable Category	Outpatient	Outpatient and inpatient
		(per individual)	(per household)
Working-age equivalent	Taxable income of 1.45 million yen or more	57,600yen	80,100yen + (medical expenses - 267,000 yen) x 1% (Multiple times 44,400 yen (*2))
	Those whose taxable income is less than 1,450,000 yen (*1)	14,000yen (annual limit is 144,000 yen)	57,600yen (44,400 yen for multiple payments (*2))
Resident tax exempt	II Inhabitant tax-exempt households (*3)		24,600yen
	I Inhabitant tax-exempt households (pension income of 800,000 yen or less, etc.) (*3)	8,000yen	15,000yen

Maximum amount from August, 2018 (age 70 and over)

	Applicable Category	Outpatient	Outpatient and inpatient
		(per individual)	(per household)
Working-age equivalent	III Taxable income of 6.9 million yen or more		252,600yen + (Medical expenses - 842,000 yen) x 1% <Multiple times 140,100 yen (*2)
	II Taxable income of 3.8 million yen or more		167,400yen + (Medical expenses - 558,000 yen) x 1% <multiple payments 93,000 yen (*2)
	I Taxable income of 1,450,000 yen or more		80,100yen + (Medical expenses - 267,000 yen) x 1% <Multiple payments 44,400 yen (*2)
General	Those whose taxable income is less than 1,450,000 yen (*1)	18,000yen (annual limit is 144,000 yen)	57,600yen <multiple times 44,400 yen (*2)
	II Inhabitant tax-exempt households (*3)		24,600yen
Resident tax exempt	I Inhabitant tax-exempt households (pension income of 800,000 yen or less, etc.) (*3)	8,000yen	15,000yen

Apply for a new "Certificate of Eligibility for the Maximum Amount".

(*1) This includes cases where the total household income is less than 5,200,000 yen (less than 3,830,000 yen for one-person households) or where the total "daily provision income" is less than 2,100,000 yen.

(*2) If the maximum amount is reached three or more times in the last 12 months, the fourth time will be considered "multiple times" and the maximum amount will be lowered.

(*3) For households exempt from resident tax, the maximum applicable amount and the standard cost reduction certificate will be issued as before.

Reduction of hospitalization expenses for those under 70 years old "Certificate of Eligibility for Maximum Amount" High-cost medical expenses paid in kind

By submitting the "Certificate of Authorization for Maximum Amount Application" at the admission and discharge counter during hospitalization, the insurer will directly pay the hospital for the high cost of inpatient medical care.

Please submit the "Certificate of Authorization for Maximum Amount Application" along with your "Health Insurance Card" at the admission/discharge counter.

If you are hospitalized in this hospital, kindly submit the certificate to the admission/discharge receptionist or the person in charge of the medical affairs section of the hospital ward.

Payment of hospitalization expenses at this hospital is limited to the maximum copayment amount for high-cost medical care (see table below), which reduces the amount payable at the hospital counter.

Applicable classification	Copayment limit (per month)
a	252,600 yen + (Total medical expenses - 842,000 yen) x 1
b	167,400 yen + (Total medical expenses - 558,000 yen) x 1
c	80,100 yen + (Total medical expenses - 267,000 yen) x 1
d	57,600 yen
e	35,400 yen

Caution 1: The maximum copayment amount is calculated on a monthly basis.

Caution 2: Expenses not covered by insurance, such as meals, room balance charges, and document charges, are not included in the high-cost medical care expenses, so these expenses must be paid out of pocket.

Caution 3: If you have received the "Certificate of Eligibility for the Maximum Amount Applicable" four or more times within one year at this hospital, the amount of payment will be further reduced.

Procedures

To be eligible for this program, it is necessary to follow the procedures in advance.

Since this is a self-application, please check with the patient's insurance provider by yourself.

Specific examples

Those enrolled in National Health Insurance: Apply at the National Health Insurance Section of your local government office.

Those enrolled in union health insurance: Apply at the health insurance office of the union.

Those enrolled in the National Health Insurance Association: Apply at each prefectural branch of the National Health Insurance Association.

Caution 4: If you are applying for the program after being hospitalized, please ensure that you submit your application within the same month as your hospitalization.

Please note that if the month changes before you submit the application, you will not receive certification for the previous month. The application will be processed starting from the month of your application.

F Table of Fee (Room Charge) for Special Medical Care Environment Rooms (as of May 1, 2023)

- The room charge for special care environment rooms is calculated based on a one-day charge for each day of admission and discharge, irrespective of the specific time the patient enters or leaves the hospital. (ex.) 2 days and 1 night → 2 days
- Special care environment rooms (room charge) are inclusive of taxes and are calculated on a daily basis.
- The room charge for special care environment rooms (room charge) is subject to a consumption tax rate of 10%. In case there are changes to the consumption tax rate, the revised rate will be applied accordingly.
- Please be aware that depending on availability, it may not be possible to accommodate your request for a special care environment room (room charge).
- The estimated prepayment for hospitalization (prepayment) will be settled along with the hospitalization fee upon your discharge from the hospital.
- **If there is no guarantor listed on the hospitalization pledge form, a deposit of 100,000 yen will be required. Please kindly understand this in advance.**

*The unit for room charge (including tax) and prepayment in each ward table below is yen.

1. Moving patient rooms and wards

Patients may be required to move from one ward to another due to their own medical condition, the condition of another patient, medical examinations, or emergency treatment.

While it may not always be feasible, we kindly request your understanding and cooperation for the well-being of patients in need of urgent care.

Please be aware that the room charge may be subject to change when a patient room is relocated.

Ward 1 *Toilets for 4-bed rooms and general rooms are situated at the entrance of each ward as "private toilets".

Patient Rooms	Number of beds	Room charge (including tax)	Additional Facilities	TV	Bathroom	Toilet	Washbasin	Refrigerator	Phone
Special Ward A (9th floor)	1	198,000	Special room A	○	○	○	○	○	○
Special Ward B (9th floor)	1	159,500	Special room B	○	○	○	○	○	○
Special Ward C (9th floor)	1	145,200	Special room C	○	○	○	○	○	○
Special Ward D (9th floor)	1	132,000	Special room D	○	○	○	○	○	○
Special Ward E (9th floor)	1	110,000	Special room E	○	○	○	○	○	○
Special Ward F (9th floor)	1	79,200	Special room F	○	Shower room	○	○	○	○
Room A (4th to 8th floor)	1	55,000	Private room A	○	Shower room	○	○	○	○
Room B (4th to 8th floor)	1	33,000	Private room B	○		○	○	○	○
4-bedroom (4th to 8th floor)	4	3,300	4-bedroom	○			○	○	
General room (4th to 8th floor)	4	0	General room	○			○		
Intensive Care Room (Observation Room) (4th to 8th floor)	1	0							

■ Central Ward

Patient Rooms	Number of beds	Room charge (including tax)
Special room (9th, 10th, 11th floor)	1	60,500
Private room A (5th floor)	1	29,700
Private room B	1	25,300
Private room C (11th floor)	1	19,800
Private room D (8-10th floor)	1	15,400
2-bedroom	2	11,000
3-bedroom (6th floor)	3	5,500
4-bedroom (7th and 8th floor)	4	3,300
General room (4th, 9th (Men) and 10th floors)	4	0
General room	6~7	0
MFICU (3rd floor)		0
Maternity Center	Birth Purpose	
	NICU/GCU	

Additional Facilities	TV	Bathroom	Toilet	Washbasin	Refrigerator	Phone
Special Room	○	○	○	○	○	○
Private room A	○		○	○	○	○
Private room B	○		○	○	○	○
Private room C	○			○	○	
Private room D	○			○		
2-bedroom	○			○		
3-bedroom	○			○		
4-bedroom	○			○		
General room	○			○		

■ [Emergency Care Center] located on the first floor of the East Ward

Patient Rooms	Number of beds	Room charge (including tax)
Emergency ICU		0

■ East Ward

Patient Rooms	Number of beds	Room charge (including tax)
Room A (6th floor)	1	25,300
Room B (6th floor)	1	15,400
Room C (3rd floor) for Pediatrics	1	14,300
Room D (3rd floor) for Pediatrics	1	11,000
2-bedroom (6th floor)	2	11,000
General room (6th floor)	5~8	0
General room (3rd and 5th floor)	2~6	0
ICU (2nd and 4th floor)		0

Additional Facilities	TV	Bathroom	Toilet	Washbasin	Refrigerator	Phone
Private room A	○		○	○	○	○
Private room B	○			○		
Private room C	○		○	○	○	○
Private room D	○			○		
2-bedroom	○			○		
General room	○			○		

■ West Ward A

Patient Rooms	Number of beds	Room charge (including tax)
Private room A (5th floor)	1	22,000
Private room B (5th floor)	1	16,500
2-bedroom (5th floor)	2	11,000
General room (5th floor)	4-6	0
SCU (2nd floor)		0

Additional Facilities	TV	Bathroom	Toilet	Washbasin	Refrigerator	Phone
Private room A	○		○	○		
Private room B	○			○		
2-bedroom	○			○		
General room	○					

■ West Ward B

Patient Rooms	Number of beds	Room charge (including tax)
Private room A (2th floor)	1	30,800
4-bedroom (2th floor)	4	3,300
General room (2th floor)	5	0
CCU (2nd floor)		0

Additional Facilities	TV	Bathroom	Toilet	Washbasin	Refrigerator	Phone
Private room A	○		○	○		
4-bedroom	○			○		
General room	○			○		

Roles and responsibilities of physicians at Tokyo Women's Medical University Hospital

[Physician in charge of the medical treatment]

The physician in charge of the medical treatment (such as the medical director) will make rounds at least once a week to monitor the medical status of each hospitalized patient and provide advice and guidance when necessary.

[Primary physician]

The primary physician holds primary responsibility for the patient's medical care. The primary physician is appointed by the physician in charge of the medical department, (such as the medical director). When the primary physician is unavailable, it is the responsibility of the primary physician to request another physician to act on their behalf and provide information regarding medical treatment. When the primary physician is unavailable, it is the responsibility of the primary physician to request another physician to act on their behalf and provide information regarding medical treatment.

[Physician in charge]

The physician in charge of the patient is a physician who assists the primary physician in the patient's medical care under the direction and guidance of the primary physician.

When an initial clinical intern assumes the role of a physician in charge, he or she is always under the guidance of the clinical internship supervisor and the primary physician.

Roles and Responsibilities of Nurses at Tokyo Women's Medical University Hospital

Modular primary nursing is a method in which two or three patient groups (called small team modules in our hospital) are created, and one nurse (called the primary nurse) takes care of several patients in the group for the entire period from admission to discharge. Thus, a nursing unit is divided into two or three small teams, and the primary nurse takes care of several patients continuously from admission to discharge in order to solve nursing problems.

[Role of the nurse manager]

The nurse manager is responsible for providing appropriate nursing care to patients and families

in the department. They are responsible for providing education and guidance to nurses, taking leadership roles in the smooth team activities, and executing nursing care based on an understanding of the nursing care provided in the department.

[Role of the chief nursing officer]

The role of the chief nursing officer is to serve as a role model for nursing practice and to provide guidance to nurses in delivering appropriate care to patients and their families. Working collaboratively with the nurse manager, the chief nursing officer provides leadership for the smooth functioning of the department.

[Role of the nurse who takes care of the patient from admission to discharge]

Our nursing system is to form two or three teams, and one nurse in each small team takes care of several patients throughout their entire stay from admission to discharge. The small teams work together in communication, reporting, and consultation to ensure smooth operations.

Our Role as Research and Educational Institution

As a university-affiliated hospital, Tokyo Women's Medical University Hospital not only provides medical care to patients but also serves as a research and educational institution related to medicine.

We are committed to the development and provision of advanced and sophisticated medical care, the establishment of new diagnostic methods, and disease prevention. Therefore, we utilize patients' medical information and samples (such as medical record information, imaging information, laboratory results, blood, urine, and other tests) to improve medical treatment, education, and research. Depending on the patient's condition, we may request a review by a department other than your own. In addition, we may present information at academic conferences and other venues if we believe it will provide useful and important information for treatment outside of our hospital. When presenting the results at conferences and other public forums, we will anonymize the data so that individual patients cannot be identified, and will take the utmost care to protect the patient's personal information.

As part of its role and characteristics as an educational institution, the hospital provides medical residents after receiving their medical license to gain clinical experience as physicians and to hone their medical skills. Moreover, we welcome medical students, nursing students, interns, and other students who plan to pursue careers in health-care, and as part of their practical training or education, they may have the opportunity to observe and participate in medical examinations conducted in outpatient clinics or hospital wards. Practical training is an important opportunity for students to experience clinical practice and deepen their medical knowledge. We appreciate your understanding and cooperation in our efforts to nurture outstanding medical professionals who will lead the next generation. When students are involved in medical treatment, education and guidance are provided under the supervision of physicians (supervising physicians) and nurses (supervising nurses) who meet certain requirements.

Patients' Rights

Medical care relies on a foundation of trust between patients and medical professionals (medical institutions).

We believe that all patients have the following rights and respect the medical care provided accordingly.

1. All patients, regardless of physical, linguistic, or cultural differences, have the right to receive equitable, safe, and high-quality medical care.
2. As human beings, everyone has the right to have their personality, values, and spiritual and religious practices respected.
3. You have the right to receive clear explanations, in a language and manner that you can understand, regarding your medical condition, tests, treatment, surgery, and prognosis, to ensure your full satisfaction.
4. You have the right to make your own choices regarding examination, treatment, surgery, etc. after receiving sufficient explanation and information.
5. You have the right to privacy and personal information.

6. You have the right to a safe environment in the hospital, protected from property and violence.
7. Patients have the right to make informed decisions about their medical treatment. This includes the option to seek a second opinion from another physician to ensure that they are fully satisfied with the recommended course of treatment.
8. To ensure high-quality medical care, we kindly request that you provide us with as much accurate information about your health as possible. If you have any concerns during the medical treatment process, please do not hesitate to inform us immediately.
9. If you do not understand a medical explanation well, please ask until you are satisfied.
10. In order to ensure that all patients receive appropriate medical care, patients have a responsibility to take care not to disturb other patients or interfere with the provision of medical care by hospital staff. We ask for your cooperation in observing hospital rules.

Request to Patients

Tokyo Women's Medical University Hospital offers a range of medical services, and we ask for your cooperation in providing appropriate medical care based on your full understanding of the following.

1. To ensure high-quality medical care, we encourage patients to tell us as much information as possible about their own health.
2. If you do not fully understand a medical explanation, please ask until you are satisfied.
3. To prevent patient misidentification, we confirm the patient's full name and date of birth.
4. Please follow the rules necessary for treatment. If you have any concerns about your treatment, please let us know immediately.
5. To ensure that all patients receive appropriate medical care, we ask for your cooperation in

not disturbing other patients.

6. Since the hospital is also an educational and research institution, medical and nursing students may observe, practice, and train in patient care under strict supervision.
7. While the safety of patients is the hospital's primary concern, the Hospital will refuse to treat patients who are harassing, violent, noisy, abusive, threatening, or otherwise disruptive to other patients or Hospital personnel.
8. For surgeries, procedures, blood transfusions, and other medical procedures that require patient consent, the physician explains the procedure to the patients and their families individually and asks for their consent.

Patient's Personal Information

1. The University's guidelines for the protection and disclosure of personal information govern the proper operation of this system. All employees will comply with these guidelines to ensure the proper management of personal information.
2. We respect your rights regarding the collection, use, and disclosure (provision) of your personal information. The purpose of the collection will first be clearly stated, and the information will be collected appropriately, used within the scope of the purpose, and disclosed as a general rule.
3. We will take precautionary measures against unauthorized use, loss, destruction, alteration, and leakage of personal information.
4. We will ensure that all staff members are fully aware of the importance of protecting personal information, and will comply with all laws, regulations, and internal rules related to personal information.
5. If there is a serious incident in the protection of personal information, we will notify you of this and make a public announcement to prevent secondary damage.

6. We will conduct periodic audits of our handling of personal information, review our operating rules and regulations from time to time, and continuously improve them.
7. Please understand that we will use your personal information when collaborating with medical and welfare institutions.
8. We take care to protect personal information, but from the standpoint of medical safety, we display the names of patients in their rooms and at their bedsides. Please understand this in advance. If you experience any inconvenience, please let us know.

Comprehensive Consent for Tests, Procedures, and Others

At our hospital, we divide our services into two categories: those that require a formal written explanation and consent, and those that require verbal explanation and confirmation of consent. Many of the following items do not require the presence of a physician and are less physically and mentally burdensome for the patient. To ensure a smooth medical treatment, these items are explained verbally and consent is confirmed. If you have any questions, please contact your doctor or nurse.

【General item】

Medical interview, visual examination, physical examination, temperature measurement, height measurement, weight measurement, blood pressure measurement, rehabilitation, nutritional assessment, nutritional guidance, and diet determination.

【Inspection and monitoring】

Blood tests, urinalysis, sputum and other microbiological tests, electrocardiogram, pulse wave, pulmonary function tests, ultrasonography, expiratory gas analysis, transcutaneous oxygen saturation measurement.

【Camera monitoring】

Monitor patients by camera for their safety when necessary for treatment in operating rooms, ICU, HCU, CCU, NICU, general wards, radiotherapy rooms, gamma knife, MRI rooms, CT rooms, and fluoroscopy rooms.

[Medical treatment]

Suction of sputum and other aspirations, indwelling urinary catheters, oral care.

[Medication and injection]

Usual medications, injections, insertion of an indwelling peripheral intravenous needle (to secure an IV line), insertion of a continuous subcutaneous indwelling needle, and oxygen administration.

[Burden of expenses]

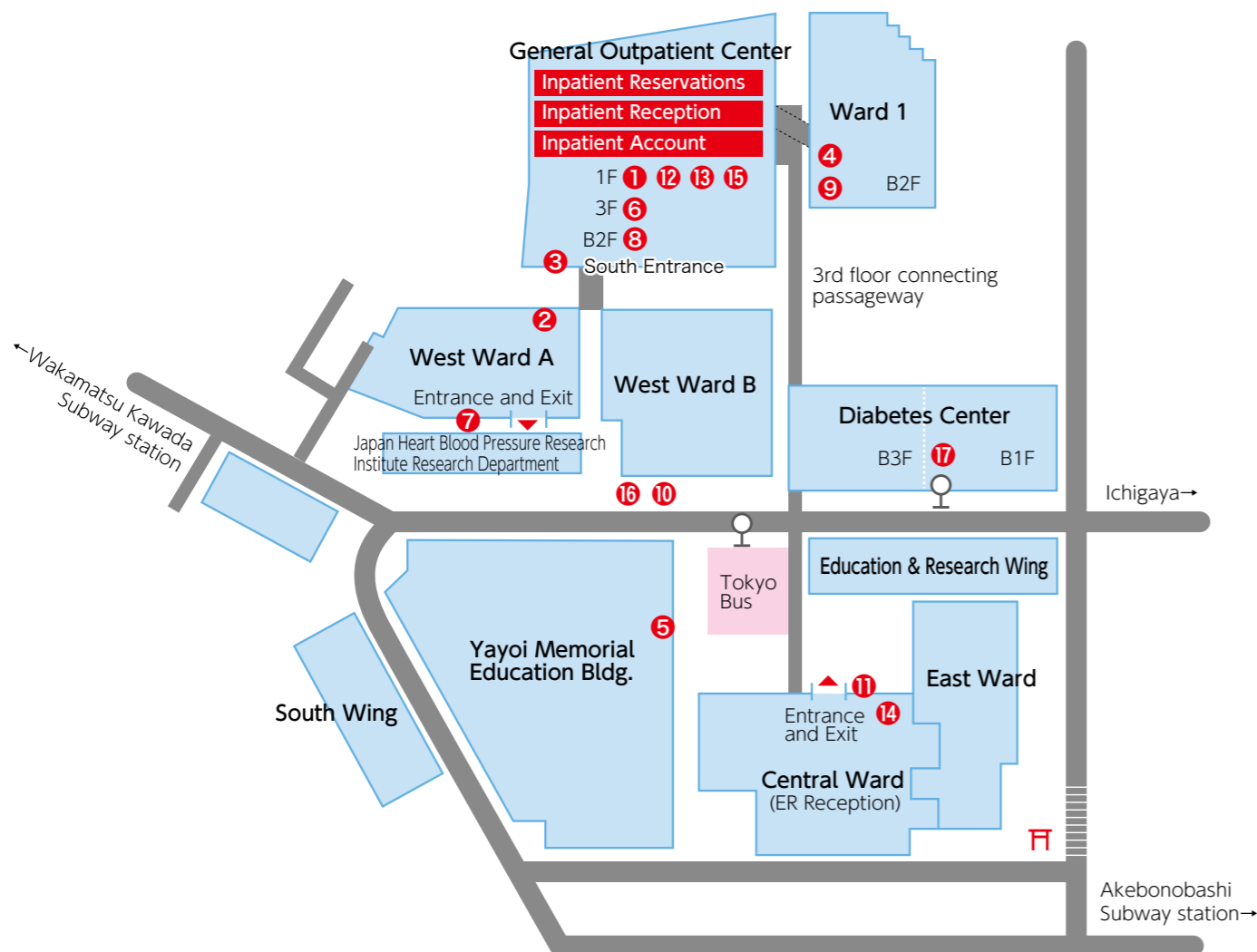
Although the above medical procedures are performed by personnel with a certain level of experi-

ence, complications such as bleeding may still occur. In such cases, the treatment of the complications will be provided as a regular insurance treatment. We ask for your understanding in advance.

[Participation of students and residents in treatment and care]

Since the hospital is also an educational and research institution, residents, students, and interns studying clinical medicine and medical care may visit, practice or train in at the hospital under strict supervision.

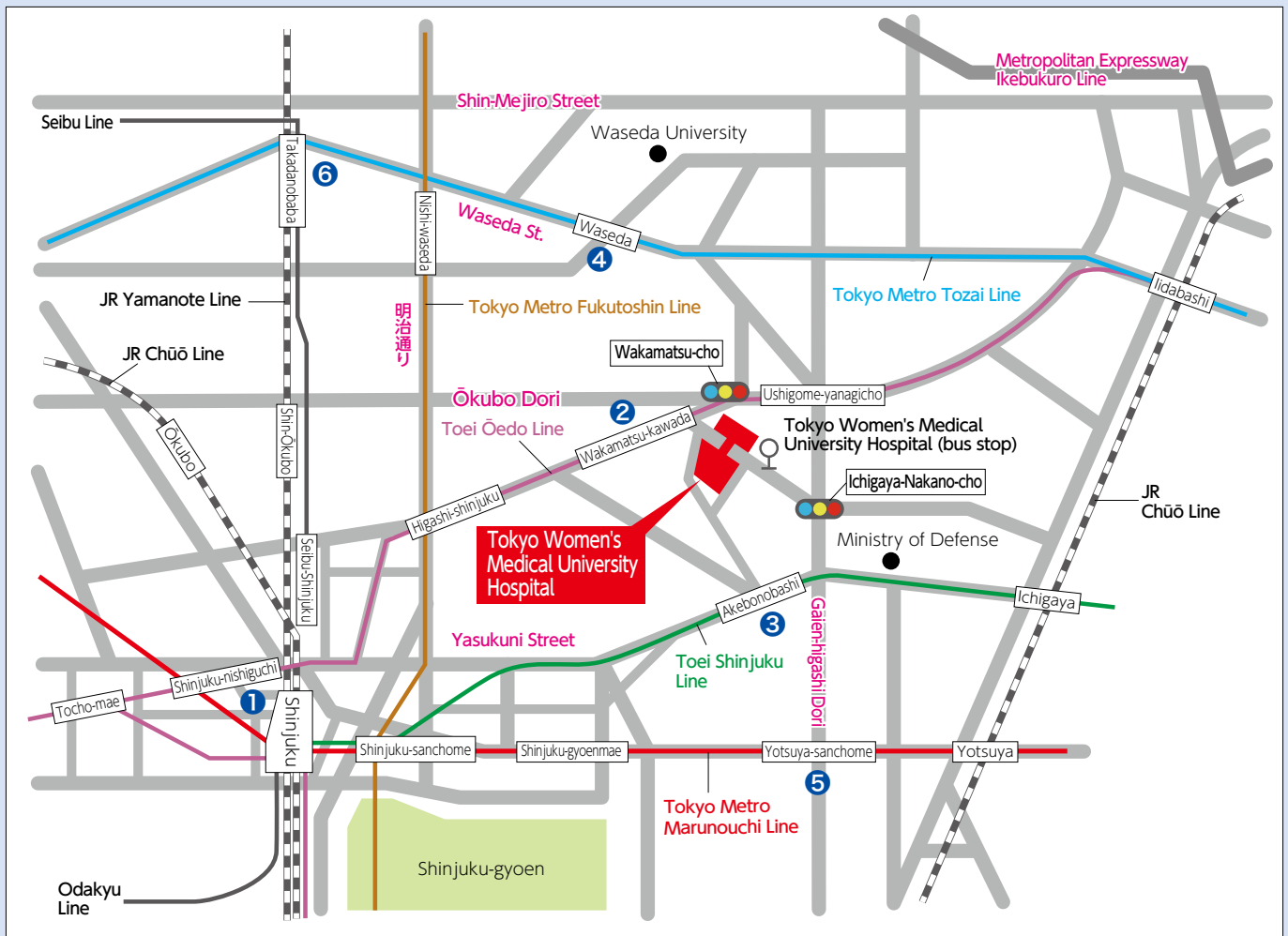
Hospital Premises and Facilities



Takkyubin, an express delivery service, is available at each store. Please use this service when sending packages. Postcards and stamps are also available. Please note that we do not accept packages.

Type of Business	Location No.	Store name	Location	Details	Line of Business
Retail Stores	1	NATURAL LAWSON Tokyo Women's Medical University Outpatient Unit ※	1F of the General Outpatient Center	Monday - Friday 7:30 a.m. - 6:00 p.m.	Groceries, daily necessities, medical hygiene products, home delivery service reception
	2	NATURAL LAWSON Tokyo Women's Medical University West Ward Store	1F of West Ward A	Open 24 hours a day, 7 days a week Medical supply store Open 24 hours a day, 7 days a week 7:30-18:00	Groceries, daily necessities, medical hygiene products, home delivery service, ATM, fax, newspaper, mailbox
	3	Tully's Coffee Tokyo Women's Medical University Hospital Satellite Store (Indoor)	In front of the south entrance of the General Outpatient Center	Weekdays and Saturdays 7:30 a.m. to 8:00 p.m. 3rd Saturdays, Sundays and holidays 8:30-19:00 Closed New Year's Eve and New Year's Day	Coffee, snacks (breads and sweets), coffee beans, original goods, delivery on request Pasta and soft-serve ice cream store
	4	NATURAL LAWSON Tokyo Women's Medical University Hospital	1F of Ward 1	Open 7:30 a.m. to 8:00 p.m. every day of the year	Groceries, daily necessities, medical hygiene products, courier service reception, ATM, newspapers
	5	NATURAL LAWSON S Tokyo Women's Medical University Yayoi Memorial Building	1F of Yayoi Memorial Education Bldg.	Open all year round 7:30 a.m.- 6:00 p.m.	Groceries, daily necessities, medical hygiene products, delivery service reception, ATM, newspapers, mailboxes
Restaurant	6	Hibiya Matsumoto Tower Grill "Green Terrace" ※	3F of Comprehensive Outpatient Center	Weekdays and Saturdays 8:00 a.m. - 3:30 p.m. Excluding days when the hospital is closed.	Meals (weekly lunch, healthy menu), coffee shop (morning breakfast, sweets, coffee) Take-out menu (rice with hashed meat, omelet rice) available
Parking Lot	7		In front of West Ward A	Open 24 hours a day, 7 days a week	Parking is limited, so please use public transportation.
	8		B2F of Comprehensive Outpatient Center	Open 7:30 a.m. - 8:00 p.m.	
	9		B2F of Ward 1		
Mailbox	10		Near the pedestrian crossing of West Ward B		
Bank ATM	11	Bank of Mitsubishi UFJ ATM	Inside the windbreak room on the 1st floor of the Central Ward	All days 7:00 a.m. - 12:00 midnight every day.	
Patient Library	12	Body Information ※	1F of the Comprehensive Outpatient Center	Weekdays 9:00 a.m. - 4:30 p.m. Saturday 9:00 a.m. - 1:00 p.m.	
FAX	13		Inside the store of the Comprehensive Outpatient Center		
	14		Left side of the entrance of the Central Ward		
Rental	15	Amenities ※	Reception desk on the 1st floor of the Comprehensive Outpatient Center(2)	Weekdays 9:00 a.m. - 3:30 p.m. Saturday 9:00 a.m. - 1:00 p.m.	Rental service (patient gowns and towels)
Taxi Cab	16	Nihon Kotsu	Dedicated cab stand in front of West Ward B	Open 24 hours Staffed hours (excluding holidays) Weekdays 9:00 a.m. - 6:30 p.m. Saturday 9:00 a.m. - 3:00 p.m. Attendant: PHS 26703 Radio dispatch center: 03-5755-2151	You can ask the attendant to reserve a car for you. Door service and boarding and alighting assistance are available.
Laundry	17	Delivery Cleaning T&L (TeLi) ※※	B1F of the Diabetes Center	Weekdays 9:30 a.m. - 4:30 p.m. PHS: 26704 Direct line: 03-3350-0993	Delivery Service

Areas marked with an asterisk (*) are Closed on Sundays, national holidays, the third Saturday of each month, Founder's Day on December 5, and the New Year holidays.
Areas marked with an asterisk(**) are Closed on Saturdays, Sundays, national holidays, and Founder's Day on December 5, and during the Bon vacation and the New Year's holiday.



Nearest Public Transportation

- 1** Take the JR Line "Shinjuku station" West Exit in front of Odakyu Harc.
Take the bus bound for Tokyo Women's Medical University and get off at "Tokyo Women's Medical University Mae (last stop).
Toei Bus (Shinjuku 74) (Shijyuku75)
- 2** Get off at "Wakamatsu Kawada station" on the Toei Ōedo Line
Approximately 5 minutes walk from Wakamatsu Exit.
Elevator is located at Kawada Exit.
- 3** Get off at "Akebonobashi station" on the Toei Shinjuku Line.
Approximately 12 minutes walk from Exit A2.
Elevator is located at Exit A3.
- 4** Take the Tokyo Metro Tozai Line at "Waseda station".
Take the bus bound for Shibuya and get off at "Tokyo Women's Medical University Mae" bus stop.
- 5** Take the Tokyo Metro Marunouchi Line at "Yotsuya-Sanchome station".
Take the bus bound for Waseda University Main Gate and get off at "Tokyo Women's Medical University" bus stop.
- 6** Take the JR Yamanote Line at "Takadanobaba station".
Take the bus 71 bound for Kudanshita and get off at "Tokyo Women's Medical University Mae" bus stop.

Tokyo Women's Medical University Hospital

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Phone: 03-3353-8111 (main)

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