

May 20, 2014

From: Human Resources Division

Dear All,

Annual medical checkup 2014

All the TUFs employees must take this Annual Checkup according to the Japanese Law, unless you take complete medical checkup (health screening) at a medical institution. We have additional examination for cancer screening (stomach X-ray / stool test for occult blood) for full-time workers of 40 years old or above as of **March 31, 2015.**

1. Date: See the table below.

* Cancer screening / test for cancer (stomach X-ray) will be on first-come and first-served basis on the day of examination (no reservation necessary). You may need to wait if it's crowded. About 100 people are acceptable on the first day (June 5) and 50 people on the second day, so examining on the first day is recommended.

	For all	Optional*	
	Medical Checkup	Exam for Cancer② (stool test for occult blood)	Exam for Cancer① (stomach X-ray)
June 4 (Wed)	Male: 8:30-9:50 / 11:00-11:50 Female:10:00-10:50 / 12:00-13:00	Same as shown on the left table	Same as shown on the left table (App. 100 persons acceptable)
June 5 (Thu)	Male: 8:30-9:50 / 11:00-11:50 Female:10:00-10:50 / 12:00-13:00	Same as shown on the left table	Same as shown on the left table (App. 50 persons acceptable)

*Exams for Cancer①② are optional for full-time employees of 40 years old or above as of March 31, 2015.

2. Place: Health Care Center (located next to the Administration Bldg.)

3. Those who should be examined: All the full-time employees

* For Kyosai (Mutual Aid Association) members, if you are going to take

“Complete Medical Checkup” at a medical institution which is provided by Kyosai , you do not need to take this examination as the former would replace the latter. However, you must submit the result to the Human Resources Division.

4. Examination

[For all] (compulsory):

- (1) consultation
- (2) physical measurement, eyesight, hearing test, blood pressure
 - *waist measurement is only for 35 and 40 years old or above person as of March 31, 2015.
- (3) chest X-ray (not applicable to those who are pregnant/possibly pregnant)
- (4) electrocardiogram
- (5) urinalysis (urinary protein, urinary sugar)
- (6) blood test (hepatic condition, cholesterol, diabetes, red blood cell amount, uric acid exam, renal function exam, etc.)

[Optional exams: only for those who request]

(for full-time workers who are 40 years old or above as of March 31, 2015)

(7) Cancer screening①

Stomach X-ray

*Since you will take a barium on X-ray, please **have dinner by 8:00p.m. on the day before the checkup and refrain from eating thereafter.** Not applicable to those who are pregnant/possibly pregnant.

(8) Cancer screening ②

stool test for occult blood (twice (2 days))

*Submit by June 6 (Thu), not acceptable thereafter.

5. Distribution of documents and urinalysis container for medical checkup:

Medical questionnaires and urinalysis container will be distributed **from May 27 (Tue) to June 3 (Tue) at OFIAS** (4th floor of Administration Bldg.) Do not forget to pick them up as they're necessary for the checkup.

6. Other:

- 1) If you fail to take neither of this checkup or complete medical checkup at medical institution, you must take a checkup on your own expense and submit the result to the university.
- 2) The result of the examination will be sent to you and to the Health Care Center as well for the data files.

If you have any questions, contact Human Resources Division (ext.5127):
jinji-roumu@tufs.ac.jp. If you need language assistance, contact via OFIAS.

Translated by OFIAS

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