

7 Reporting a direct appointment

If you make an appointment directly with a health-checkup facility, you need to report the appointment details in MY HEALTH WEB.

This section explains how to report a direct appointment.

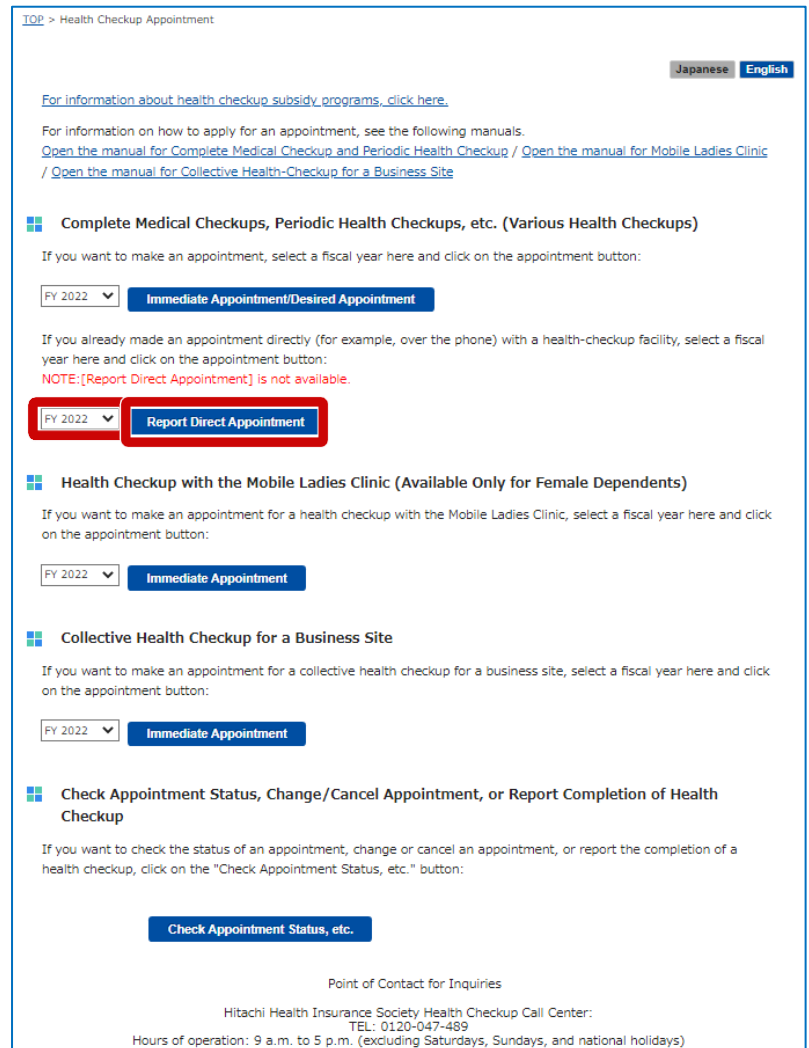
1 From the top page of MY HEALTH WEB, click [Health Checkup Appointment].

The Health Checkup Appointment TOP screen appears.



2 Select the fiscal year for which you want to report the direct appointment, and then click [Report Direct Appointment].

The Health Checkup Appointment Explanation screen appears.



3 Read the explanation of the health checkup menu and then click [Next].

The Health Checkup Appointment Handling of Personal Information screen appears.

TOP > Health Checkup Appointment > Explanation

Health Checkup Appointment Explanation

To make an online appointment for a health checkup, check the following details and then perform the necessary procedures.

- For employees: Make an appointment by using the method designated in the notice issued by your affiliated business site. (Depending on your affiliated business site and your age, you might not be able to make an appointment by using this system.)
→ For information about business sites for which this system has been installed, click [here](#).
- You can use this system to make appointments with some contracted health-checkup facilities, but not all. If you want to make an appointment with a contracted health-checkup facility that does not accept appointments through this system or with a health-checkup facility that is not one of our contracted health-checkup facilities, make an appointment directly (for example, over the phone) with a health-checkup facility.
→ For information about contracted health-checkup facilities, click [here](#).
- You can use this system to make an appointment on a desired date or to make an immediate appointment. To make an appointment on a desired date, you will notify a health-checkup facility of possible dates on which you wish to undergo your health checkup, after which the actual health-checkup date will be decided. If you make an immediate appointment, the health-checkup facility will decide on the health-checkup date based on the time slots it has reserved for members of the Hitachi Health Insurance Society.
- The insured person can make an appointment for themselves or for a dependent (family member). (A dependent can make an appointment only for themselves.)
- To use the health-checkup subsidy programs offered by the Hitachi Health Insurance Society, you must be a member of the Hitachi Health Insurance Society when you undergo your health checkup. Note that, if you undergo a health checkup after withdrawing from the Hitachi Health Insurance Society, for example, due to retirement or resignation, you will be responsible for all expenses associated with the health checkup.

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4 Read the explanation of the handling of personal information. If you consent, select the [Consent to the Handling of Personal Information] check box and then click [Next].

The Health Checkup Appointment Report (Register) Direct Appointment screen appears.

TOP > Health Checkup Appointment > Handling of Personal Information

Health Checkup Appointment Handling of Personal Information

About the Handling of Personal Information with Respect to Health Checkups

business site. We ask for your understanding.
Note that the Hitachi Health Insurance Society provides information to business sites about items in the health checkup results based on the items in the periodic health checkup required by the Industrial Safety and Health Act. However, only in cases where a business site has obtained the employee's consent, the Hitachi Health Insurance Society will also provide information to the business site about items other than those required by law.

Point of contact for inquiries related to personal information:
Hitachi Health Insurance Society Privacy Promotion Secretariat
TEL: 03-4554-3110 (Hours of operation: Business days from 9:00 a.m. to 5:20 p.m.)
FAX: 03-4554-3005

Read the above information. If you consent, select the following check box () and then click "Next".

Consent to the Handling of Personal Information

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Note

- If you do not consent to the handling of personal information, you cannot report a direct appointment.
- You cannot select the check box to consent until you have read the entire explanation.

5 Enter the appointment details and then click [Register].

Enter the following information.

1 Patient Name (Required)

Select the name of person undergoing the health checkup from the drop-down list.

2 Facility (Required)

Enter the name of the health-checkup facility with which you made an appointment. (Do not use abbreviations.)

3 Appointment Date (Required)

From the calendar, select the appointment date (the day you plan to undergo the health checkup).

4 Email Address (Required)

Enter your email address.

Remarks

- If you want to register by using the same health-checkup facility as the previous year, click [Use This Health-Checkup Facility]. The name of health-checkup facility is applied.

After entering the above information, click [Register]. The Check Appointment Status (List) screen appears. The following message appears at the top of the screen: "The direct appointment report has been registered."

This completes the procedure for reporting the direct appointment.

TOP > Health Checkup Appointment > Report (Register) Direct Appointment

Health Checkup Appointment Report (Register) Direct Appointment

Cautionary Notes:

1. For "Email Address", the email address registered in MY HEALTH WEB is displayed. (Even if you enter a different email address on this screen, the email address registered in MY HEALTH WEB will not change.)
2. If you have a reception setting to prevent spam mail or junk mail, please set it to be able to receive from "@mhweb.jp"
3. If you click "Back to Top Page", the information you entered will be discarded.
4. You cannot make an appointment for a health checkup on this screen. If you are going to make an appointment, please follow the procedure from [Immediate Appointment/Desired Appointment] on the "Health Checkup Appointment" screen.

Details of Report	
Insured Person	ヒタチ タロウ
Ins. Card No.	Code: 1951 Number: 1951001
1 Patient Name (Required)	ヒタチ タロウ
Select Facility	Retrieve Name of Health-Checkup Facility
2 Facility (Required)	
3 Appointment Date (Required)	To enter a date manually, enter it in the format YYYY-MM-DD. (Example: 2021-04-01)
4 Email Address (Required)	shun.iwamoto.nn@hitachi.com
Email Address (To Confirm)	shun.iwamoto.nn@hitachi.com

[Top Page](#) [Register](#)

8 Changing or canceling the report of a direct appointment

This section explains how to change the details of or cancel the report of a direct appointment.

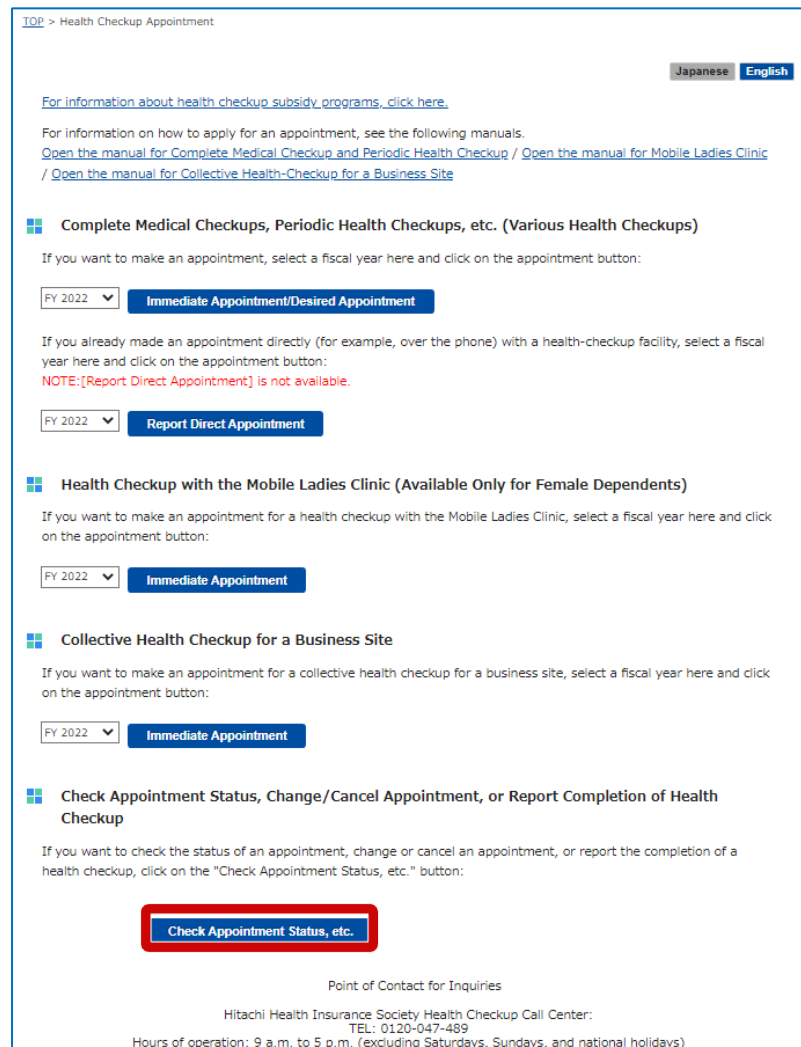
1 From the top page of MY HEALTH WEB, click [Health Checkup Appointment].

The Health Checkup Appointment TOP screen appears.



2 Click [Check Appointment Status, etc.].

The Check Appointment Status (List) screen appears.



3 Click [Details] of the direct appointment you want to change or cancel.

The Health Checkup Appointment Report (Change) Direct Appointment screen appears.

TOP > Health Checkup Appointment > Check Appointment Status (List)

Health Checkup Appointment Check Appointment Status (List)

The direct appointment report has been registered.

The status of your health checkup appointment is as follows.
Click the "Details" button for the appointment you want to check.

No.	Reception No.	Patient Name	Appointment Status	Appointment Date	Application Date	Remarks	Details	Alt. Da
1	210002878	ヒタチ ハナコ	Appt Made	2022-03-30	2022-03-14	Report of Direct Appointment	Details	
2	210002877	ヒタチ タロウ	Received	Desired Appointment	2022-03-14		Details	
3	210001466	ヒタチ タロウ	Canceled	Desired Appointment	2021-11-18		Details	Respo
4	210001465	ヒタチ タロウ	Canceled	Desired Appointment	2021-11-18		Details	
5	210001462	ヒタチ タロウ	Canceled	Desired Appointment	2021-11-17		Details	Respo
6	210001461	ヒタチ タロウ	Canceled	Desired Appointment	2021-11-17		Details	
7	210001460	ヒタチ タロウ	Canceled	2021-12-01	2021-11-17		Details	
8	210001459	ヒタチ タロウ	Canceled	Desired Appointment	2021-11-17		Details	

4 If you want to change the reported details, revise the details and then click [Change]. If you want to cancel the report, click [Cancel Appt.].

This completes the procedure for changing or canceling the report of a direct appointment.

Note

You must undergo a health checkup once a fiscal year. If you cancel your appointment, make another appointment for a health checkup on a date within the current fiscal year, and then register the appointment date again.

TOP > Health Checkup Appointment > Report (Change) Direct Appointment

Health Checkup Appointment Report (Change) Direct Appointment

Cautionary Notes:

- For "Email Address", the email address registered in MY HEALTH WEB is displayed. (Even if you enter a different email address on this screen, the email address registered in MY HEALTH WEB will not change.)
- If you have a reception setting to prevent spam mail or junk mail, please set it to be able to receive from "@mhweb.jp"
- If you click "Back", the information you entered will be discarded.
- You cannot make an appointment for a health checkup on this screen. If you are going to make an appointment, please follow the procedure from [Immediate Appointment/Desired Appointment] on the "Health Checkup Appointment" screen.

Appointment Status

Appt Made → Checkup Reported → Checkup Complete → Cancel

Details of Report

Insured Person	ヒタチ タロウ
Ins. Card No.	Code: 1951 Number: 1951001
Patient Name	ヒタチ タロウ
Facility (Required)	テストイベント テスト会場
Appointment Date (Required)	2022-08-26 To enter a date manually, enter it in the format YYYY-MM-DD. (Example: 2021-04-01)
Email Address (Required)	shun.iwamoto.nn@hitachi.com
Email Address (To Confirm)	shun.iwamoto.nn@hitachi.com
Checkup Date	Format: YYYY-MM-DD (Example: 2021-04-01)

Back **Cancel Appt.** **Change**