National Taiwan University Hospital

New Employees Physical Examination Procedures and Instructions

1. Location: Physical Examination Room, Department of Family Medicine (Next to Clinic 15 on the 2nd floor of the Laboratory Building on the West Campus), National Taiwan University Hospital.
2. Address: No. 1, Changde St., Zhongzheng Dist., Taipei City
3. Directions via Taipei Metro: Take the Tamsui–Xinyi (Red) Line to NTU Hospital Station. Leave the station from Exit 2. The Laboratory Building is to the left.
4. On-site registration service hours and location:

\* Mondays, Tuesdays, and Wednesdays 8:30 a.m.–10:30 a.m. and 1:30 p.m.–3:00 p.m.

\* Physical Examination Room, Department of Family Medicine on the 2nd floor.

\* Please bring ALL FOUR of the following:

1. New Employees Physical Health Questionnaire;
2. National ID Card (passport or ARC for foreigners);
3. A 1-inch or 2-inch passport photo;
4. A certificate of appointment, employment agreement, employment notice, or dispatch order (the original and the copy).
5. Fee: NT$1,000; payable with debit/credit card (via automated payment machine), or cash (at the payment/registration counter on the 2nd floor).
6. Caution:
7. Blood test—Please do not eat or drink anything except water and fast for 6 to 8 hours before the test.
8. Urine test—Collect a midstream urine sample on the day of the test and submit it for analysis. For menstruating female patients, please collect the urine sample at least 3 days after menstruation ends.
9. Chest X-ray—Please inform the staff if you are pregnant. Clothing and undergarments that do not contain metal do not need to be removed (remove all necklaces, metal fasteners, and bra hooks.)
10. General physical examination—Height and weight measurement and vision and hearing examinations will be performed in the Physical Examination Room. The patient will then be seen by a physician in Clinic 5 of the Department of Family Medicine.
11. Procedures:

**4. TAKE A NUMBER AND RECEIVE COLLECTION TUBES FOR BLOOD TEST from the Laboratory Medicine Clinic Service Counter on the first floor.**

**3. GET AN X-RAY EXAM at the Medical Imaging Clinics on the first floor (present payment slip)**

**2. MAKE PAYMENT at the payment counter on the first or second floor or via automated payment machine at the entrance of the Department of Family Medicine**

**1. CHECK-IN at the Physical Examination Room, Department of Family Medicine, West Campus of the NTU Hospital.**

**8. SEE THE PHYSICIAN in Clinic 5. You are free to leave afterwards.**

**7. GO TO THE PHYSICAL EXAMINATION ROOM and take a number for vision and hearing examinations.**

**5. GET A BLOOD TEST at the blood test counter**

**(A, B, C)**

**6. SUBMIT SAMPLES at the sample collection counter next to the restroom on the first floor**.

\* Steps 3 and 4 may be completed out of interchangeably. We will inform patients of the recommended examination procedures based on the situation on that day.

1. Pick up your report: Your report will be ready in 10 working days (not including holidays and weekends). For the actual date of pickup, please follow the instructions given on the day of your physical examination.
2. Please pick up your report between these hours: Mondays to Fridays, 10:00 a.m.–12:00 p.m. and 14:00 p.m.–16:00 p.m.
3. You can receive your report via the following methods:
4. In-person pickup: Please bring either the payment slip, receipt, or your National ID Card.
5. Third-party pickup: Please bring personal identification documents (a National ID Card, NHI Card, or driver’s license) of both parties, along with the payment slip or receipt.
6. Via mail: Sent via registered mail. Please prepare NT$36 worth of postage stamps. You will receive the report in around three weeks (excluding weekends) after the date of your physical examination.

\*Please contact the Physical Examination Room, Department of Family Medicine, National Taiwan University Hospital at (02)2312-3456 ext. 67161 (business hours are same as the report pickup hours listed above) for any questions regarding the date of your physical examination.