

National Taiwan University Foreign Newly Recruited Personnel's General Health Examination Description

(JULY/ 01/20105edition)

To strength and enforce the school's health management and enhancement work, and to further understand and care for the associates' health, as stipulated by the school's "New Students Health Examination and Newly Recruited Personnel's General Physical Examination Implementation Measure", faculty and administrative employees are required to undergo general health examination when joining the school to work in anticipation to discover physical deficiency as early and to undergo further treatment in a bid to maintain and excel campus health.

I.

Timing for turning in the health examination report (please turn in the report to the reporting personnel unit), and those failing to turn in the health examination report shall be deemed as failing to complete the reporting procedure. (Note: when unable to submit the health examination for at duty reporting, it is acceptable to submit a health examination promissory to the personnel office, provided that a health examination report is to be retroactively submitted **in a month's time to the physical examination data office on the 2nd floor of the Healthcare Center.**

II.

Inspection entity: **At National Taiwan University General Hospital or other teaching hospital** (inquiry Website: at <http://shmc.osa.ntu.edu.tw/main/php> for the student and employee health examination Webpage. For example, all campuses of the Taipei City Hospital, Mackay Memorial Hospital, Cathay Hospital and so forth). Note: The Taiwan University Hospital, for servicing school newly recruited personnel is offering quality physical examination service at an incentive price of NT\$1000 (initially NT\$1,789), which please inquire with **main hospital campus's Family Medicine Department** (at 02-2312-3456, extension 67161, or via e-mail at mtchen@ntu.edu.tw, attention Ms. Chen Mong-deh) to book a physical examination time; **For those taking the physical examination at National Taiwan University General Hospital, please present the "Employment Reporting Letter" or the (Employment) Contract", and for other cautionary measures, please refer to the description provided below.**

III.

Inspection categories: (The following items are mandated inspections, and the physical inspection results are validated for a three-month period).

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General examination – height, weight, waistline measurement, pulse, blood pressure, eyesight, color identification, hearing, oral and physical examination.

Urine examination – urine protein, hematuria.

X-ray examination – Complete chest X-ray.

Blood examination –Serum glutamic pyruvic transaminase (SGPT), creatinine (CRE), total cholesterol (T-CHOL), triglyceride (TG), AC sugar, uric acid (UA), full blood scan (WBC, RBC, PLT, HCT, HB, MCV).

IV.

Examination results:

Be aware of your health! If there are physician's recommendations, please consider to revisiting the health examination hospital's family medicine outpatient department, or other hospitals' outpatient department, or call on the school's health center outpatient department.

V.

Cautionary measures:

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When taking the physical examination, please present the “National Taiwan University Foreign Staff General Health Exam Form-by Medical Institution” the school supplies to receive the health examination by truthfully enter the contents and catalog the physical examination findings; please ensure that it is stamped with the physical examination medical entity’s agency stamp, and return the original of the physical examination report to the school. (The physical examination report’s completion time varies depending on hospital procedures, which generally takes one week; those in need of retaining the health examination results are to retain a photocopy of it).

On the date of the physical examination, please wear loose attire, and empty the stomach for at least 8 hours. Please refrain from engaging in vigorous exercise one day prior to the examination to avoid hindering the examination results.

For those wearing corrective eyewear, please ensure to bring the eyewear on the date of examination to facilitate measuring the corrected eyesight.

X-ray examination: Please wear a shirt or blouse without button and any metal accessories; those who are pregnant please inform the working personnel prior to the examination.

Urine examination: When undergoing the urine examination, please retrieve the intermediary part of the urine, and when on the menstrual cycle, please inform the examination personnel prior to the examination.

When there is a valid physical examination report issued by a teaching hospital in the most recent three months, with all examination items also conforming to school regulations, you have turn in said physical examination report when reporting to duty without having to undergo a separate physical examination.

Note:

1. Reserving a physical examination time: For Taiwan University General Hospital, please telephone (02)2312-3456, extension 67161, or e-mail to mtchen@ntu.edu.tw, attention Ms. Chen Mong-deh.
2. If you have any question pertaining to the physical examination, please contact the Health Care and metal Center at (02)3366-2167, attention: Ms. Hong Chian-hui, or e-mail to hungch@ntu.edu.tw.
3. For any other questions, please log on to NTU Healthcare Center Website/Student & Employee Health Examination/Newly Recruited Personnel’s Webpage to inquire, at <http://shmc.osa.ntu.edu.tw/main.php>.

國立臺灣大學新進人員一般健康檢查說明 (1040701版)

為健全及落實本校健康管理與促進工作，並更進一步了解和照顧同仁之健康，依據本校「新生健康檢查暨新進人員一般體格檢查實施辦法」規定，教職員工進入本校工作時需做一般健康檢查，使能早期發現體格上之缺點並作進一步的治療，以維護及促進校園之健康。

一、交健檢表時間：請於到校報到時繳交健檢表（請繳交給報到的人事單位），未繳交健檢表者，視同未完成報到程序。（註：如報到無法繳交健檢表可改繳交承諾健檢同意書給人事室，但需於1個月內補繳健檢表至保健中心2樓體檢資料室）。

二、檢查單位：臺大醫院或其他教學醫院（查詢網址<http://shmc.osa.ntu.edu.tw/main.php>網頁下之學生&員工健檢。例如台北市立聯合醫院各院區、馬偕、國泰醫院等）。註：臺大醫院為服務本校新進人員，以優惠價新台幣1000元（原價1789元）提供高品質的體檢服務，

請事先洽總院家庭醫學部（02-2312-3456#67161；或Mail信箱：mtchen@ntu.edu.tw 陳孟蝶小姐）預約體檢時間；至臺大醫院檢查者請檢附「到職通知書」或「契約書（聘書）」，

其他注意事項請詳閱下面說明。

三、檢查項目：（下列項目皆須檢查，體檢結果有效期間為三個月內。）

1. 一般檢查--身高、體重、腰圍、脈搏、血壓、視力、辨色力、聽力、口腔及理學檢查。
2. 尿液檢查--尿蛋白、尿潛血。
3. X光檢查--胸部X光大片。
4. 血液檢查--肝功能（SGPT）、肌酸酐(CRE)、總膽固醇（T-CHOL）、三酸甘油脂(TG)、空腹血糖(AC SUGAR)、尿酸（UA）、高密度脂蛋白膽固醇（HDL-Cholesterol;HDL-C）全血液常規（WBC、RBC、PLT、HCT、HB、MCV）

四、檢查結果：

關心您自己的健康！如醫師評語有建議事項，請自行斟酌回健檢醫院家醫科門診或其他醫院(診所)門診或至本校保健中心門診。

五、注意事項：

1. 檢查時請攜帶本校提供之「國立臺灣大學新進人員一般健康檢查表」就檢，確實填寫內容及登錄體檢結果，請務必加蓋體檢醫療單位機關印章，將體檢表正本繳回。（健檢報告完成時間，依各醫院狀況而定，大約須一週，若需保留健檢資料請自行影印留存。）
2. 檢查當天請穿著舒適寬鬆衣服，需空腹至少8小時，檢查前一天請勿劇烈運動，以免影響檢驗結果。
3. 已配戴眼鏡者，檢查當天請務必攜帶，以便測量矯正後視力。
4. X光檢查：請穿著無鈕釦、無金屬配件之上衣，如有懷孕檢查前請先告知工作人員。
5. 尿液檢查：尿液檢體請截取中段尿，如遇生理期，檢查前請告知檢驗人員。
6. 如你有最近三個月內之教學醫院體檢報告，且檢查項目皆符合本校規定，亦可於報到時繳交此體檢證明而不用再體檢。

備註：

1. 預約體檢時間；臺大醫院請電(02)2312-3456 轉67161；或Mail 信箱：mtchen@ntu.edu.tw 陳孟蝶小姐。
2. 若您有任何體格檢查相關問題，請洽衛生保健及醫療中心；(02)3366-2167洪千惠小姐，E-mail:hungch@ntu.edu.tw。
3. 其他問題可先上臺大保健中心網站/學生&員工健檢/新進人員網頁查詢。
(<http://shmc.osa.ntu.edu.tw/main.php>)

National Taiwan University Hospital Information and Procedure of Physical Examinations – NTU employment physical exam

Address : 2F Department of Family Medicine, previous address of NTUH

NO.1 Changde St, Taipei City/Walk along Changde St. from NTU Hospital MRT Station (Exit2) of the Nanshijiao line or Xindian line, 2F Laboratory Building

Time : From Monday, Tuesday to Wednesday (Morning and afternoon)

Please make a appointment over the phone (contact number: 2312-3456 # 67161)

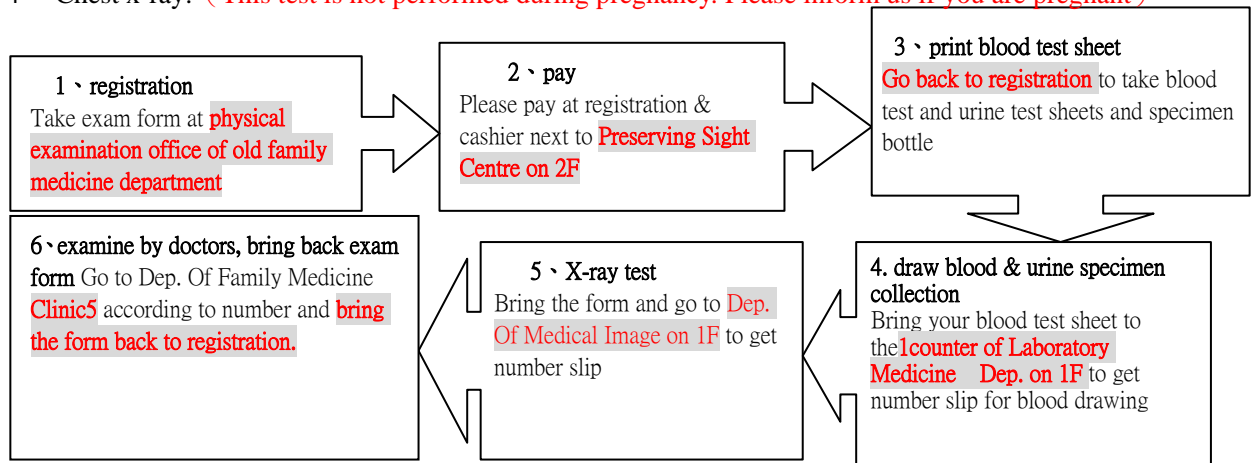
Working hours: 8:30~10:30(a.m.)/1:30~3:00(p.m.)

Please bring your ID (Passport or ARC), a 2-inch photo and NTU physical exam form

Examination Items :

- 1、basic physical exam: Started by Department of Family Medicine’s medical practitioners. Nurses will perform exams including weight and height measurement, vision and hearing tests.
- 2、Urine test: Please inform us if you are on menstruation.
- 3、Blood test: routine test, liver and kidney function, uric acid, blood lipids and blood sugar before meals. (please fast for 8 hours before getting the tests done)
- 4、Chest x-ray: (This test is not performed during pregnancy. Please inform us if you are pregnant)

Procedure:



※ Aforementioned procedure 3, 4, 5 and 6 can be changed in reverse direction in accordance to examination procedure that day

Report: It takes us 5 working days to finish reports (weekends or holidays excluded). Date will be advised on the day of physical examination.

Way of getting report :

Get it in person: bring your receipt provided on the day of physical examination and go to Dep. of Family Medicine office to have your report.

By others: please bring ID of both parties and a certificate of entrustment (you may ask it from our staff on the day of examination).

3、Time: Monday to Friday (9:00~12:00 a.m./1:30~4:30 p.m.)

4、Sent by NTUH: please provide us A4 envelope and \$30 of postage or stamps and write down recipient and address. (We do not sale stamps on site.)

Note:

- 1、Males do not have to change clothes if there is not metal stuff carried on clothes such as buttons during X-ray test.
- 2、During X-ray test, females have to change on special clothes for the test and take off underwear.
1. Please be fast for 8 hours before the day of examination
- 4、For urine specimen, please collect the middle of stream. If you are on menstruation, you have to inform us prior to exams and provide specimen again in the third day after your period finish.

『臺大醫院健檢流程及注意事項』 --臺灣大學新進人員體檢

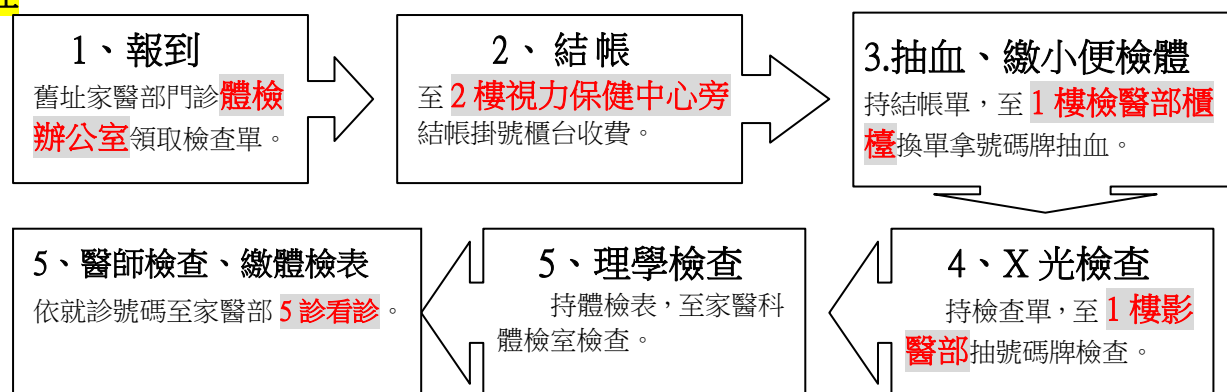
健檢地點：台大醫院總院舊址 2 樓家庭醫學部門診~體檢報到室 15 診隔壁(台北市常德街 1 號，捷運南勢角線或新店線~台大醫院站 2 號出口左手邊，檢驗大樓 2 樓)

健檢時間：每週一、二、三，採電話：2312-3456 # 67161 預約安排受檢。
報到時間上午為 8：30 ~ 10：30；下午為 1：30 ~ 3：00，請攜帶**身份證(護照或居留証)**、**2 吋相片 1 張**及**臺灣大學健檢表格**。

檢查項目：

- 1、身體檢查：由家醫部門診醫師負責檢查，含護理人員量身高、體重、視力及聽力等項目
- 2、尿液檢查：生理期請先告知。
- 3、血液檢查：包含血液常規、肝、腎功能、尿酸、血脂肪及飯前血糖等項目（請受檢者空腹 8 小時，可喝白開水）。
- 4、胸部 X 光檢查（懷孕不宜受檢，請先告知）。

檢查流程：



※ 上述第 3、4、5 的流程可以互相顛倒，會依據當日現場狀況建議受檢者的檢查流程。

報告領取：報告完成時間需 5 個工作天（不包括例假日），領取日期依體檢當日指示日期為準。

領取方式：

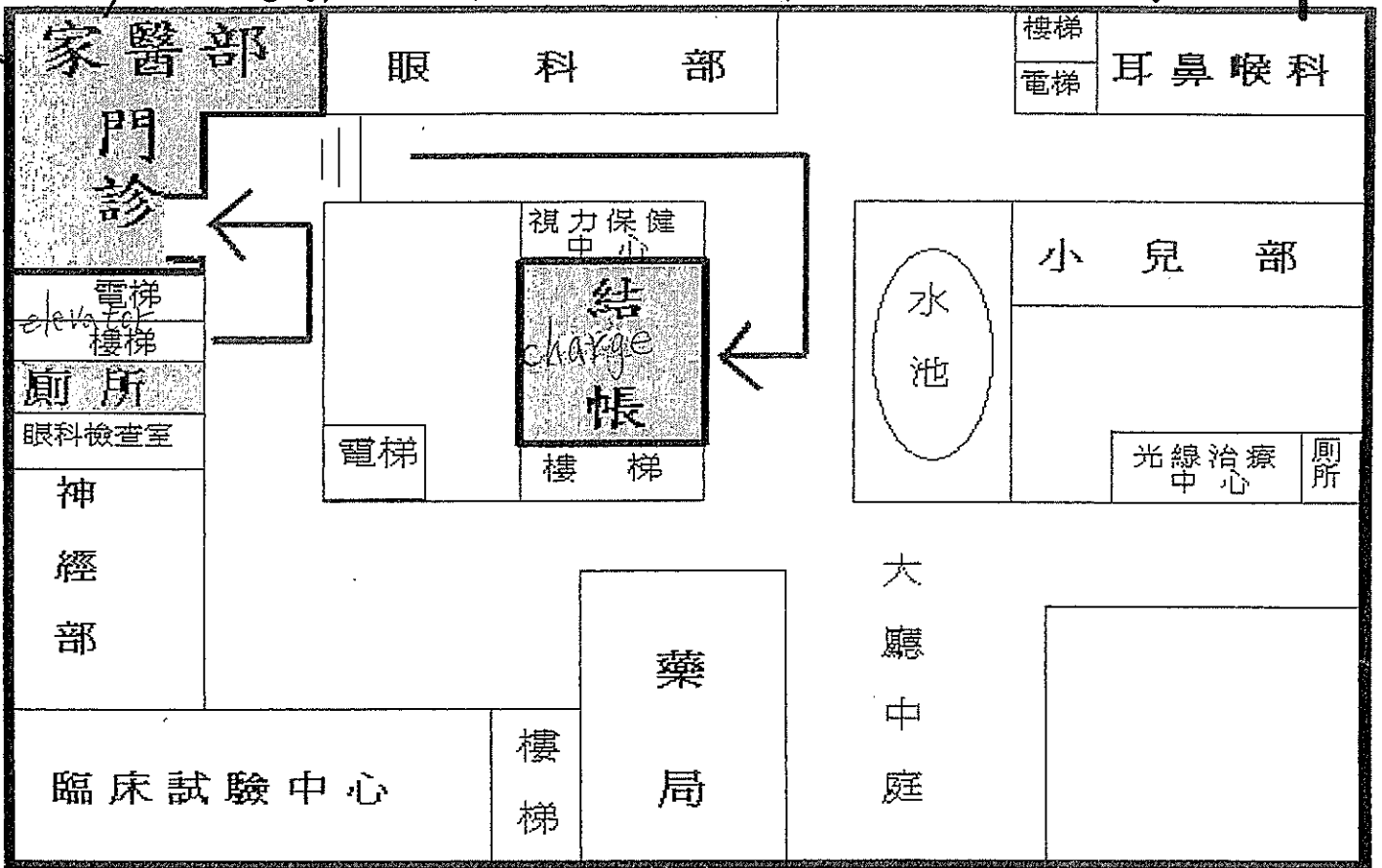
- 1、**自行領取：**請攜帶體檢當日**結帳收據**，至家醫部體檢報到室領取。
- 2、**他人代領：**請攜帶**雙方證件**及**結帳單張或收據**。
- 3、**掛號郵寄：**採掛號方式，請**自備 30 元郵票(現場不販售)**，約 7-10 個工作天收到(不含六、日)。
- 4、**領取時間：**週一至週五<早上 9:00~12:00>、<下午 1:30~4:30>。

注意事項：

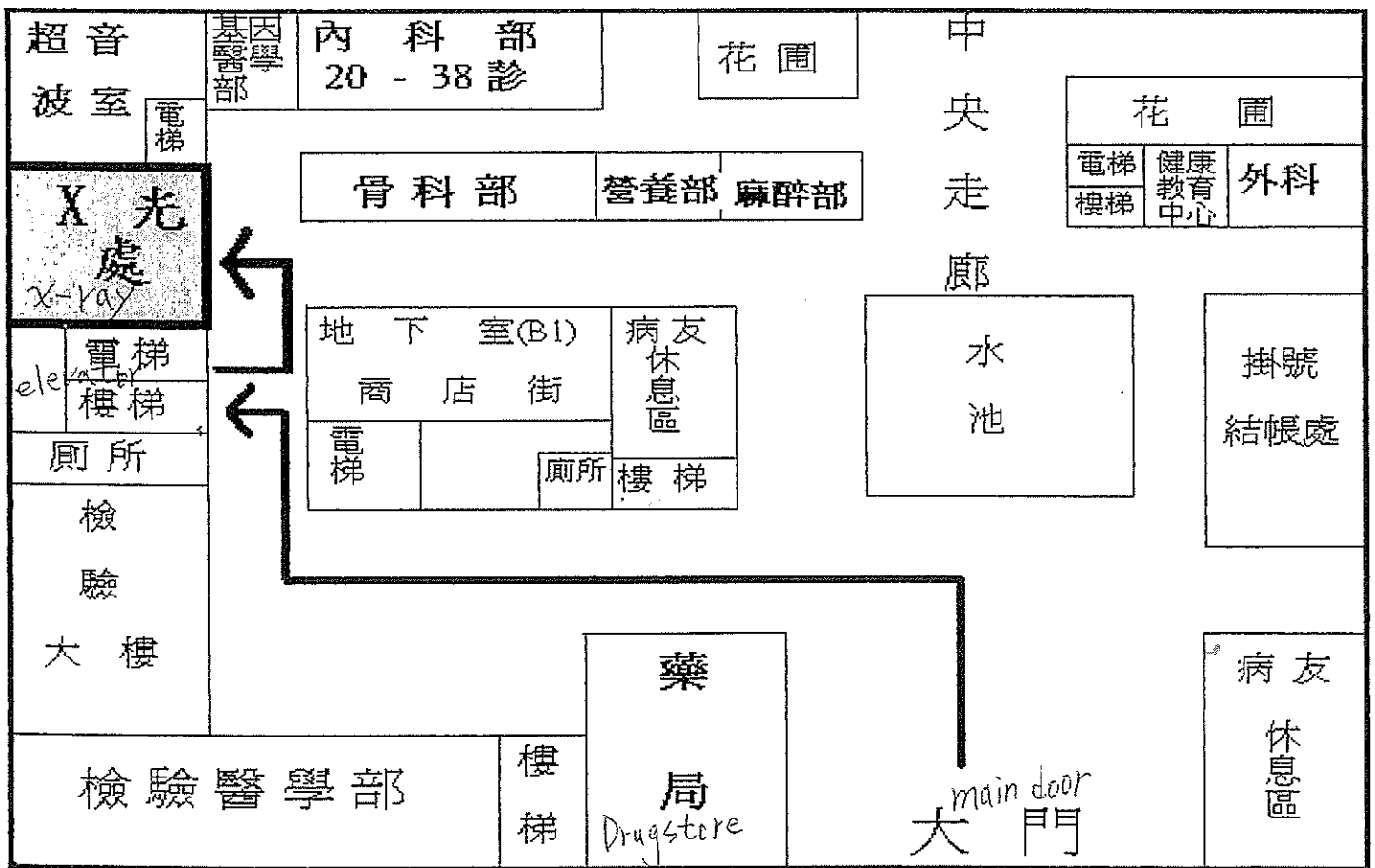
- 1、男性 X 光檢查時，上半身衣物若無金屬物品（如鈕扣），不需更換檢查服
- 2、女性 X 光檢查時；請更換檢查服並移除胸罩檢查。
- 3、檢查當日請**空腹 8 小時**，可喝開水。
- 4、小便請**留取中段尿**，如遇生理期請先告知，並於結束後第三天補送檢體受檢。

Family Clinic or Medicine

NTUH Map.



second floor ↑ 2樓路線圖 ↑



(1 Chan-der Street, Taipei.)

(台北市常德街1號、捷運臺大醫院站 NO.2 出口)

↑ 1樓路線圖 ↑ (first floor)

Take MRT to NTU hospital station No.2 Exit