

□ First Visit

- New patients
- Patients who visit a different department from the last time visit.
- Patients who have not revisited the same department within 4 months.

- With appointment slip and referral letters together

Partner Counter
H1 Bldg. 3, 1st Floor

- With referral letters only
- Without referral letters

Outpatient Reception Counter
H1 Bldg. 3, 1st Floor
or
A1 Bldg. 1, 1st Floor

□ Return Visit

- Patients whose registration information was changed.

- Patients with an appointment.
- Patients without an appointment but have visited within 4 months.

Self-check-in Machine
Bldg. 1, 1st Floor
Bldg. 2, 1st & 2nd Floor
Bldg. 3, 1st Floor
Bldg. 6, 1st Basement Floor

Outpatient Reception in each Department / Laboratory

Consultation / Examination

My Station
E0 Bldg. 2, 2nd Floor
When you need to be hospitalized

Outpatient Cashier's Counter
A1 Bldg. 1, 1st Floor

When you are prescribed medicine

When you visited the department in Building 3, you can check out at **H1** cashier's counter.

Self-payment machine

Outside Pharmacy
or
A1 Hospital Pharmacy
Bldg. 1, 1st Floor

□ 初诊

- 首次于我院就诊
- 在本院存有就诊履历，但此次想要就诊的科是初次的患者
- 距离最后一次就诊日，已经超过4个月的患者

持有由其他医疗机构等出具的“预约票”和“介绍信”的患者

Partner (合作伙伴窗口)
H1 3号楼1层

只持有“介绍信”的患者
未持有“介绍信”的患者

门诊挂号处
H1 3号楼1层
或
A1 1号楼1层

□ 复诊

- 以前登记的各种信息需变更的患者

- 有预约的患者
- 没有预约，但存有4个月内的就诊履历

自动挂号受理机
1号楼1层
2号楼1层、2层
3号楼1层
6号楼地下1层

各个诊疗科或检查室

诊疗与检查

My Station (住院手续办理处)
E0 2号楼2层
当您需要住院治疗的时候

门诊收费处
A1 1号楼1层

若您就诊在3号楼的诊疗科时，3号楼 **H1** 也可以受理

自动付款机

院外药房
或
A1 院内药房
1号楼1层
当您需要配药的时候