Annual Health Check 2021
System User Guide

Employee Experience - Japan
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Target Employees & Timeline

By law, Adobe is required to report the annual health check results for all employees once a year (April 2021 ~ March 2022) to the Ministry of Health, Labor and Welfare.

If you have already completed this year’s annual health check, please submit a copy of your personal results to Value HR (out-of-contract-adobe@apap.jp).

【Target】
Full Time Employees & Adobe Paid Temp
（※Excludes employees who have joined Adobe after April 2021 and has completed the medical examination prior to joining）

【Timeline】
Period：July 26th 2021 ~ March 31st 2022
<table>
<thead>
<tr>
<th>Location</th>
<th>Period</th>
<th>Name of Clinic</th>
<th>Examination Type</th>
<th>Contact for inquiry or cancellation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roppongi</td>
<td>July 2021 – March 2022</td>
<td>Roppongi Hills Clinic</td>
<td>Kenshin A</td>
<td></td>
</tr>
<tr>
<td>Meguro</td>
<td>July 2021 – March 2022</td>
<td>Meguro Medical Clinic</td>
<td>Kenshin A, B, C</td>
<td></td>
</tr>
<tr>
<td>Osaki</td>
<td>January 2022 – March 2022</td>
<td>Oval Court Medical Clinic</td>
<td>Kenshin C</td>
<td></td>
</tr>
<tr>
<td>Osaki</td>
<td>January 2022 – March 2022</td>
<td>Shinko Clinic Annex</td>
<td>Kenshin A, B</td>
<td></td>
</tr>
<tr>
<td>Akihabara</td>
<td>July 2021 – March 2022</td>
<td>Akihabara Medical Clinic</td>
<td>Kenshin A, B, C</td>
<td></td>
</tr>
</tbody>
</table>

※You will **not** be required to submit examination result to ERC if you complete your health check at either one of the clinics listed above.

※In case you would like to have optional check ups, please call the clinic directly.
## Health Check Plan & Options

### ① Annual Health Check Items (Basic Examination)

<table>
<thead>
<tr>
<th>検査項目</th>
<th>基本健診</th>
<th>健保指定ドック健診</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical History</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Blood Pressure</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Blood Test</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Blood Lipid Level</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Urine Analysis</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Liver Function</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Blood Sugar Level</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Eye Sight &amp; Hearing</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Chest X-Ray</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Electrocardiogram</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Stomach Examination</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

### ② Optional Examination

#### Applicable for all Examination Plan (A, B, C)
- Chest CT
- ABC Examination (Stomach Cancer Check up)
- Bone Density
- Tumor Marker (PSA, CEA, AFP, SCC, CA125, CA15-3, CA19-9)

#### Only for Plan B & C
- Barium to Gastroscope
- Cervical cytology
- Breast Ultrasound
- Mammography

※ Chest CT – only accepts phone reservation, employees pay for the optional examination at the clinic and expense later in Concur.

※ Gastroscope and Chest CT are the only optional examinations that require payment at the clinic. For other options, the clinic will directly charge Adobe.
How to Log-in to the Reservation System

1. Reservation System: Click Here

2. Click 「If you are logging in for the first time」

3. Type in your Adobe email address and click 「Next」
   User ID and password will be sent to your work email.

4. Log in to the system using the ID and password
Online Reservation
Data entry after phone reservation

1. Click the 「Regarding Health Checkups」 button

2. Confirm that all Personal Information in the red box is correct and click 「Next」

If the personal information is incorrect, please contact ERC via Support Center.
3. Search medical institution you made a reservation

Search for a medical institution
Select or enter a search condition, and click [Search].
You can also search by combining multiple search conditions.

Search based on area

Hokkaido, Tohoku
- Hokkaido
- Aomori
- Iwate
- Miyagi
- Akita
- Yamagata
- Fukushima

Kanto
- Tokyo
- East part of 23 wards
- West part of 23 wards
- Except for 23 wards
- List of regions in Tokyo
- Ibaraki
- Tochigi
- Gunma
- Saitama
- Chiba
- Kanagawa

Koshinetsu, Hokuriku
- Niigata
- Toyama
- Ishikawa
- Fukui
- Yamanashi
- Nagano

Tokai
- Gifu
- Shizuoka
- Aichi
- Mie

Kinki
- Shiga
- Kyoto
- Osaka
- Hyogo
- Nara
- Wakayama

Chugoku, Shikoku
- Tottori
- Shimane
- Okayama
- Hiroshima
- Yamaguchi
- Tokushima
- Kagawa
- Ehime
- Kochi

Kyushu, Okinawa
- Fukuoka
- Saga
- Nagasaki
- Kumamoto
- Oita
- Miyazaki
- Kagoshima
- Okinawa

4. Select medical institution and click 「Reserve」

<table>
<thead>
<tr>
<th>Medical Institution</th>
<th>Address</th>
<th>TEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akihabara Medical Clinic</td>
<td>〒101-0021 Asakaze Bldg.2F, Sotokanda, Chiyoda-ku, Tokyo(Tokyo)</td>
<td>03-3280-5877</td>
</tr>
<tr>
<td>Metropolitan Clinic</td>
<td>〒106-6106 東京都港区六本木7-10-1 六本木ヒルズタワー6F</td>
<td></td>
</tr>
<tr>
<td>Medical Institution</td>
<td>〒141-0022 東京都品川区東五反田2-17-1 オーバーコート大崎マークウエスト14F</td>
<td>03-5408-8181</td>
</tr>
<tr>
<td>Medical Institution</td>
<td>〒141-0022 東京都品川区東五反田5-22-3 TK池田山ビル4F</td>
<td></td>
</tr>
<tr>
<td>Medical Institution</td>
<td>〒141-0032 東京都品川区大崎1-6-1 TOC大崎ビル1階</td>
<td>03-5408-8181</td>
</tr>
</tbody>
</table>

※All 5 clinics accept online reservation
※Online reservation for Meguro Clinic and Akihabara Medical Clinic are only available from the Japanese interface.
5. Select the health check up course you wish to undergo and click 「Next」

Health checkups course selection

Basic health checkups

<table>
<thead>
<tr>
<th>Health checkups course</th>
<th>Portion to be paid by the examinee</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Check up</td>
<td>0 yen</td>
<td></td>
</tr>
</tbody>
</table>

Optional inspection(s) (These examinations are not available separately.)

<table>
<thead>
<tr>
<th>Optional inspection(s)</th>
<th>Portion to be paid by the examinee</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stomach ABC screening</td>
<td>4,827 yen</td>
<td></td>
</tr>
<tr>
<td>Chest CT</td>
<td>16,200 yen</td>
<td></td>
</tr>
<tr>
<td>Bone Density</td>
<td>2,700 yen</td>
<td></td>
</tr>
<tr>
<td>Tumor Marker CEA</td>
<td>2,160 yen</td>
<td></td>
</tr>
<tr>
<td>Tumor Marker AFP</td>
<td>2,160 yen</td>
<td></td>
</tr>
<tr>
<td>Tumor Marker SCC</td>
<td>2,160 yen</td>
<td></td>
</tr>
<tr>
<td>Tumor Marker CA125</td>
<td>2,808 yen</td>
<td></td>
</tr>
<tr>
<td>Tumor Marker CA15-3</td>
<td>2,808 yen</td>
<td></td>
</tr>
<tr>
<td>Tumor Marker CA19-9</td>
<td>2,592 yen</td>
<td></td>
</tr>
</tbody>
</table>

6. Select your desired date on the calendar displayed
Select your desired checkup time and click 「Next」.

8. After confirming your contact information, payment method and cost, click 「Next」.
9. Confirm application details and if all information is correct, click 「Apply」

10. Once application is completed, your approval number will be displayed. You will also receive a confirmation email with reservation details:

   ![Application complete]

   Your application for a physical examination reservation has been accepted. We will later send you your request details (health checkup approval notification). Be sure to verify the information. The details will be sent using the method listed, either email or post, that you specified as the method for receiving health checkup approval notifications.

   An application content has also been delivered to the medical examination institution.

   Check up Medical Kit will be sent to your home 2 weeks to 1 month prior to your check up date.

   Please bring the items below for the health check up:

   【Everyone】
   ① Health Insurance Card  ② Check up Medical Kit

   【For those who signed up for optional examination】
   ① Health Insurance Card  ② Check up Medical Kit  ③ Cash to pay fee for optional examination

11. Check up Medical Kit will be sent to your home 2 weeks to 1 month prior to your check up date. Please bring the items below for the health check up:

   【Everyone】
   ① Health Insurance Card  ② Check up Medical Kit

   【For those who signed up for optional examination】
   ① Health Insurance Card  ② Check up Medical Kit  ③ Cash to pay fee for optional examination

   Your reservation will be completed when you receive;
   I. Application number
   II. Confirmation email

   * If you close the screen during the reservation or if a certain amount of time has passed since you logged in, the reservation will not be completed.
Registration for External Health Check
How to register your health check at non-designated clinic

※This is only applicable for those who make the check up reservation from the list on TJK Website via phone call

1. Click “Consultation at other medical institution” From the TOP page or Medical Intuition Selection page
2. After email template pops up automatically, please enter the info (refer to the left hand side) and send it to below email address.

Contact to register your check up:
out-of-contract-adobe@apap.jp

3. Once you receive the result from the clinic, please scan it and send the PDF data to below email address.

Contact to send your check up result:
※Same as above
out-of-contract-adobe@apap.jp

※Please indicate below information in email
① Full Name  ② Health Insurance ID and number  ③ Checkup date  ④ Checkup Course  ⑤ Name of the clinic
Concur Process
Requesting Health Checkup Reimbursement

Adobe will reimburse you for expenses up to ¥5,500 per calendar year.

If you have booked your health check up:

1. Through Online Reservation System
   - No payment needed at the clinic if you choose the basic checkup plan (A, B and C)

2. At Non-Designated Clinic
   - Adobe will fully reimburse you for the cost of the basic checkup plan (A, B and C)
   - Please settle the payment at the clinic upfront
   - Submit your expense in Concur
   - Cost center number: 7294509
   - Expense type: Health Reimbursement 604200 (P*)

NOTE: You are required to pay for any optional examinations
Cancellation and Reservation Date Change
For cancellation or changing the reservation date during extension period

Once you have submitted your reservation, cancellation / change of date cannot be done through the Value HR reservation system.

【Date change or cancellation】
Please contact the clinic to change/cancel your appointment and inform Value HR Customer Service by either email or phone call. Customer Service Staff will apply the changes on the system.

Phone number：0570-075-718 (Japanese Only)
Open hours：Weekday 9:30 ~ 18:00
Email：kensin-adobe@apap.jp (Japanese and English)

※Cancellation or change of date can only be accepted 5 days prior to your reservation date.
TJK registration
TJK website registration

No need to register your checkup information on TJK website! Value HR will register your 2021 checkup information on your behalf.

⚠️ You need to register your checkup information with TJK by FAX or Mail if you took your 2020 health checkup during extended period. (April 1st 2021 to May 31st 2021)

Please download the form from the link below and submit to TJK 5 days prior to your reservation date. (Both designated and non-designated institutions)

【Address】
1-51-3 Higashinakano, Nakano-ku, Tokyo 164-8507
Tokyoto Joho Service Sangyo Kenko Hoken Kumiai
Higashinakano Hoken Center, Kenko Kanri Group
FAX 03-3360-8748