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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 2019 ~ March 2020) 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 2019 and has completed the medical examination prior to joining）

【Timeline】
Period: July 16th 2019 ~ March 31st 2020
Available Clinics

<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>
</table>
| Roppongi    | July 2019 – March 2020 | Roppongi Hills Clinic  | Kenshin A       | Value HR Customer Service  
Tel: 0570-075-718 (Weekdays 9:30~18:00)  
kensin-adobe@apap.jp |
| Meguro      | July 2019 – March 2020 | Meguro Medical Clinic  | Kenshin A, B, C |                                                          |
| Osaki       | January 2020 – March 2020 | Oval Court Medical Clinic | Kenshin C       |                                                          |
| Osaki       | January 2020 – March 2020 | Shinko Clinic Annex    | Kenshin A, B    |                                                          |

※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 – only accepts phone reservation, employees pays 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
   - Password
   - 「If you are logging in for the first time」
   - 「If you have forgotten your user ID or password」

   *Available on both PC & Smartphone

4. Log in to the system using the ID and password
Online Reservation
How to make an online reservation

1. Click the 「Reserve」 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 (erc@adobe.com)
3. Search medical institution you wish to make a reservation

4. Select medical institution and click 「Reserve」

- 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
- Honshu
  - Central
  - Commodore
  - East
  - North
- Kanto
  - Ibaraki
  - Gunma
- Tochigi
- Gunma
- Saitama
- Chiba
- Kanagawa
- Kansai
  - Osaka
  - Hyogo
  - Nara
- Kinki
  - Osaka
  - Hyogo
  - Nara
- Chugoku
  - Shimane
  - Okayama
  - Hiroshima
  - Yamaguchi
  - Tokushima
  - Kagawa
  - Ehime
  - Kochi
- Kyushu
  - Saga
  - Nagasaki
  - Kumamoto
  - Oita
  - Miyazaki
  - Kagoshima
  - Okinawa

**Please note not all courses are available on Internet Reservation OR.**

- **Roppongi Hills Clinic (六本木ヒルズクリニック)**
  - Address: 6-10-1 Roppongi, Minato-ku, Tokyo (渋谷区六本木6-10-1六本木ヒルズタワー6F)
  - Telephone: 03-3796-6006

- **Meguro Medical Clinic (目黒メディカルクリニック)**
  - Address: 5-22-33, Higashigotanda, Shinagawa-ku, Tokyo (東京都品川区上井田5-22-33)
  - Telephone: 03-3280-5877

- **Oval Court Medical Clinic (オーバルコートメディカルクリニック)**
  - Address: 2-17-1, Higashigotanda, Shinagawa-ku, Tokyo (東京都品川区上井田2-17-1 オーバーコート東京ヒルズビル14F)
  - Telephone: 03-5408-8181

- **Shinko Clinic Annex (シンクオフメディカルセンター アネックス)**
  - Address: 6-1-6, Otsuki, Shinagawa-ku, Tokyo (東京都品川区大崎6-1-6 トキードビル1階)
  - Telephone: 03-5408-8181

*All 4 clinics accept online reservation

*Online reservation for Meguro Clinic is only available from the Japanese interface
5. Select the health check up course you wish to undergo and click 「Next」

Health checks course selection

Basic health checks

<table>
<thead>
<tr>
<th>Health checks course</th>
<th>Portion to be paid by the examinee (yen)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Check up</td>
<td>0</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 (yen)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stomach ABC screening</td>
<td>4,827</td>
</tr>
<tr>
<td>Chest CT</td>
<td>16,200</td>
</tr>
<tr>
<td>Bone Density</td>
<td>2,700</td>
</tr>
<tr>
<td>Tumor Marker CEA</td>
<td>2,160</td>
</tr>
<tr>
<td>Tumor Marker AFP</td>
<td>2,160</td>
</tr>
<tr>
<td>Tumor Marker SCC</td>
<td>2,160</td>
</tr>
<tr>
<td>Tumor Marker CA125</td>
<td>2,808</td>
</tr>
<tr>
<td>Tumor Marker CA15-3</td>
<td>2,808</td>
</tr>
<tr>
<td>Tumor Marker CA19-9</td>
<td>2,592</td>
</tr>
</tbody>
</table>

6. Select your desired date on the calendar displayed

Select your desired checkup date

<table>
<thead>
<tr>
<th>Previous month</th>
<th>2020/1</th>
<th>Following month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>Mon</td>
<td>Tue</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
</tbody>
</table>

Click 「Next」
7. Select your desired check up 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.

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
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

Medical institution selection

Please select your desired medical institution for your health checkup from among the institutions listed (in order of postal code) below.

Please note not all courses are available on Internet Reservation OK.

<table>
<thead>
<tr>
<th>Medical institution name (click to display details)</th>
<th>Address / Telephone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roppongi Hills Clinic (六本木ヒルズクリニック)</td>
<td>〒106-6106 Roppongi Hills Mori Tower 6F, 6-10-1 Roppongi, Minato-ku, Tokyo (港区六本木6-10-1六本木ヒルズビル6F) TEL: 03-3796-6006</td>
</tr>
<tr>
<td>Meguro Medical Clinic (医療法人社団友好会 目黒メディカルクリニック)</td>
<td>〒141-0021 3-11-18, Kamiosaki, Shinagawa-ku, Tokyo(東京都品川区東京大崎3-11-18) TEL: 03-3280-5877</td>
</tr>
<tr>
<td>Oval Court Medical Clinic (医療法人社団進興会 オーバークート健診クリニック)</td>
<td>〒141-0022 Oval Court Osaki Mark West 14F, 2-17-1, Higashigotanda, Shinagawa-ku, Tokyo(東京都品川区東京五反田2-17-1 オーバークート大崎マークウェスト14F) TEL: 03-5408-8181</td>
</tr>
<tr>
<td>Shinko Clinic (医療法人社団進興会 進興クリニック)</td>
<td>〒141-6003 ThinkPark Tower 3F, 2-1-1, Osaki, Shinagawa-ku, Tokyo(東京都品川区大崎2-1-1 ThinkPark Tower 3F) TEL: 03-5408-8181</td>
</tr>
</tbody>
</table>

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

- **Online Reservation System**
  - No payment needed at the clinic on your health checkup date unless the total amount exceeds 5,500 JPY.

- **Booked an external health checkup**
  - Please make a payment on your end and reimburse the fee up to 5,500 JPY.

Cost center number: 7294509
Expense type: Health Reimbursement 604200 (P*)
Cancellation and Reservation Date Change
For cancellation or changing the reservation date

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

【日程の変更・キャンセル】
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
Open hours：Weekday 9:30～18:00
Email：kensin-adobe@apap.jp

※注意事項
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 from this year!

Once you make a reservation online, Value HR will register your checkup information on your behalf. No action needed from you on TJK website.