

## Online Junban System Test Trial June 21<sup>st</sup> Monday 9:30 am.

Beginning June 21<sup>st</sup> Monday 9:30 am, for COVID-19 safety measures, we will be trialing the “3Bees Online Junban System” where patients can get their turn online from our homepage.

### What is the Online Junban System?

This is an online service where you can get your turn(number) in line from our homepage. Until now, patients had to first come to the clinic, get their turn and wait until their turn is called. However, now patients will be able to get their turn from their smartphones or pc. Once patients see that their turn is coming up, they can come to the clinic.

### Online Junban System Hours

Weekday	AM	9 : 3 0 ~ 1 2 : 0 0
	PM	1 4 : 3 0 ~ 1 6 : 3 0
Saturday		9 : 3 0 ~ 1 3 : 0 0

Please note that the system will automatically shut down when it reaches the maximum capacity of patients for both AM/PM sessions. (The online system may close earlier than the time above.) If shut down, please wait until the next session.

### How To Use

1 . Click on the 「本日の順番をとる」 (Get your turn for today) button on our homepage.

2 . Select from 「診察室 1」 Consultation Room 1 (Dr. Hira)”

「診察室 2」 Consultation Room 2 (Second doctor for that day)

「処置」 Treatment (Only for instructed patients)

3 . Please answer:

初診 (first time patient) or 再診 (follow-up patient)

「診察券番号」: For follow up patients please insert your patient ID number written on your patient card.

And enter the following information:

「氏名」: name

「生年月日」: date of birth

「メールアドレス」: email address

「電話番号」 : phone number

「利用規約に同意する」 : check the terms of agreement

「発番する」 : Get your turn

4 . You will receive your 「受付番号」 (your reception number) and 「待ち人数」 (the number of patients ahead of you)

**5 . Important: Please arrive at the clinic by the time there is 5 people ahead of you. 「待ち人数」 = 5**  
If you are not at the clinic by the time your number is called, your number will be taken off the list.

6 . Upon arriving at the clinic, please tell the receptionist that you have gotten your turn on the Online Junban system, your full name and hand in your patient card. We may also ask you for your insurance card as well.

7 . When cancelling your visit, please make sure you call the clinic so we can take you off the list. 03-3421-2800.

Please note the following rules for this system:

- 1 . Please understand that this is not a reservation (appointment) system. You cannot reserve a specific time.
- 2 . Please make sure you get your turn online before coming to the clinic and refrain from getting in line before opening hours.
- 3 . Please make sure you update your page so you know the number of people ahead of you in real time.
- 4 . Please arrive at the clinic by the time there is **5 people ahead of you. 「待ち人数」 = 5**  
If you are not at the clinic by the time your number is called, your number will be taken off the list.
- 5 . When the patient number reaches the maximum capacity for that AM/PM session, the online system will automatically shut down.
- 6 . You cannot get your turn by calling the clinic by phone.
- 7 . Depending on the urgency of the patient's situation, there may be a change in the order.

We ask for your kind understanding and cooperation.