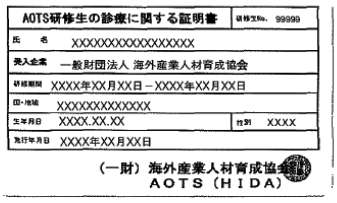
To: Host Companies and Trainees

When a trainee needs to visit a medical institution for treatment, he/she needs to take the “medical card”, the “Statement of medical charges for an individual trainee” (the form to be used by a medical institution to file a claim for AOTS with medical charges incurred) and the “guidance on the medical care for AOTS trainees” (attached to the medical card) with him/her. (The trainee also needs to take the card and the Statement with him/her to the pharmacy for extramural prescription.)
A representative of the host company should accompany the trainee for treatment.

At the reception desk in the medical institution


AOTS研修生の診療に関する証明書　研修生No. 99999
氏　名　XXXXXXXXXXXXXXXXX
受入企業　一般財団法人 海外産業人材育成協会
研修期間　XXXX年XX月XX日－XXXX年XX月XX日
国・地域　XXXXXXXXXXXXX
生年月日　XXXX.XX.XX　性別　XXXX
発行年月日　XXXX年XX月XX日
（一財）海外産業人材育成協会
AOTS（HIDA）

研修生個人別診療費請求書

Show your medical card and the “guidance on the medical care for AOTS trainees” to the receptionist.

(Note) Medical expenses means any medical related expense necessarily incurred in connection with any sickness and bodily injury following a fortuitous accident during the training period. The cost of first consultation or medical charges for a maximum of 180 days in the aggregate since the occurrence of the accidental injury will be covered by insurance.

Fill in all necessary items on the “Statement of medical charges for an individual trainee”, i.e. the name of the trainee, symptom, the name of the person in the host company who authorized the trainee’s hospital visit with his/her seal, and submit it to the receptionist.

← Fill in the details of your medical card.

← Fill in all necessary items, including symptom and the onset date.
The name of the person accompanying the trainee, or the person in charge of the trainee, in the host company, will be filled in by the person in the host company who authorized the trainee’s hospital visit.

← The Power of Attorney section should be filled in only when medical charges are paid to the medical institution by the person accompanying the trainee or others.

Payment of Medical Charges

1) <u>When medical charges are not paid to the medical institution directly by the trainee or others</u>
Through the exceptional courtesy of the medical institution, medical charges incurred would not be claimed from the patient. Upon submission of the “Statement of medical charges for an individual trainee” to AOTS to claim medical charges, the payment of due amount will subsequently be made to the medical institution by the insurance company.
As such, in principle, no payment will be required at the reception desk.

2) <u>When the trainee or the host company pays medical charges to the medical institution</u>
A payment at the reception desk may be required in certain circumstances. In such case, please settle the payment.
In this case, the “Statement of medical charges for an individual trainee” should be sent by the host company to AOTS, and the host company will subsequently be reimbursed by the insurance company.

<How to claim medical charges>

①Fill in the Power of Attorney section on the Statement of medical charges for an individual trainee. (The trainee will authorize the host company to make claim.)
②Write the date of first consultation (the date of the occurrence of the accidental injury, in the case of bodily injury) and diagnosis in the margin at the side of the section on the Statement to be filled in by the person in the host company who authorized the trainee’s hospital visit.
③Write down the name of the host company as the claimant and fill in the account details of the host company in the transfer payment section on the Statement.
④Attach the original receipt to the Statement and send them to AOTS.
⑤The amount will be paid into the designated account by bank transfer by the insurance company at the end of the following month.

Settlement of the bill at the pharmacy

When taking the prescription to the pharmacy to receive the medicine, likewise the “Statement of medical charges for an individual trainee”, the “medical card” and the “guidance on the medical care for AOTS trainees” should be shown at the reception desk.
The method of payment is the same. However, when the host company pay the pharmacy charge, make sure to write down the <u>name of the medical institution visited,</u> in addition to the date of first consultation and diagnosis, in the margin at the side of the section on the “Statement Statement of medical charges for an individual trainee” to be filled in by the person in the host company who authorized the trainee’s hospital visit.

For further enquiries, please contact

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