

## Department of Medical Technique

**Director** YONEDA, Kazuo

### Providing safe and high-quality medical services

This department aims at maintaining excellent personnel, flexibly responding to a variety of needs from the clinical side, providing safe and high-quality medical services (medical examination and treatment aid). Through these aims, the department built its solid foundation as a university hospital with advanced medical practices and services.

### Operation System

This department has five groups of specialists with medical technology certifications. The groups are:

- Clinical examination group: 63 medical technologists
- Radiology group: 57 radiological technologists
- Rehabilitation group: 21 physical therapists, four occupational therapists, three speech therapists, and seven orthopedists
- Clinical engineering and dentistry group: 20 clinical engineers, one dental hygienist, one dental technician
- Special technological group: two medical technologists, two clinical engineers



### Scope of Medical Services

Medical technologists aid clinical examinations at the Department of Clinical Laboratory, Department of Pathology, and Department of Blood Transfusion Service. Radiological technologists play a role in image diagnosis examination, radiographic examination and radiation therapy at the Central Block Radiology. Physical therapists, occupational therapists, and speech therapists aid the rehabilitation of patients at the Department of Rehabilitation. Clinical engineers maintain the heart-lung machine during an operation and the dialysis machine during dialysis at the Department of Clinical Engineering.

### Features

The clinical examination group acquired ISO15189 accreditation in fiscal year 2009 to provide data based on international-level quality examination to doctors.

The radiology group introduces the most advanced medical equipment to provide the highest-quality diagnosis image and radiation therapy.

The rehabilitation group has provided its services on Saturday as well as weekdays since April 2009 to facilitate the recovery of patients.

In the clinical engineering group, skilled clinical engineers provide safe medical services with high-performance equipment.



## Administration Office

**Director** SHIOZAKI, Eiji

### Processing a variety of administrative work and supporting smooth hospital operations

The Administration Office processes a variety of administrative work of this hospital as well as the graduate school of medicine and faculty of medicine. Fast, smooth processing is made through collaboration with each department.

### Operation System

The following functions are controlled by the Administrative Director:

Vice Administrative Director, General Affairs Division, Personnel Affairs and Labor Group, Student Affairs Division, Management Planning Division, Accounting Division, Facilities Management Group, Medical Affairs Division, Medical Services Division, and General Administration Division, Daiko Campus.

### Scope of Medical Services

#### ■ General Affairs Division

This division designs, plans, and improves hospital management and operations, publicizes our services, and plans clinical training.

#### ■ Personnel Affairs and Labor Group

This division handles the administration of human resources, payroll, labor management, benefits and welfare, and occupational safety and health.

#### ■ Student Affairs Division

Services related to studentship, school affairs, student life, support for students, international exchange, and foreign students, etc.

#### ■ Management Planning Division

This division provides administrative support related to the hospital's business plans, budgets, settlement of accounts, contracted clinical research, joint research, contracted research, contracted businesses, donations and receipt of external funds as well as grants for scientific research. In addition to providing administrative support in the survey, analysis, assessment and improvement of the hospital management, administrative support is provided for using the University Hospital Management Accounting System (HOMAS), along with the development, application and management of integrated hospital information system.

#### ■ Accounting Division

This division handles the accounting of pharmaceuticals and medical materials, patient meals, and specified procurement contracts.

#### ■ Facilities Management Group

This division designs, plans, and improves facilities and equipment for future hospital design. The division also handles improvements to the in-house environment, asset management, security, and the prevention of fire and disaster.

#### ■ Medical Affairs Division

This division is involved in medical service contracts, billing and receipt of medical fees, acceptance of patients, patient reimbursement claims on medical fees, application of a comprehensive evaluation system regarding medical fees, and the management and disclosure of medical records.

#### ■ Medical Services Division

This division provides patient services such as addressing complaints, providing counseling, arranging medical appointments and conducting administrative work for the clinical laboratory and examination center. The division is also involved in the prevention of in-hospital infection.

#### ■ General Administration Division, Daiko Campus

Services related to the Graduate School of Medicine (Daiko Campus) and the School of Health Sciences.

