

# Regular Medical Checkup in 2025

(Family members, **affiliated medical checkup institutions** at your assignment)

Please check this guide and make sure to visit the doctor during the prescribed period.  
If you and your accompanying spouse would like to take the checkup at the same time, please apply separately.

**Deadline**

**31 Mar 2025– 13 March 2026**

**Eligibility**

Accompanying spouses of regular and temporary employees on overseas assignment, who are enrolled in Cigna Global Insurance

**Prep.**

## Check the items to be examined for your medical checkup and the medical checkup institution in your country of assignment.

- Access the FR Health Insurance Association website.  
(FR Health Insurance Association Website → "Medical Checkup and Physical Examination" → "Overseas Assignees (when taking a checkup overseas)")  
[https://www.fr-kenpo.or.jp/member/health/checkup\\_overseas03.html](https://www.fr-kenpo.or.jp/member/health/checkup_overseas03.html)
  - Select your area of assignment from "List of affiliated medical checkup institutions and medical checkup items in each country," and check the medical checkup institution and the applicable medical checkup course based on your age as of March 31, 2026.
    - ※ The medical checkup courses of the affiliated medical checkup institutions are set based on the standards that meet the laws and regulations of Japan.
- Depending on the level of medical care in each country, it may not be possible to guarantee the optional items that can be examined in Japan.



**STEP 01**

## Apply for a medical checkup institution and desired date of medical checkup.

- Please make an appointment using the contact information in the "List of affiliated medical checkup institutions and medical checkup items in each country" section.
- 《 Notes for booking via phone 》

  - Inform of your brand, name and the course you want to take. Even if you belong to UQ, GU, or LTJ, please make sure to use **"Fast Retailing Co., Ltd"**.

**STEP 02**

## Undergo medical checkup.

- Please follow the instructions of the medical checkup institution to prepare for your medical checkup.
- On the day of your medical checkup, be sure to bring the following items to your medical checkup.
  - ☐ Specimen container (if you received it from the medical checkup institution)
  - ☐ Medical checkup fee (temporary replacement)
- Please follow the rules of the medical checkup institution for any changes or cancellations.

**STEP 03**

## Reimburse the payment.

- The cost of the medical checkup is covered by insurance. There are some hospitals that accept cashless payment and others that require a temporary advance to be billed to the insurance company later. Please note that if you receive a medical checkup covered by the insurance from January to March 2025, you will need to receive a medical checkup covered by the insurance in January 2026 or later. (Because the annual insurance contract period is from January to December) . [Please check here](#) for information on how to bill your insurance.

**STEP 04**

## Submission of results is not required.

You are not required to submit the results, please keep them for yourself. If you have any questions about the medical checkup, please contact as the bellow. (Please ask questions regarding family members' medical checkups through the expatriate. We do not accept direct contact from family members.)  
To : [FR-GlobalOccupationalHealthandSafety@fastretailing.com](mailto:FR-GlobalOccupationalHealthandSafety@fastretailing.com)

# Cigna Insurance Claims Procedure

If a medical checkup is performed at a medical facility not recommended by the company, you may file a claim with Cigna Global Insurance for the cost. (there is an annual limit and some items are not covered. Please contact Cigna for details.)

## [Preparation before billing: required information]

### ☑Cigna ID

### ☑Receipt of Medical checkup

### ☑Ningen dock cover sheet

### ☑Complete the initial registration for Cigna

※Check the Insurance Guidebook for information on how to register. It also provides detailed instructions on how to apply.

<https://drive.google.com/file/d/1itp44eFovOKWxEsf8dWYdcG0N3VFsBIz/view>

## [Billing Method]

### ①Visit the Cigna Envoy site and log in

[www.cignaenvoy.com](http://www.cignaenvoy.com)

### ②Click to apply for a new claim

### ③Verify contact information and continue

### ④Include the following information in the application for a new billing claim

✓ 「Subject of the claim」 : Select the subject who received the medical checkup

✓ 「Symptoms and diagnosis」 : Fill out "Ningen dock"

✓ 「Possibility for the company to guarantee」 : "No"

✓ 「Is this claim due to a work-related accident or injury? 」 : "No"

✓ 「Who is eligible for a refund? 」 : Select Insured

✓ 「Upload Documents」 : Upload and save the details of health checkups  
(contents of health checkup items)

✓ Please fill out "Ningen dock cover sheet" and upload. [Click here the Cover sheet](#)

### ⑤Choice of payment method (choose the one that suits you best)

\*ePayment Plus :Currently available in Australia, UK, New Zealand, USA, Canada, Hong Kong, Singapore Available in Denmark, Norway and Sweden

\*WireTransfer:Bank information will reflect the information at the time of initial registration. To change the remittance bank information, click "Edit".

\*Cheque:Cigna requests a local partner bank to issue a check. After the partner bank confirms the request, the check is issued and mailed. Usually takes 20 business days from the date of confirmation by the partner bank.

### ⑥Agree to the Terms and Conditions

### ⑦Click Continue

⇒If the application is successful, an application number is issued and the application is closed.