

# Regular Medical Checkup in 2024

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

Please check this guide and make sure to visit the doctor during the prescribed period.

**Deadline**

**1 Apr 2023 – 14 Mar 2025**

**Eligibility**

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

**Application flow**

**Prep.**

**Check the items to be examined in your medical checkup.**

- Please check Cigna Global Insurance Coverage on page 2.

**STEP 01**

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

- Please find a medical checkup institution to make an appointment by yourself.

《 Notes on booking 》

- If possible, request that the results of the medical checkup be prepared in Japanese.
- If you have additional examination items that do not fall within the age range for which you are eligible, you will be charged the full amount.

**STEP 02**

**Take your 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 Cigna insurance. Please file a claim with your insurance company. You will be responsible for the cost of any items not covered by insurance. [Please check here](#) for information on how to bill your insurance.

**STEP 04**

**Submission of medical checkup results is not required.**

You are not required to submit the results of the medical checkup, please keep them by yourself. If you have any questions about the medical checkup, please contact as the bellow.

To : [FR-GlobalOccupationalHealthandSafety@fastretailing.com](mailto:FR-GlobalOccupationalHealthandSafety@fastretailing.com)

# Checkup items

Checkup items			CIGNA coverage		
Medical examination	Interview examination		Medical questionnaire (including 4 items required for specific medical checkup)	○	
	Physical examination		Medical history, subjective and objective symptoms	○	
Physical measurements, etc.			Height, weight and BMI	○	
			Waist	○	
			Blood pressure	○	
			Eyesight	○	
Chest examination			Chest x-ray (direct)	○	
			Sputum	○	
Stomach examination			Barium or gastrograhy	○	
Hearing			Audiometer (1000/4000)	○	
Urine examination			Urine sugar (US), urine protein	○	
			Urine occult blood, urobilinogen	○	
Blood examination	Blood complete		Red blood cell (RBC), hemoglobin (Hb)	○	
			Hematocrit (Ht), (Platelet) PLT/PL, (Mean corpuscular Hemoglobin (MCH)	○	
			Mean corpuscular hemoglobin concentration (MCHC)	○	
			Mean corpuscular Volume (MCV), White blood cell (WBC)	○	
	Blood biochemistry		Lipid	Total cholesterol (T-Cho)	○
				Natural Fats (TG), HDL cholesterol (HDL-cho), LDL-cho	○
			Liver function	GOT (AST), GPT (ALT)	○
				γ-GTP (GGT)	○
			Kidney function	Uric Acid (UA), Urea Nitrogen-BUN (BUN)	○
				Creatinine (CRE)	○
	Blood sugar	Blood sugar (BS)	○		
		HbA1c	○		
	ECG examination			ECG	○
Eye examination			Funduscopy (above one eye)	○	
Options			Gynecology	Cervical Cytology	○
				Breast echo	○
				Mammography	○
			Digesters	Stomach screening	○
				Pylori check	○

- ※ If you wish to have optional items, they may not be covered by your insurance.
- ※ You will need to make your own advance payment and submit it to Cigna Global Insurance for reimbursement.
- Please access CignaEnvoy to process your insurance reimbursement.  
[https://public.cignaenvoy.com/ciepublic/home.htm?lang=ja\\_JP](https://public.cignaenvoy.com/ciepublic/home.htm?lang=ja_JP)
- ※ For more information on insurance, please see [here](#).

# 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]

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

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

### ② Click to apply for a new claim

### ③ Verify contact information and continue

### ④ Include 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](#)

### ⑤ Choice 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.

### ⑥ Agree to the Terms and Conditions

### ⑦ Click Continue

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