

Appendix 5 Ming Chuan University Flow Chart of Health Checkup for Newly Appointed Faculty and Staff Members and Current Faculty and Staff Members



註 1：新進人員及特別危害健康作業人員可至下列網址查詢認可之醫療院所進行檢查

<https://hrpts.osha.gov.tw/asshp/hrpm1055.aspx>

Note 1. The list of recognized hospitals for newly appointed faculty and staff members and workers in special operations for health checkup: <https://hrpts.osha.gov.tw/asshp/hrpm1055.aspx>

註 2：在職人員一般健康檢查時效

Note 2. General health checkup period for all faculty and staff members:

a. 未滿 40 歲者，每 5 年檢查 1 次。

Once every 5 years for faculty and staff members under 40 years old.

b. 年滿 40 歲未滿 65 歲者，每 3 年檢查 1 次。

Once every 3 years for faculty and staff members over 40 but under 65 years old.

c. 年滿 65 歲以上者，每年檢查 1 次。

Once a year for faculty and staff members over 65 years old.

註 3：若自行在校外進行健康檢查者，檢查項目必須符合法規之規定，否則將因檢查項目不齊全被視為未檢查，此外，自行檢查之檢查報告也需交至環安中心登錄及衛保組留存。

Note 3. Faculty and staff members who take health checkup on their own should follow the related regulations; their physical checkup result may not be accepted if the checkup categories do not meet the university's requirements. Moreover, such checkup results also need to be registered by Environmental Safety Center and filed by Campus Health Services Section.

註 4：受檢員工務必填妥基本資料、作業經歷、檢查時期、既往病史、生活習慣、自覺症狀六大項，其餘的理學檢查及生化檢查項目由醫護人員填寫。

Faculty and staff members should fill in basic information, work experiences, checkup period, past medical history, living habits, and self-reported symptoms when taking the health checkup. Other information such as the categories of physiological checkup and biochemical checkup should be filled in by the responsible medical staff.

註 5：檢查前請先空腹 8 小時，避免影響檢查結果。

Note 5. To avoid affecting the final checkup results, please do not eat or drink for at least 8 hours prior to the checkup.