

file: Revised Tachikawa clinic

Making appointment via telephone

Dial 18603-4588-2827

If there is no response in the following steps , press the * key and then press the number.

1. Select doctor

Input 1 if you want Dr. Itoh Input 2 if you want another doctor

2. Select the purpose of your call

Input 1 if you want to make an appointment

3. Select the no. of patients

Input 1 if you want to meet him alone and input 2 if two patients will meet with him

4. Clinic's card no. and # should be entered

input Your number and #

5. Input your birthday and #

Input MonthDate# for example June 20 is 0620

6. Select the telephone no. where you want to be notified.

For the telephone you are using now press 1

For another telephone press 2

If you do not need a notification press 0

7. When you have finished making the appointment

You will hear "Your No. is xxx and the number of people waiting before you is xxx".

Making an appointment via web

You need to register you mail address when you make appointment for the first time.

Go to address <http://tachikawa.atat.jp>

1. Choose your doctor

2. Choose 今すぐ受付

3. Choose the no. of patients

4. You need to enter clinic's patient no. and birth date.

5. Enter your card number

6. Enter your birthdate as a four digit number for example June 20 is 0620

7. Choose the method you want to be notified.

No need to notify

Notify by registered tel. no.

Notify contact telephone no.

Notify email address

8. Then press 次へ

9. When the appointment is completed,

You will be given an appointment number and you will be told the number of patients before you.

You need to tell your appointment number to the receptionist when you arrive at the office.