



Kaohsiung Medical University Chung-Ho Memorial Hospital

Registration Services

Outpatient Registration/Cashier Services

- * Appointment registration service is for the period of out-patient office within the same day and previous 28 days before visit.
- * Provides on-site registration, registry by operator via telephone, via web site at www.kmuh.org.tw or registry in clinic.
- * If you have two absent records, you can not make any appointment through telephone registration temporarily. Please come to the registration front desk to register by yourself.

Registration Hour

On Site Registration

- * Morning Clinic: 07:30 ~ 11:30
- * Afternoon Clinic: 07:30 ~ 16:30
- * Night Clinic: 07:30 ~ 20:15
- * Monday ~ Friday: 07:30 ~ 20:30
- * Saturday: 07:30 ~ 13:30

Telephone Registration

- * Telecommunication with automatic voice system:

Monday ~ Friday 08:00 ~ 16:30

Saturday 08:00 ~ 11:30

Phone Number: 07-321-2831

- * Registry by operator via telephone:

Phone Number: 07-321-8753 07-320-8181

- * Via web site at www.kmuh.org.tw

Out-patient office Hour

Morning Clinic: 08:30 ~ 12:00

Afternoon Clinic: 14:00 ~ 17:00

Night Clinic: 18:00 ~ 20:30

New Patient Visit

On-Site Registration

- * New patient on the appointment day, you have to provide personal ID Number, passport or Visa and please fill out the “New Patient Information Sheet” first, then to the registration front desk to complete the procedure

Registry by operator via telephone, Telecommunication with automatic voice system via web site

- * After completed the appointment, if your appointment are in the morning / afternoon / night clinic please come before 11am, 4pm or 8pm. Bring the personal ID Number, foreigner’s residence permit and fill out the “Registry Form”.

Follow-Up Patient

- * On-Site Registration
- * Telecommunication with automatic voice system,
- * Registry by operator via telephone
- * via web site
- * Registry by Clinic Physician

Cancel Registration

- * If you are unable to come visit after completing registration, please cancel it in advance by telephone before the visiting hour.
- * If you are unable to come visit **but** you paid the registration fee, please do not use the phone or web site to cancel the appointment. You should bring the registry receipt and call 07-321-2831 or come the registry front desk to reimburse the fee.

Charge Standard

Health Insurance personal status registration fee: NT \$ 100 dollars

Above 70 years old: Free registration Charge

via Web Site Instruction

www.kmuh.org.tw (24 hours service)

Step 1: Click Registration

Step 2: Click “New Patient” or “Follow- Up Patient”

Step 3: Select the Clinic Click the Clinic Date and Clinic Physician type Medical Record
Number or ID Number Click 「Correct」

Step 4: After finish all the steps the screen will show your registration number

Registry by operator via telephone Instruction

Registry line: 07-320-8181 07-321-8753

Step 1: Mandarin Pronunciation ---- press 0

Taiwanese Pronunciation ---- press 1

Step 2: Appointment Registration ---- press 0

Cancel Registration ---- press 1

Query Registration ---- press 2

Step 3: New patient or follow-up patient

New Patient ---- press 1

Follow-up Patient ---- press 2

Step 4: Medical Record Number or ID Number

Medical Record Number ---- press 1

ID Number ---- press 2

Step 5: If you select Medical Record Number you have to press 8 numbers:

Example: Medical Record Number 1213477-2 ---- press 12134772

If you select ID Number you have to start from the alphabet

Example: A—01 B—02 C—03 D—04etc

E211213579 ---- press 05211213579

Step 6: Press the clinic date (month date)

Example: 5th June --- press 0605

Step 7: Clinic time: Morning Clinic ---- press 1

Afternoon Clinic ---- press 2

Night Clinic ---- press 3

Step 8: Code number by clinic department (see clinic schedule)

Example: Internal Medicine Room 2 ---- press 0102

Then follow the voice direction....