

How do I start Hormone Therapy (HRT)?

The Comprehensive Gender Services Program (CGSP) uses the World Professional Association for Transgender Health (WPATH) Standards of Care guidelines when referring you for care relating to gender dysphoria. The process described in this handout helps us to make sure that we follow the WPATH Standards of Care guidelines and provide safe and effective care.

HRT is the process of using medications to change the hormones in the body. To start HRT, you will need **1 referral letter** from a licensed mental health provider that addresses the WPATH Standards of Care guidelines.

What are my next steps to start HRT?

1. Meet with your licensed mental health provider to obtain a referral letter and sign a Release of Information Form for them.
 - **Referral Letter:**
 - Your letter writer must be a licensed mental health provider willing and able to write a referral letter for you to start HRT.
 - You will need to meet with your provider face-to-face (in-person).
 - If your provider has a limited license, their fully licensed supervisor will need to cosign their letter.
 - **Release of Information Form:**
 - You should receive a copy of the Release form with along with this handout. If you need a copy of the form, please contact our office.
 - You will fill out this form for your provider and send your completed form back to us.
 - When you sign this form, you give us your permission to review your provider's referral letter and contact them if necessary.
 - We **cannot** review your referral letter until we have this form.

2. Make sure your provider sends their referral letter directly to our office (see instructions below).
3. Contact our office by phone or email if you have any questions or concerns about the letter-writing or letter-reviewing process.

How do I send my Release of Information Form to the CGSP office?

You should send your form to us in one of the following ways:

Mail: Michigan Medicine - CGSP
2025 Traverwood Dr. Suite A1
Ann Arbor, MI, 48105

Fax: (734) 998-2152

Email: genderservices@med.umich.edu

- If you use email to send the Release of Information form, you **must** send us a scanned image of the form. We **cannot** accept a photograph of the form.
- Please **do not** send the Release form directly to the Health Information Management office (the contact information listed on the form itself) as this will cause delays the review process. **Only** send the Release form directly to CGSP using the contact information above.
- Your provider will send the referral letter to our office in the same way.

What do you do with my referral letter once you receive it?

Once we receive your referral letter, we will review it within 10 business days. This review makes sure that the referral letter addresses the WPATH Standards of Care guidelines.

There are 2 ways that we can respond once we have reviewed your referral letter:

1. We will contact your letter writer provider if the referral letter **does not** address the WPATH Standards of Care guidelines or if we have questions about the referral letter. Your provider **must** discuss the referral letter with our office so that they can update the referral letter as needed.
2. We will provide you with information on how to schedule an initial appointment with an HRT provider when we have a complete referral letter for you that addresses the WPATH Standards of Care guidelines.

Who do I contact if I have questions about this process or my referral letter?

You can contact us our office by phone or email.

Phone: (734) 998-2150

Email: genderservices@med.umich.edu

Our office hours are Monday through Friday, 8:00 am - 4:30 pm.

We can also help your provider with their referral letter if they have any questions about the letter writing process and how they can make sure that the referral letter addresses the WPATH Standards of Care guidelines.

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