

How do I have a Metoidioplasty?

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.

Metoidioplasty is a surgery that creates a penis by enlarging the clitoris and also involves the removal of the uterus, ovaries, and vagina. In order to have this surgery:

- You will need **2 referral letters** from licensed mental health providers that address the WPATH Standards of Care guidelines.
- You will need to be using hormone replacement therapy (HRT) for **at least 12 consecutive months** before we are able to review your referral letters. Your referral letters must state that you have been using HRT for at least 12 consecutive months.

What are my next steps to have a metoidioplasty?

1. Meet with your licensed mental health providers to obtain referral letters and sign a Release of Information Form for them.
 - **Referral Letters:**
 - Your letter writers must be licensed mental health providers willing and able to write referral letters for you to undergo metoidioplasty.
 - You will need to meet with both of your providers face-to-face (in-person).
 - You will need to have separate appointments with each provider.
 - If your provider has a limited license, their fully licensed supervisor will need to cosign the letter.

- **Release of Information Forms:**
 - 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 both of your providers and send your completed form back to us.
 - When you sign this form, you give us your permission to review your referral letters and contact your providers if necessary.
 - We **cannot** review your referral letters until we have this form.
- 2. Make sure your providers send the referral letters directly to our office (see instructions below).
 - We **must** receive both referral letters within 6 months of each other.
- 3. Read through the “*What to Expect: Metoidioplasty*” packet that you received with this handout. This provides more information on the process from consultation appointment to surgery and recovery.
- 4. 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 providers will send their referral letters to our office in the same way.

What do you do with my referral letters once you receive them?

Once we receive your referral letters, we will review them within 10 business days. This review makes sure that the referral letters address the WPATH Standards of Care guidelines.

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

1. We will contact your letter writers if the referral letters **do not** address the WPATH Standards of Care guidelines or if we have questions about the referral letters. Your letter writers **must** discuss the referral letters with our office so that they can update the referral letters as needed.
2. We will refer you to a surgeon when we have 2 complete referral letters for you that address the WPATH Standards of Care guidelines.

What happens when you refer me to the surgeon?

When we refer you to a surgeon, we will schedule a consultation appointment with the surgeon for you. We will then contact you with information about your consultation appointment and instructions for rescheduling, if you need to.

At the consultation appointment, you will:

- Talk to your surgeon to determine if you are a good candidate for surgery.
- Ask your surgeon questions about the proposed surgery.
- Talk with your surgery scheduler about your next steps, including potential insurance coverage and out-of-pocket costs.

Please note: You will **not** schedule your surgery date at the consultation appointment.

Your surgeon's team will need to get insurance pre-authorization for payment from your health insurance provider. You will join the waitlist for surgery once the surgeon's team has gotten insurance pre-authorization for you.

Your surgeon's office will review all of these steps in depth with you at your consultation appointment.

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

You can contact 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 providers with their referral letters if they have any questions about the letter writing process and how they can make sure that their referral letters address the WPATH Standards of Care guidelines.

How can I keep track of this process?

Use our Metoidioplasty Checklist.

- I have met with both of my providers face-to-face (in-person).
- I have talked to my providers about how to write and send my referral letters to CGSP.
- I have completed a Release of Information form and returned it to CGSP.

- I have received a call or email from CGSP letting me know that they have received my referral letters.
- I have received a call from CGSP letting me know that they referred me to a surgeon and have scheduled a consultation appointment for me.
- I have made sure that I can attend my consultation appointment and I have rescheduled it if I need to.

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Author: Elizabeth Rooney
Reviewer: Sara Wiener, LMSW

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