



How Do I Have a Previous Surgery Revised?

You have indicated that you are interested in a revision or correction of a surgery that you have already had. To refer you for a consultation appointment with a surgeon at Michigan Medicine, we will first need medical records of the original surgery or surgeries.

How do I send the records of my previous surgery to you?

Please complete a Request for Outside Records form. A blank copy of the form is included with this handout.

Once you have returned the completed form to CGSP, we will send the form to your previous clinician or clinicians. We will inform you when we receive your records and make the referral for a surgical consultation appointment.

How do I fill out the Request for Outside Records form?

Please keep the following in mind:

- For “**Patient Name**,” please put your legal name. If your preferred name is different than your legal name, you can write your preferred name in the “**Maiden/AKA**” space.
- Please make sure you include all of the contact information for the surgeon or surgeons you worked with in the past (full address, full phone number, full fax number).
- In section 2, please fill out the approximate date range of the services you received regarding the previous surgery.
- Please make sure to check the boxes for “**Operative Report**”, “**Treatment Summary**” and “**Other.**”

- Please make sure that "Records regarding gender affirming surgery" is written next to the check box labeled "**Other**".
- Please make sure to sign the document at the bottom of the page physically (pen-to-paper) with your legal name.

How do I send my Request for Outside Records 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.

What happens once you receive the records of my previous surgery?

Once we have received records of your original surgery or surgeries, we will make the referral for a consultation appointment with a Michigan Medicine surgeon.

When the surgeon's office has the referral from our office, they will schedule you for a consultation appointment with a surgeon. For some types of surgery, our office might schedule the consultation appointment 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 from your insurance provider for you.

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

Who do I contact if I have questions or concerns about this process?

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.

Disclaimer: This document contains information and/or instructional materials developed by Michigan Medicine for the typical patient with your condition. It may include links to online content that was not created by Michigan Medicine and for which Michigan Medicine does not assume responsibility. It does not replace medical advice from your health care provider because your experience may differ from that of the typical patient. Talk to your health care provider if you have any questions about this document, your condition or your treatment plan.

Author: Elizabeth Rooney
Reviewer: Sara Wiener, LMSW

Patient Education by [Michigan Medicine](#) is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International Public License](#). Last Revised 04/2019