

## PRE-INTAKE READINESS CHECKLIST



We would like you to have the following information handy for your **Clinical Intake Interview**, please remember it can take 60-90 minutes. Attached below are bullet points of various topics that we will be discussing during the conversation. To help facilitate your intake, we request that you prepare by gathering some items pertaining to your health history. Please do not hesitate to call our office at **(443) 997-9466** or **(844) 546-5645**.

### **PROVIDERS**

Please prepare a list of your medical providers and physicians. This may include primary care physicians, medical specialists, and therapists. Please have the name, contact information and specialty of your providers available. It is also helpful to establish care with a primary care provider (family medicine or internal medicine). A primary care provider will be able to perform your history and physical exam and laboratory studies. This is a pre-surgical requirement for all types of surgeries.

Examples of Providers:

- Primary care provider (PCP)
- Therapist
- Psychiatrist
- Medical specialist (ie. Cardiologist, Neurologist, Endocrinologist, etc.)

### **MEDICATIONS**

Please be prepared to discuss all of your medications. It is important to know which medications you are taking, so that your surgical team can tell you if you need to stop taking any of them prior to surgery. Information needed is as follows:

- Name of medication
- Dosage
- What are you taking the medication for?
- How many times a day do you take it?
- What times of the day do you take it?
- Is this something you take on an “as needed” basis?

### **MEDICAL RECORDS AND PAST MEDICAL HISTORY**

During your clinical intake, we will review your past medical history with you. If you have established care with any medical provider, it is helpful to have a copy of your most recent history and physical exam on the day of your interview and surgical consultation. If you have it handy please upload it to your MyChart.

### **HORMONES**

Some insurance companies require hormone records, some do not. We recognize that not everyone’s transition involves hormones. This is something we will discuss during your intake interview, and how to navigate the system that best supports you and your personal transition.

### **LETTERS AND MEDICAL REFERRAL**

It is required that you have 1 letter from a licensed mental health professional to schedule a surgical consultation for all services. Some insurance companies may require 2 letters. We will discuss the insurance mandated letter requirements in-depth during your intake interview. Some insurance plans require a special referral form from your primary care doctor. This form may be accessed from the following hyperlink: [“Maryland Uniform Consultation Referral Form.”](#) If this is required by your insurance company, please forward this form to your primary care provider to complete for referral to Plastic and Reconstructive Surgery for Consultation and Treatment.

### **RECOVERY PLAN**

We request that you be able to tell us your post-operative recovery plan. A plan is necessary to help optimize your recovery after surgery. Our team specifically needs to know:

- Where you will be staying?
- Who will be helping you?
- When is an ideal time for you to have surgery?
- Who will help you get to your post-op appointments or to the emergency room if you have a complication?

### **INSURANCE**

The following hyperlink can be used to confirm if your insurance company participates with Johns Hopkins: [JHM Participating Insurance Website](#). If your insurance does not participate, you can confirm if you have out-of-network benefits included with your policy. In preparation for your intake, please ensure that a copy of the front and back of your insurance card is uploaded to your MyChart Account. Please ask your insurance company the following questions to determine what is required for surgery:

- How many mental health letters are required for my surgery?
- Do I need one of my letters to be from a doctoral level mental health provider?
- Do I need to provide hormone records or not?

### **OTHER JHCTH SERVICES**

During your intake, we can discuss additional services available with other specialties at the JHCTH. This can include primary care and endocrinology providers, hormone management, fertility/reproductive endocrinology, OB/GYN, Urology, speech therapy, dermatology, and vocal surgery.

All records may be sent to either: [JHCTH@JHMI.EDU](mailto:JHCTH@JHMI.EDU) -OR- Faxed to: (410) 367-2055

We encourage all patients to “Sign Up for MyChart” and download the app.

It’s free, gives quick access to JHCTH resources, allows document upload, and has messaging services to connect with JHCTH staff.

