Appointment Checklist

The following is a checklist of items for you to collect prior to your first appointment with the Division of Endocrine Surgery at the University of Michigan.

You will need to bring the following to your appointment:

- Insurance card(s)
- Your parking pass, if you’ve parked in our structure
- A list of all of the medications you currently take
- A completed Questionnaire about your medical and family history. You will find the questionnaire here. This Questionnaire has been developed to help make the most of your visit. Please complete it and bring it with you.
- Actual films or CD (preferred method—must be DI-COM compatible) of the following: (please hand carry these to your appointment)
  - X-Rays
  - CT Scans
  - Bone Scans
  - MRIs
  - Ultrasounds
  - PET Scan

Please note that these reports and medical records will be kept and placed in your UM Medical Record.

- Any questions you may have about your potential surgery or course of treatment

What will take place during your Endocrine Surgery Clinic visit?

1. After you arrive and park, you’ll make your way to our front desk in the middle of the second floor.
2. Front desk staff will verify your identity, validate your parking sticker, and give you a form to verify your insurance and address.
3. If you have changed insurances since scheduling with us or have a large outstanding balance, you will be directed to registration on the same floor.
4. Front desk staff will direct you to our waiting room where you may verify your information.
5. A clinic staff member will call your name and take you into the clinic to check your weight, height, blood pressure, and temperature.
6. You will be taken to your exam room and a staff member will review the medications you are currently taking and any allergies you may have as these could affect your preparation for surgery.
7. A resident physician or a medical student may enter the room to discuss your medical
history as a part of their education. They may also examine your neck and feet.

8. The surgeon will review your history, results of past tests and exams, physically examine you, and discuss his/her recommendations for future care, and answer any questions you have.

9. If the surgeon needs additional testing he/she will send a requisition with you to have the testing completed.

10. The surgeon may wish to conduct an ultrasound of your neck to compare previous imaging or obtain a clearer view. These take only a few minutes. Depending on the findings, he/she may recommend a biopsy, which can be done during your visit or after. This involves using the ultrasound to guide a needle into the nodule in question to collect three samples for a pathologist's review.

11. If you and your surgeon elect to proceed with surgery, your surgeon will notify a surgery scheduler to come in to see you if you are ready to schedule. Your surgery scheduler will first schedule a History and Physical pre-operative appointment, then your post-operative visit with your surgeon at the clinic, and then you will choose the date of your surgery.

12. The surgery scheduler will give you itineraries for your appointments, maps to the History and Physical and operative areas, her card, and the material from the surgeon.

13. You will return to the front desk to check out. Please present all of the material you’ve been given in your green folder to the check out staff.

14. Check out staff will schedule any testing and follow up visits, ask for a copayment if your insurance requires, and give you itineraries or requisitions for future visits and testing.

15. If you’ve come from a long distance and have chosen to schedule an operation with your surgeon, you may be able to proceed to your History and Physical immediately after your consultation to prevent excessive travel.