



University of Michigan Health System
Endocrine Oncology

Dear Sir or Madam,

Thank you for choosing the University of Michigan Comprehensive Cancer Center's Endocrinology Clinic. Below is a list of items that will either need to be faxed or mailed in order to schedule an appointment. Without this information our staff is unable to complete their comprehensive review, and would likely result in delays. *Please note: this information will be reviewed by pathologists and radiologists that specialize in diseases of the adrenal gland. This review by such specialists will accrue a charge that will be billed to your insurance company. **If the insurance company denies the charge, the patient will accrue the cost.***

The following checklist will assist you with gathering and sending the appropriate information:

If you **have** received treatment for Adrenal Cancer or have a diagnosis of an adrenal mass:

| ✓ | What is Needed? | How to Send? |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| | Patient Information: <ul style="list-style-type: none"> • Name • Date of birth • Address • Phone/Email • PCP name/Phone number • Referring MD name/Phone number | Email: jamiel@umich.edu OR Fax to 734-615-4174 |
| | First visit and Most Recent Doctor's notes First visit and most recent lab work Pre- operative and last two most recent radiology reports Pathology reports Operative notes | Fax to 734-615-4174 |
| | All pathology slides from biopsies and resections | UPS or Fed Ex* |
| | Representative paraffin tissue block OR 10 unstained slides from a representative block | UPS or Fed Ex* |
| | Pre-operative and most recent radiology films (Please send CD's in DICOM format) | UPS or Fed Ex* |

*Using UPS or Fed Ex is the preferred method for sending your slides and radiology films so that a tracking number is available if items are not received. If you would prefer to us the US Postal Service mail to:

UM Cancer Center
 ATTN: Jamie Lindsay
 Room 1207, Level 1
 1500 E. Medical Center Drive
 Ann Arbor, MI 48109-5902

If you have **NOT** received treatment for Adrenal Cancer or have a diagnosis of an adrenal mass, you will need the following labs completed before an appointment can be made. Your local doctor can order these labs or a lab order can be provided for you by our office.

Labs Needed :

ACTH Serum Cortisol Renin Aldosterone
 Plasma Free Metanephrines 24 Hour Urine Collection for Free Cortisol

Should you have any questions or need assistance, please feel free to contact me via email (jamiel@umich.edu) or by phone at 734-647-8906.