

Records Request Tracker

Purpose: Keep track of medical or service records you have identified but do not yet possess, including when you requested them, how you requested them, and whether they were received.

What records am I waiting for, and what do I need to follow up on?

Records Needed	Provider / Source	Date Range Needed	Date Requested	Request Method	Status	Follow-Up Date	Date Received	My Copy Location	Notes

Status options: Need to Request; Requested; Partial Records Received; Received; Unavailable; No Longer Needed.

Be purposeful. This tracker helps manage records you have decided are relevant to understanding and organizing your medical history. It is not a requirement to obtain every medical record that has ever existed.

When records arrive, add them to your **Medical Records Inventory**, update the provider's Records Status in your **Provider Directory**, and record where your copy is stored.

TOOL 4 | RECORDS REQUEST TRACKER - CONTINUED

[illegible]