

TOOL 11

Information & Record Gap Worksheet

Purpose: Identify information, records, dates, or factual questions that remain incomplete or unresolved after reviewing one condition, then track what you do to verify or understand them.

What don't I know yet, and can I reasonably verify it?

Condition / Health Issue:	
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A GAP IN YOUR UNDERSTANDING OF THE RECORD IS NOT AUTOMATICALLY A GAP IN YOUR CLAIM. This worksheet does not determine what evidence VA requires, whether your evidence is sufficient, or whether you should delay filing.

UNRESOLVED IS AN ACCEPTABLE ANSWER. Do not replace information you cannot verify with an assumption.

Missing / Unclear Item	Why I Noticed It	Where I Already Looked	Possible Source	Action	Status	What I Found	Source / Location

Status options: Open; In Progress; Resolved; Unable to Verify; No Action Needed. Possible Source may be a provider record, imaging report, pharmacy history, service treatment record, personal calendar, journal, earlier record, or Unknown.

TOOL 11 | INFORMATION & RECORD GAP WORKSHEET - CONTINUED

Missing / Unclear Item	Why I Noticed It	Where I Already Looked	Possible Source	Action	Status	What I Found	Source / Location

CLOSE THE LOOP. When you verify or obtain new information, update the earlier tool that should contain it. New or missing records may update Tools 2-4. Verified condition facts may update Tools 7-8. Information that resolves a difference may update Tool 10. Then record the result here and close the item when appropriate.

Finding no earlier reference in the records you reviewed does not establish that a symptom or event did not exist. Record the narrower fact, for example: **No earlier reference found in records reviewed.**