

[NAME OF PRACTICE]

AMENDMENT REQUEST TRACKING LOG

Requestor	Date Received	Extension	Granted	Denied¹	Records amended?	Others Notified

¹ Please indicate the following bases for denial: A-information is accurate and complete; B-information not created by [Name of Practice]; C-information not in designated records sets; D-information not subject to the right of access; E-requestor not appropriate personal representative; F-other.