SYMPTOM AND FUNCTION RECORD REVIEW

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Use one row per record needing a factual review.

STEP 2 Check the date, observed activity and what was actually recorded.

STEP 3 Keep corrections separate from original notes and list questions for discussion.

STEP 4 Which fact or document still needs checking?

SYMPTOM AND FUNCTION RECORD REVIEW

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

RECORD OR REVIEW DATE	OBSERVATION OR RECORD GAP	PERSON RESPONSIBLE	REVIEW PROGRESS	OBSERVED ACTIVITY AND SOURCE REFERENCE

Outstanding question or record to confirm

SYMPTOM AND FUNCTION RECORD REVIEW

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Use one row per record needing a factual review.

Concrete next action	Owner / due

ACTION 2 Check the date, observed activity and what was actually recorded.

Concrete next action	Owner / due

ACTION 3 Keep corrections separate from original notes and list questions for discussion.

Concrete next action	Owner / due

IMPORTANT CONTEXT

This is a record organizer, not a diagnosis, disability assessment or legal opinion. It does not establish eligibility or prove a claim.

- [ ] Source checked
- [ ] Next action assigned