

RECORDS MANAGEMENT

Missing Records Request List — Reyes, Camila A.

Items identified by cross-referencing providers, dates, and continuity of care.

CASE OVERVIEW	
CASE NO.	MR-2026-0418
PATIENT	Reyes, Camila A.
DOB	04/18/1986
DATE OF LOSS / SERVICE	03/14/2025
MATTER TYPE	Personal injury — motor vehicle collision
PREPARED FOR	Mercer & Hale LLP
ATTORNEY	J. Alvarez, Esq.
PREPARED BY	S. Okafor, RN
DATE PREPARED	08/13/2026

AI does the reading. You make the calls — always.

Method: the engine cross-referenced every provider encounter, diagnostic study, and prescription against the received pages, then flagged intervals where treatment continuity or billing implies a document that is not in the file. Seven items are outstanding; none affect the causation analysis.

MISSING ITEM	WHY INDICATED	CUSTODIAN	DATE RANGE	PRIORITY	STATUS
EMS PCR — original signed copy	p.001 is an unsigned copy; signatures and run sheet absent	North Texas EMS	03/14/2025	HIGH	Outstanding
ED nursing flow sheet and MAR	Vitals and medication administration referenced but not present in the p.012 chart	St. Mary's Medical Center — HIM	03/14/2025	HIGH	Requested 07/15/2026
Signed radiology report and full DICOM (series 4)	Report copy at p.129; disc contains series 3 only (24 slices)	St. Mary's Imaging	04/05/2025	HIGH	Requested 07/15/2026
PT daily notes — sessions 5-6 (05/07/2025)	Attendance recorded at p.134; treatment notes absent	Meridian Physical Therapy	05/07/2025	MED	Outstanding
Pharmacy dispensing ledger	Prescriptions at p.450 reference fills not documented in the record	Lakeside Pharmacy	03/2025 - 07/2026	HIGH	Outstanding
Pain clinic follow-up note — 10/2025	Post-ESI #2 follow-up expected within 4-6 weeks per p.224; next note is 12/03/2025	North Texas Pain & Spine	10/2025	MED	Outstanding
IME authorization letter	Defense IME of 04/09/2026 performed; authorization not in file	Summit Mutual Insurance Co.	03/2026	LOW	Outstanding

Sample records-request letter

Ready to se

VIA FACSIMILE AND MAIL

Records Department

[Custodian name and address]

Re: Request for medical records — Camila A. Reyes, DOB 04/18/1986
Our file: Reyes v. Delgado, MR-2026-0418

Please provide complete copies of the records described below, including all pages, signatures, flow sheets, and any imaging on disc or film. A signed authorization is enclosed; records may be sent to the address above or by secure electronic delivery.

1. EMS prehospital care report — 03/14/2025
2. Emergency department nursing flow sheet and medication administration record — 03/14/2025
3. MRI lumbar spine, complete study (all series) — 04/05/2025
4. Physical therapy daily treatment notes — sessions 1-20
5. Pharmacy dispensing ledger — 03/2025 through 07/2026
6. Pain management follow-up notes — 09/2025 through 11/2025

Please confirm receipt of this request and provide an estimated completion date.