

SUPPLEMENT TRACKER

One line per supplement so nothing sits unanswered. Print it, or type into the fillable version.

Your company

Company name _____ Tracked by _____

Month or period _____

Open supplements

Write the date you sent each one and the date you plan to follow up. Update the status each time you hear back, and note who you spoke to in the last column.

Claim no. and property	Carrier	Sent on	Follow up on	Status	Amount asked	Notes

Status words to use

- Sent: the package went to the adjuster
- In review: the carrier has confirmed it has the package
- Questions: the carrier asked for more information
- Paid in full, paid in part, or denied
- Closed: nothing more to do on this one

Each week

- ☐ Every supplement sent more than a few days ago has a follow-up date
- ☐ Every carrier question has a reply date written next to it
- ☐ Paid and denied supplements are marked, with the amount received
- ☐ Any denial has a next step written down

A tracking sheet is a memory aid, not legal advice. Keep the carrier's replies in the claim file as well.