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| **FORM 3.6 REQUEST/ QUERY RECORD** |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Received |  | Received By |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Request From | | |  | Telephone call Number |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | Fax Number |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | Mailed letter / Date |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | E-mail / Date |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | Walk-in/Date/Time |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | Others *(specify)* |  |  |
|  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Name |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address |  | Contact Number |  |

|  |  |
| --- | --- |
| Title of the Participating Study |  |

|  |  |
| --- | --- |
| Starting Date of Participation |  |

|  |  |
| --- | --- |
| Request |  |

|  |  |
| --- | --- |
| Action Taken |  |

|  |  |
| --- | --- |
| Outcome |  |