



Lafayette Heart and Vascular Clinic

433 La Neuville Rd, Youngsville, LA 70592 | Phone: (337) 516-2800 | Fax: (337) 516-2801 | Email: patient@lafayetteheart.com

Medical Records Request - Patient Information

How to Request Your Medical Records

1. Complete the Medical Record Release Authorization form (download from our website or request at front desk)
2. Submit completed form to our office:
 - In person: 433 La Neuville Rd, Youngsville, LA
 - By mail: Same address, Attn: Medical Record Request
 - By fax: 337-516-2801
3. We will review your request and confirm eligibility
4. You will receive an invoice with fee calculation and payment instructions
5. Records will be released after payment is received
6. Allow 5-10 business days for processing

Important Notes:

- Payment is required before records will be released
- Payment methods will be specified in your invoice
- Records for direct patient care coordination may be released without charge at physician discretion

Fee Summary

Paper Records:

- \$1.00 per page (first 25 pages)
- \$0.50 per page (pages 26-350)
- \$0.25 per page (pages 351+)
- \$25.00 handling fee
- Actual postage costs

Digital Records:

- Per page charges as above
- Maximum fee of \$100.00 plus postage

Imaging Studies (CDs):

- Echocardiogram: \$50
- Ultrasound: \$50
- Other imaging: \$200

Questions? Contact our Medical Records Department

Phone: (337) 516-2800 Fax: (337) 516-2801

This is a simplified summary. For complete details, fees, and policies, please refer to the full Medical Records Request Policy document.