



## 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 Policy

Lafayette Heart and Vascular Clinic is committed to providing patients and authorized requestors with timely access to medical records in accordance with state and federal regulations. This policy outlines the procedures and fees for requesting copies of medical records, including X-rays, Echocardiograms, Ultrasounds, and other imaging media.

#### Requesting Medical Records

To request copies of medical records, patients or their authorized representatives (health plan, attorneys, and others) must submit a completed and signed Medical Record Release Authorization form. This form can be obtained from our front desk or downloaded from our website. Completed forms can be submitted:

**Lafayette Heart and Vascular Clinic** | Attn: Medical Record Request | 433 La Neuville Rd, Youngsville, LA 70592 | Fax: 337-516-2801

#### Fees for Medical Record Copies

*Below rates can change at discretion of practice in future to accommodate future costs incurred by practice.*

##### Paper Records:

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

##### Digital Records:

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

##### Mixed Paper and Digital Records:

- Paper portion: Fees as above
- Digital portion: Max \$100.00
- Total max: Cost of paper + \$100.00 digital

##### X-rays and Imaging Media (Physical):

- Reasonable reproduction costs
- \$10.00 handling fee for health care providers

##### X-rays and Imaging Media (Digital):

- Maximum fee of \$200.00 plus postage
- CD of Echocardiogram: \$50
- CD of Ultrasound: \$50
- Other imaging: \$200

##### Payment Methods:

- Check payable to Lafayette Heart and Vascular Clinic, LLC
- Completed Credit Card Authorization form

#### Additional Information

- Certification page verifying completeness of records included at no additional charge if requested
- Records will be provided in digital format if requested and if available digitally
- For records in both paper and digital formats, the \$100 maximum applies only to the digital portion
- For incomplete X-rays and imaging media, copies will be marked to indicate extent of completeness
- Multiple requests for different types of X-rays and imaging from same requestor subject to only one handling charge
- No additional fees except for notary fees and expedited requests as agreed upon by both parties
- **Payment is required before records will be released**
- Please allow 5-10 business days for processing of medical record requests

**Waiver of Fees:** Medical records may be released without charge or with nominal charge, on a case-by-case basis at physician/practice discretion, when such release is for direct use by patient themselves, medical care, and/or coordination of care with other physicians and/or practices.

**Questions?** For questions about this policy or to check on the status of a records request, contact our Medical Records Department at (337) 516-2800. This policy is subject to change to remain compliant with state and federal regulations. The current policy will always be available upon request.