

## Release of Medical Records

If you would like a copy of your child's medical records, please complete our Medical Release Form and return it to Rhodes Pediatric Clinic by email, mail, fax or in person with a copy of a valid photo.

**Send your form by mail or bring in person to:**

**Rhodes Pediatric Clinic**

**Attention: Medical Records**

**37 Calvert Drive**

**Alexandria, LA 71303**

Hours: Monday – Friday, 8:00 am to 5:00 pm. Closed on Holidays.

**Fax: 318-443-9809**

**Email: [receptionist@rhodesclinic.com](mailto:receptionist@rhodesclinic.com)**

**Phone:** 318-443-9634, if you have any questions or would like to speak to one of our representatives.

- We ask that you include a copy of a valid photo ID with the completed Medical Release Form.
- Please allow approximately 10 working days to process your request.
- Fees for medical records request by the patient are the standard Louisiana Medical Records Copying fees apply:
  - \$1.00 per page for first 25 pages
  - \$0.50 per page for pages 26-350
  - \$0.25 per page thereafter
- If you are requesting medical records to be sent to a physician office, there is no charge.
- All other medical record requests (i.e. insurance, attorney) please call our Medical Records Coordinator for details on how to obtain medical records and fees.