



DIGESTIVE HEALTH SPECIALISTS

A Division of **GI PARTNERS**
OF ILLINOIS, LLC

Morris Center for Digestive Health

Richard Rotnicki, D.O., FACG, FACOI
Board Certified Gastroenterology

Location:

1715 N Division St
Suite A
Morris, IL 60450
815-942-1550
815-942-8419 FAX

1310 Houbolt Rd.
Joliet, IL 60431

Our Midlevel Providers:

Lucinda DeWaele-
Guzman ANP-BC

Jeff Aguilar, PA-C

OFFICE POLICY

Welcome to Digestive Health Specialists! We look forward to seeing you for your appointment. Please take some time to read through our office policy. Your clear understanding of our office policy is important to us. If you have any questions please feel free to contact the office manager.

YOUR FIRST VISIT & EVERY VISIT THEREAFTER:

Please make sure you have your insurance card with you so we can copy it for your chart. If you do not have it with you at the time of your visit, you will be asked to reschedule or pay for your visit in full. It is a good idea to make sure you always have your card with you at all visits. If your insurance ever changes or you receive a new card, it is especially important to let us know and to show the receptionist your new card. Please arrive to the office 10-15 min early in case you need to update any paperwork. We update records yearly. It is in the patient's best interest to call and confirm that our physician is in your insurance plan.

CONTRACTED HMO & PPO PLANS:

If our physicians are covered providers in your HMO or PPO plan, copays are due at the time of service. The balance of your bill will be electronically filed with your insurance. If your HMO requires a referral form from your primary care physician, it is YOUR responsibility to have this by the day of your visit. If an appropriate referral is not provided, we cannot bill your insurance and you will be fully responsible for the bill at the time of service.

NON-CONTRACTED INSURANCE & SELF PAY PATIENTS:

If our physicians are NOT contracted with your insurance plan or you do not have health insurance, FULL PAYMENT is due at the time of service. We will provide you with a receipt for your payment.

MEDICARE:

Our physicians are Medicare providers and we DO accept assignment on covered services. All Medicare patients are responsible for their 20% co-pay and annual deductible.

MINOR PATIENTS:

All minor patients (less than 18 years of age) must be accompanied by their parent or legal guardian during ALL visits.

PAYMENT:

Payments may be made by cash, check, Visa, Mastercard, American Express, Discover or Money Order. IF YOUR CHECK DOES NOT CLEAR THE BANK YOU WILL BE CHARGED AN ADDITIONAL \$20.00 FEE. Patients with accounts sent to collections for unpaid balances will be subject to dismissal from the practice.

SCHEDULING:

Patients are not always called in order of arrival due to the fact that the appointments may be with the doctor, nurse practitioner or physician assistant. We make every effort for you to be seen at your scheduled time, however, unforeseen emergencies or complicated or unusually ill patients may cause the provider to run behind. Please be understanding and know our providers strive to give you the best care possible.