

# Welcome to The James Gastrointestinal (GI) Clinic

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**The James Gastrointestinal (GI) Clinic**  
**Martha Morehouse Medical Plaza (Tower 8th and 9th Floor)**  
**2050 Kenny Road**  
**Columbus, Ohio 43221**  
**Phone: (614) 293-6529 Fax: (614) 293-9469**

## Appointments

To make or cancel appointments, please call the office at (614) 293-6529.

## Telephone Calls

- **Weekdays (Monday-Friday) 8:00am to 4:30pm**  
Call (614) 293-6529 during regular office hours. Our office staff will direct your questions and concerns to the nurse, who will return your call as soon as possible. When we have a high number of calls, a call back from the nurse may take up to 48 hours.
- **After 4:30pm or weekends and holidays**  
Call (614) 293-6529. Nurses are on call to answer any questions or concerns you may have during this time.
- OSUMyChart is another way to send a non-urgent question or request to your healthcare team. If you have a problem that needs immediate attention, you should call the clinic office.

## Emergency Services

If you are having an emergency, please dial 911 for an ambulance. The ambulance can take you to the emergency department more quickly and safely than a friend or family member.

## Family Leave or Disability Forms

Requests to fill out Family Medical Leave Act (FMLA) or disability forms can be sent to our office by fax, mail, or you can bring the forms to our office. It will take 7 to 10 business days for the forms to be completed.

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**This handout is for informational purposes only. Talk with your doctor or health care team if you have any questions about your care.**