

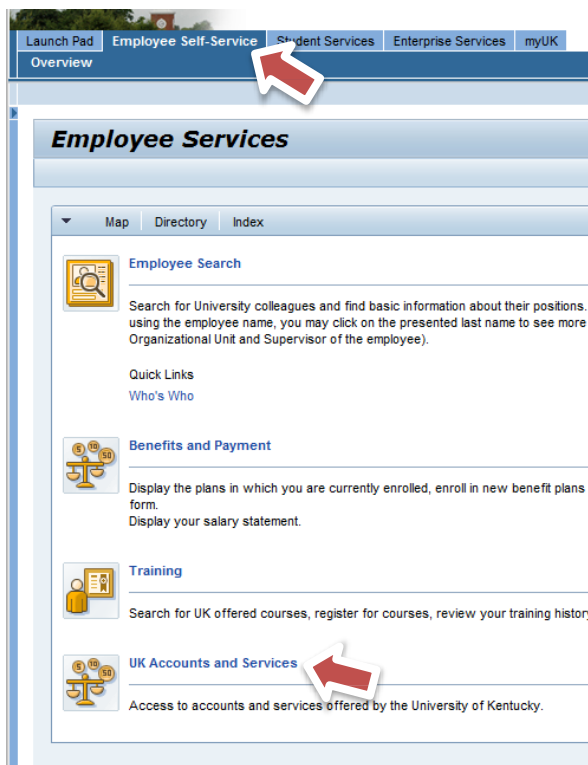
UK Health Plans Urgent Care Clinic Online Access Instructions (PP)

To schedule an appointment for the UK Health Plans Urgent Care Clinic online please follow these steps:
(Please note: *Online scheduling is for employees only.* Please contact the Patient Access Center at 859-323- 7425 M-F, between 8am – 4:30pm for Appointments regarding Dependents over age 18.)

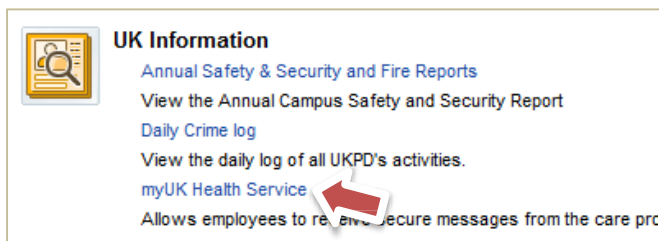
1. Access myUK by going to <https://myuk.uky.edu> and logging in using your LinkBlue ID



2. Click on the **Employee Self-Service** Tab and then the **UK Accounts and Services** link at the bottom



3. Click on the **myUK Health Service** link at the bottom of the menu



4. Select “Appt or Appointment” on the tab bar at the top of the screen:



5. Scroll to the bottom of the screen and pick the “UK Health Plan Urgent Care Clinic” and then hit submit: (You must pick this

Pick only ONE problem/symptom per appointment. Only STUDENTS can be seen in STUDENT clinic.

- Employee Health (Employee ONLY)- TB screening, immunizations for UK HealthCare Compliance
- Student Clinic- Allergy shot (Established patients only- with an order from an allergy doctor)
- Student Clinic- Dietitian appointment (meet with the dietitian for nutrition advice)
- Student Clinic- Females- Birth Control refill or start
- Student Clinic- Females- Bladder infection (burning with urination, frequency or urgency)
- Student Clinic- Females- Breast problem (lumps, pain, discharge, etc)
- Student Clinic- Females- GYN check up/annual exam/well woman exam
- Student Clinic- Females- Missed period, late period or period problems
- Student Clinic- Females- STI check
- Student Clinic- Flu shot
- Student Clinic- Headache/Migraine (without any cold/sinus symptoms)
- Student Clinic- Health science student compliance (tb testing, immunizations)
- Student Clinic- Injury or accident
- Student Clinic- Males- urinary problem or STI screen
- Student Clinic- Nausea/vomiting/diarrhea/constipation/stomach issues
- Student Clinic- Other (please write your reason in the blank box at the bottom)
- Student Clinic- Psychiatry- 30 minute follow up visit (no NEW patients)
- Student Clinic- Psychiatry- 60 minute follow up appointment (no NEW patients)
- Student Clinic- Skin problem, rash or acne
- Student Clinic- Sore throat, cold, flu, cough, sinus, or allergy problem
- Student Clinic- Travel counseling (immunization advice for traveling abroad)
- UK Health Plan Urgent Care Clinic- Sick Visit (ONLY for UK employees/dependents with UK HMO, PPO or EPO)

6. Search for an appointment by Selecting the reason code “sick visit” and Provider code “all” using the down arrow to the far right, then hit submit:

Search for next available appointments

Clinic:
UK Health Plan Urgent Care- (MUST have UK HMO/PPO/EPO insurance to be seen)

Reason:
Sick Visit For UK Health Plan Employees ONLY (MUST Have UK HMO/PPO/EPO)

Provider:
All

Submit

- 7. Appointment for this clinic can only be scheduled 24 hours in advance. If you don't see any appointments listed for the current date, try clicking the following day. If there still aren't any appointments listed, Call 323-SICK to see if any available which aren't showing online).

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 8. Once you select a date/time you should receive an email confirming the appointment. Please plan on arriving 15 minutes early and bring your photo ID, insurance card, copayment as well as updated medication list.
- 9. You may now sign off of the portal by clicking Your Name on the top right corner and then clicking Log Out:

Caffeine Medicat

User Information

456 Trader Joe Way
Amp
KY 00321

Home Phone

Work Phone

Cell Phone

cdbogg2@uky.edu

Log Out

Edit Your Profile

Change Password