University Health Services (UHS) Online Appointment Scheduling

You may now schedule your own Employee Health appointments by following these steps:

1. Access myUK by going to [https://myuk.uky.edu](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. In the pop-up window (*please disable all pop-up blockers*), you can begin scheduling a new appointment by clicking on the **New Appointment** link on the left hand side of the screen
5. In the “Clinic” dropdown box, select **Employee Health (EMPLOYEES ONLY—NO STUDENT)**

6. Select the appropriate “Date” and “Time” ranges that meet your scheduling needs.

7. In the “Provider” dropdown box, select either **EH Nurse** (for appointments at the main UK Employee Health Clinic at 830 South Limestone St) or **Good Sam** (for appointments at the Good Sam Employee Health Clinic).

   **PLEASE MAKE SURE YOU SELECT THE CLINIC YOU WANT TO ATTEND. YOU CANNOT SELECT GOOD SAM AND THEN SHOW UP AT UK/SOUTH LIMESTONE. YOU MUST GO TO THE CLINIC FOR WHICH YOU HAVE SELECTED/SCHEDULED.**

8. Select From the “Reason” dropdown box: Either Good Sam or UK Clinic (depending on the clinic location where you want to be seen).

9. Click SEARCH at the bottom.

10. Click “Select” next to the appointment that best fits your schedule

    *(If you don’t see any appointments listed, select another time and/or date and search again)*

You will receive an email confirmation for your appointment.
To CANCEL an Appointment:

1. Click “Home” link on the left hand side of the screen

2. Scroll to bottom of screen and find the appointment you wish to cancel

3. Hit the CANCEL button

You will receive an email appointment cancellation confirmation.

PLEASE NOTE:
IT IS VERY IMPORTANT THE YOU SCHEDULE YOURSELF FOR AN APPOINTMENT IN THE CORRECT CLINIC LOCATION. IF YOU SCHEDULE YOURSELF FOR GOOD SAM BUT SHOW UP AT SOUTH LIMESTONE (MAIN CLINIC), YOU WON’T BE SEEN BECAUSE THE NURSES ARE ALREADY BOOKED WITH PREVIOUSLY SCHEDULED PATIENTS. LIKewise, IF YOU BOOK YOURSELF FOR SOUTH LIMESTONE (MAIN CLINIC) BUT SHOW UP AT GOOD SAM, YOU WON’T BE SEEN BECAUSE THE NURSE IS SEEING PREVIOUSLY SCHEDULED PATIENTs---PLUS GOOD SAM HAS LIMITED HOURS.

IF YOU NEED ANY HELP OR HAVE ANY QUESTIONS ABOUT SCHEDULING, PLEASE CALL OUR PHONE INFORMATION NURSE AT 859-323-4636.