Appointment Scheduling

Go to **www.bcsc.k12.in.us/BCSCHealthCenter**
Click on the yellow "BOOK NOW!" button to connect with the online scheduling website.

First Time Users
To create an account, please click **"Register"**.
"Each individual (every member of a family) that is on the health plan must create an account/register.

Complete requested information
1. First name
2. Middle name
3. Last name
4. Address
5. City
6. State
7. Zip
8. Phone
9. Email (Family members can share an email address if needed)
10. Login (Family members can share a login) ex: cainfamily
11. Password (each individual must have their own password) ex: cainmom, caindad, chelsea, etc.
12. Retype password
13. Birth date
14. Gender
15. Insurance ID# (each individual on the BCSC health plan has their own unique ID#)
16. Click **"Submit"** button

A new screen will open that says, **"Click here to proceed"**
- Click the **"Select Service"** drop down and choose a service that best describes your reason for visiting.

- A calendar will pop up with available dates for appointments. Click on the date you want.

   (If you determine this date does not work for you and you want to look at other options, either click on the **«Previous or Next»** buttons, or select a new date on the calendar on the left again.)

- Click on the white space next to the available time you want for your appointment.

- A screen will open up to verify the information you have selected. Please add the specific reason for your visit and any necessary details for the provider.

- Click **"Finalize Appointment"**

- A confirmation screen will pop up with appointment details.

   (If necessary scroll to view all information. This gives you the opportunity to print your appointment details if you choose to.)

- Final step is to scroll to the top and click **"Log Out"**

Returning Users
Enter your Login and password and click **"Login"**.

FOLLOW THE REST OF THE DIRECTIONS ABOVE STARTING AT
Click the **"Select Service"** drop down and choose a service that best describes your reason for visiting.

BCSC Health Center

COLUMBUS REGIONAL HEALTH
Corporate Care