

myMCCHealth for Desktop Quick Reference Guide

myMCCHealth Patient Portal is a secure online website that provides patients convenient 24-hour access to their personal health information and medical records from anywhere with an internet connection. It offers a secure communication link between you and your healthcare provider. Instructions for using the Portal are provided in this document.

Accessing myMCCHealth

1. Open your internet browser and go to www.MedicalCenterClinic.com.
2. Click the **myMCCHealth.com** icon on the right of the page.



3. Click **Proceed to myMCCHealth**, review the acknowledgement and click the **I agree** statement at the bottom of the page.

By signing the Agreement, I understand and agree to all the terms and conditions in the Agreement. The invalidity of any provision(s) or portions of provision(s) of this Agreement shall not affect any other provision(s) or portions thereof. In the event one or more provisions (or portions thereof) of this Agreement are declared legally invalid, the remainder of this Agreement shall remain in full force and affect. Changes in the law affecting the terms of this Agreement shall be deemed incorporated upon their effective date. I understand that the availability and functionality of MyMCCHealth may change without prior notice. I understand and agree to not hold Medical Center Clinic, nor its employees or officers liable for any unanswered MyMCCHealth requests or messages.

I agree with the above stated expectations and am ready to proceed with use of MyMCCHealth.

I am not ready to proceed with use of MyMCCHealth at this time.

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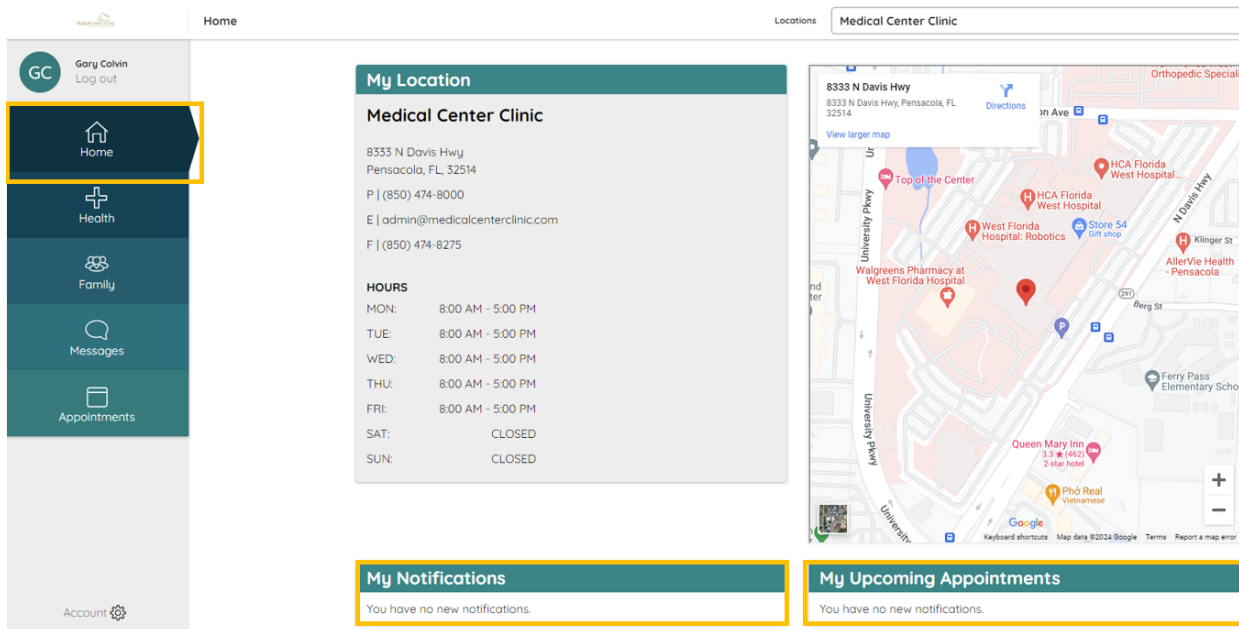
4. Upon clicking the statement, you will be redirected to the myMCCHealth login page. Enter the Username and Password provided at registration & click **LOGIN**. When logging in for the first time, you will be prompted to **verify** your account by entering your date of birth.

If you have not been registered by a Medical Center Clinic staff member, or have difficulty logging in, please email us at myMCCHealth@medicalcenterclinic.com or phone us at 850.969.2070.

Navigating the Portal

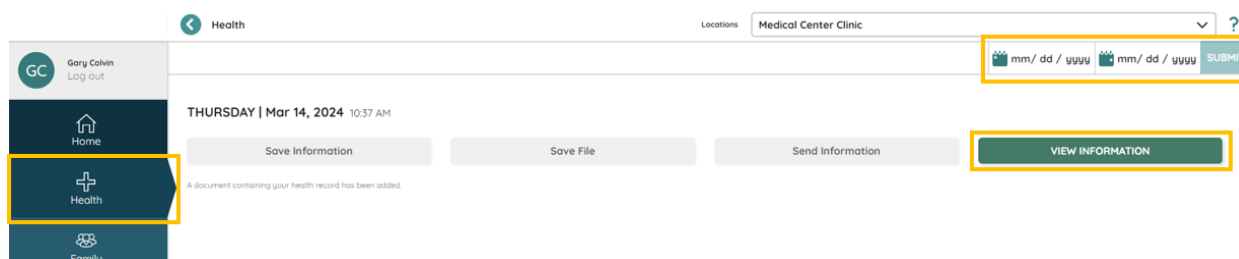
Home Tab

Upon login, you will arrive at the **Home** page where you will find clinic details such as location, contact information and hours of operation. **My Notifications** will display new messages or health records sent to your Portal. View upcoming appointments in the **My Upcoming Appointments** section.



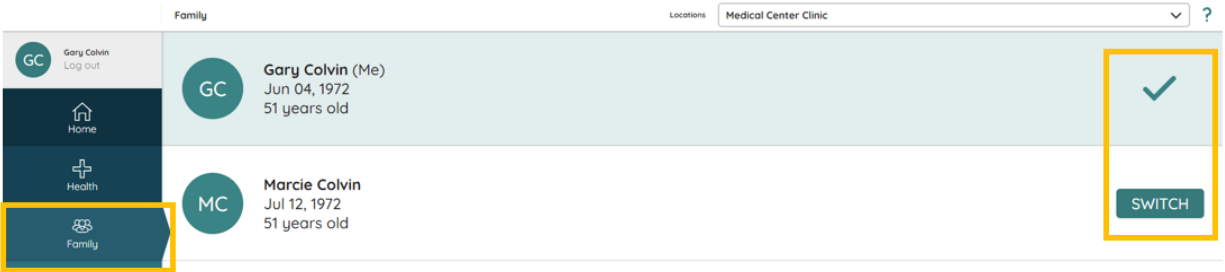
Health Tab

Click the **Health** tab to view a list of health records that have been sent to the Portal. Records will be listed by date. Use the **date range** fields to search a specific time frame. Click **View Information** to display the record.



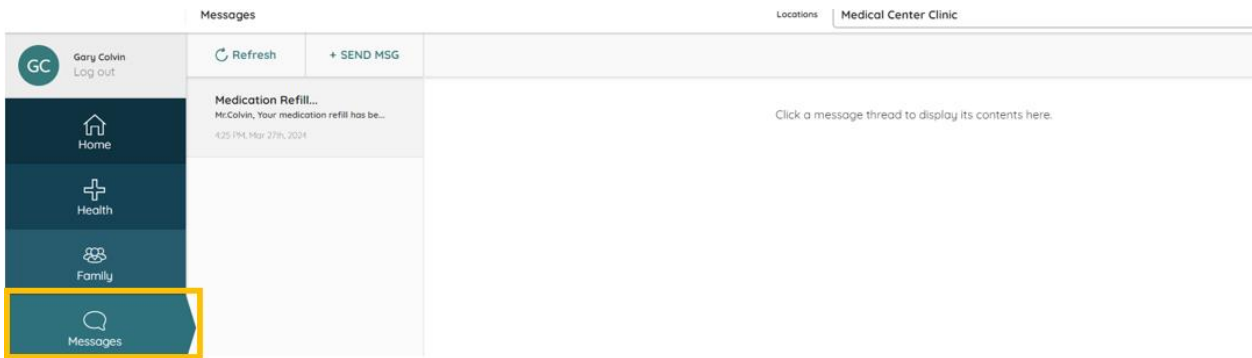
Family Tab

Click the **Family** tab to view family members that have granted you access to their portal. Click the **SWITCH** button to the right of their name to display their health records and messages within your account. The **checkmark** indicates the account currently on display. See *Granting Access to a Family Member or Healthcare Proxy* for more information.



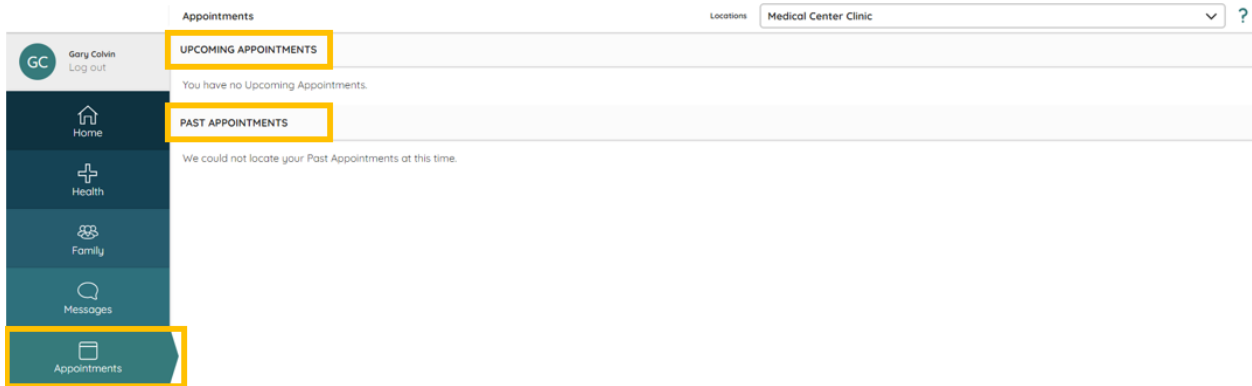
Messages Tab

Click the **Messages** tab to view a list of messages you have sent or received. See *Messaging Your Healthcare Provider* for more information.



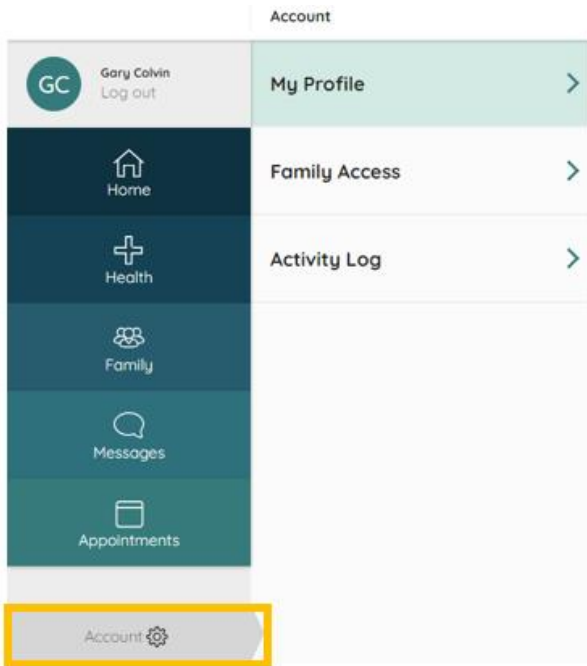
Appointments Tab

Click the **Appointments** tab to view upcoming and past appointments.



Account Tab

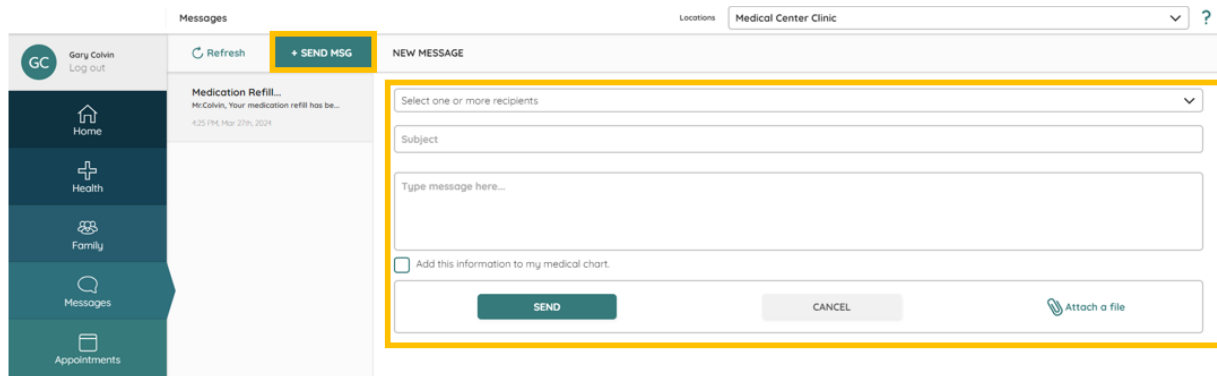
Click the **Account** tab to update your account information, give family members or healthcare proxies access to your Portal or opt out of the clinic sending further messages or health information to your Portal.



Messaging Your Healthcare Provider

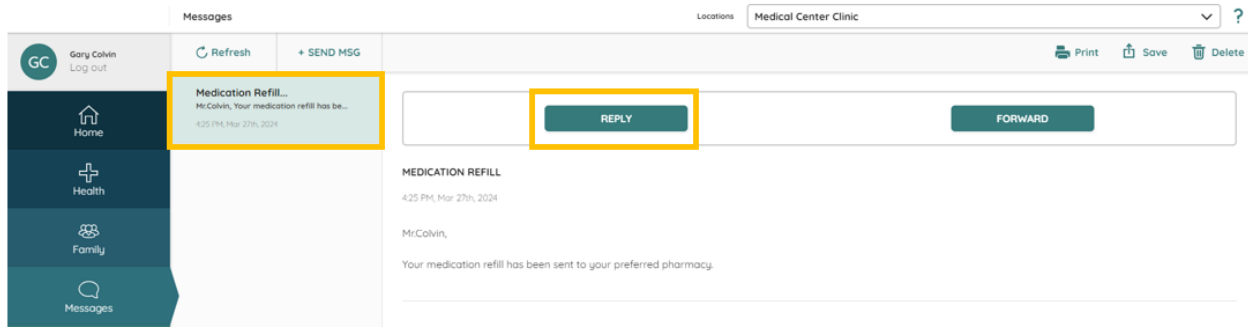
To **create** a new message:

1. Click the **+ SEND MSG** button.
2. Use the dropdown to select your Healthcare Provider.
3. Complete the **Subject** and **Message** fields. Click **SEND**.



To **view** or **reply** to a message:

To view a message, click the message. To reply to a message, click **REPLY** and type your response. Click **SEND**.

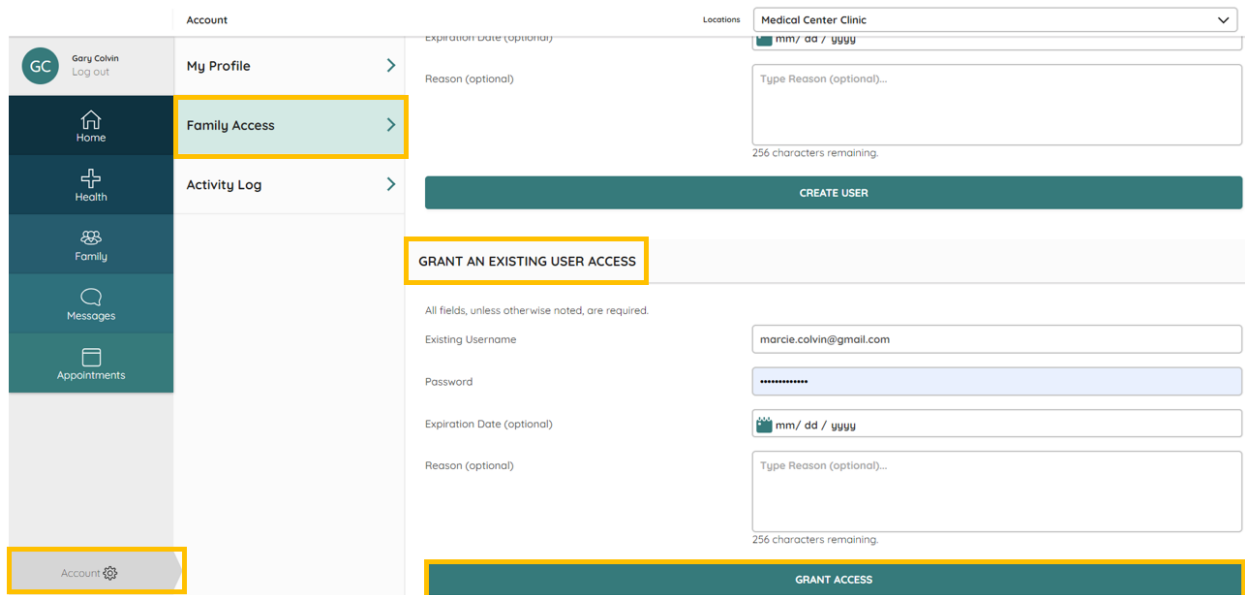


Granting Access to a Family Member or Healthcare Proxy

The **Family Access** section of the **Account** tab allows you to give a family member access to your Patient Portal.

If the person you wish to grant access to already has a myMCCHHealth account, they will be able to access *your* Portal information within *their* Portal. You must get the username and password for *their* myMCCHHealth account and complete the following:

1. Log in to *your* Portal and click the **Account** tab. Select **Family Access**.
2. Enter their username and password into the **GRANT AN EXISTING USER ACCESS** section.
3. Complete optional Expiration Date and Reason fields if desired.
4. Click **GRANT ACCESS**.

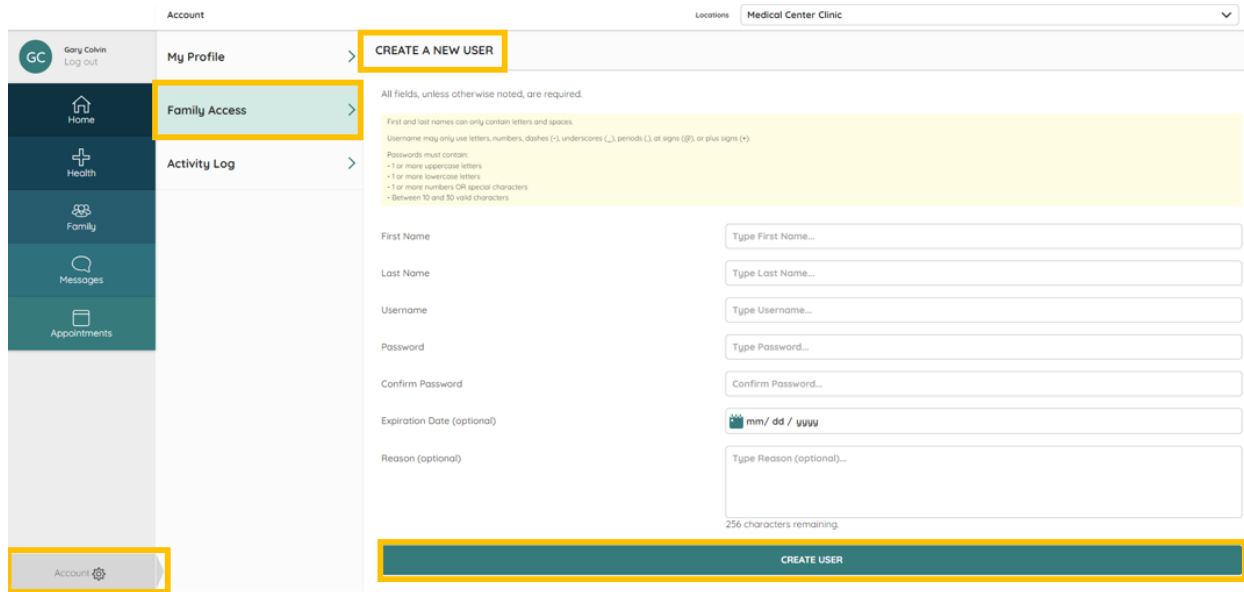


The next time they log in they will see your account listed in the **Family** tab. Clicking the **SWITCH** button next to your name will display your health records and messages.

If the person you wish to grant access to does not have a myMCCHHealth account, you may create a new user by:

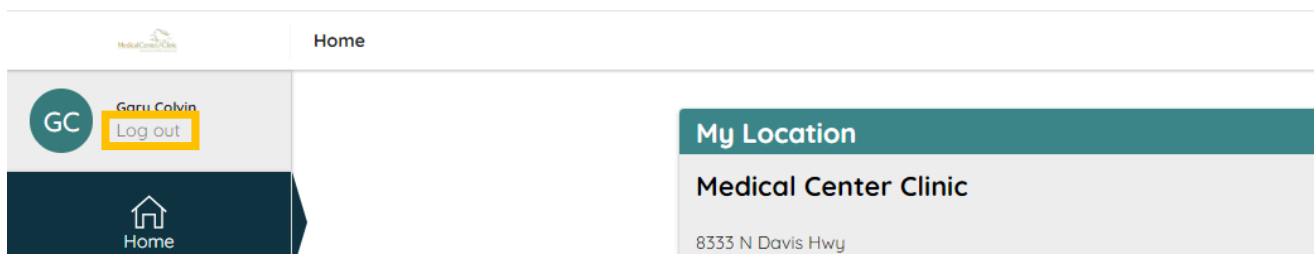
1. Logging in to your Portal and clicking the **Account** tab.
2. Enter their first name, last name, username and password in the applicable fields of the **CREATE A NEW USER** section.
3. Complete optional Expiration Date and Reason fields if desired.
4. Click **CREATE USER** to finish creating the account.

You must provide your family member with the myMCCHHealth link and the username and password you created for them. When they log in, they will be able to view your health records and messages.



Logging Out

To log out of myMCCHHealth, simply click the **Log Out** link under your name in the upper left corner.



Need Help?

If you need assistance with myMCCHHealth, we are here to help. Please email us at myMCCHHealth@medicalcenterclinic.com or phone us at 850.969.2070.