



On-line Scheduling Instructions

1. Log in at www.eCommunity.com/clinicmccsc
2. If you **ARE** a *myCommunity* member, type in your user name and password. You may skip to Step 4.
3. If you **ARE NOT** a *myCommunity* member, please click the “**Create an account now**” button.
 - a. Please fill out the information and click “**Continue**”.
 - b. Your promotion code is ***MCCSC***
 - c. Once complete you will get a thank you for joining message: close your browser.
 - d. Log back into www.ecommunity.com/clinicmccsc. Enter your user name and password.
4. Click on “**schedule an appointment.**”
5. From this page you can view your upcoming appointment, schedule a new one or add/manage any dependents you schedule appointments for.
6. Find your name and click on it under “Schedule a New Appointment”
7. Next you will see a calendar. Choose a date and click on the provider name to schedule your appointment.
8. Please select the reason for your visit and click “Select” to the right of the appointment time you would like to schedule. If there is no “Select” button next to the appointment time, that appointment time has already been taken. **PLEASE NOTE:** Adult physicals require selecting two back-to-back time slots. At this time, procedures (for example a mole removal) cannot be scheduled on-line. Please call (812) 330-7837 to schedule a procedure.
9. **Congratulations!** You have scheduled your appointment!

How to Schedule Family Members

1. You may also add a dependent so that you can schedule appointments for other family members. Simply click the “**Add/Manage Dependents**” button to the right of the MCCSC banner.
2. Fill in the first name, last name and relationship box and click “**Add.**”
3. To return to the main scheduling screen, click the “**Appointment Scheduling**” button. You will now be able to select which member(s) of your family you would like to schedule an appointment for.

How to Cancel an Appointment

1. To cancel an appointment, simply hit the “**Cancel**” button located to the far right of your appointment information under “Upcoming Appointments.”