

Practice Administration Participation Form

By completing this form, the administrative staff of MCMS physician members are eligible to access both the MCMS Practice Manager Listserv and the Practice Resource pages of the MCMS website. The Practice Manager Listserv is a forum to ask questions and share best practice tips by networking with over 300 other managers and staff; the Practice Resource pages offers practice template forms and helpful resources.

Please complete the form below and return it to **JoAnne Rau** at jrau@mcms.org or via fax: **(585) 473-7573**.

First Name: _____ Last Name: _____

Practice Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____

Phone Number: _____ Fax Number: _____

I have read and understand the listserv rules and etiquette as listed on the second page of this form:

Participant Signature: _____

AUTHORIZATION TO PARTICIPATE: This form must be authorized by an MCMS physician member.

Name of MCMS Physician Member: _____

Signature of Authorizing
MCMS Physician: _____ Date: _____

(Note: You must have authorization from your current employer to participate. If you change your employment to another member office, a new participation form needs to be completed.

**Please return your completed form to: JoAnne Rau
jrau@mcms.org or via fax at (585) 473 7641.**

DISCLAIMER: This listserv is provided as a service of MCMS. MCMS is not responsible for the opinions and information posted on this site by others. MCMS disclaims all warranties with regard to information posted on this site, whether posted by MCMS or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall MCMS be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site.

Monroe County Medical Society Listserv

Etiquette, Rules & Instructions

Thank you for joining the MCMS listserv. A listserv is an electronic mailing list that offers an efficient way to exchange useful information to a large group of people with similar interests using a single e-mail address. Please take a moment to read the instructions below on how to use this wonderful resource.

Posting and Replying to Messages

Posting: Posting messages to the listserv is as simple as sending an email. Simply create an email with a subject line appropriate to the topic and address it to the listserv email address (listed below). It will be automatically be distributed to the email addresses of all the listserv members.

MCMS Office Manager Listserv: offmgrs@listserv.mcms.org

Replying: To reply to a post, simply hit "reply" to respond to just the person posting or "reply all" to share your response with the entire listserv. When replying to posts, ask yourself if your reply is better sent ONLY to the original author rather than the whole list. Personal discussions or "me too" and "thank you" statements are best sent privately.

Rules and Etiquette

1. Please post meaningful and pertinent messages. The listserv is intended to facilitate dialogue among participants about current practice management issues. If you would like to have a "one-to-one" conversation with someone, use his or her personal email address.
2. Be respectful and courteous of others when replying to posts by communicating in a friendly manner. Discussions are meant to stimulate conversation, not to create contention.
3. Remember to comply with HIPAA and other privacy laws and do not disclose patient health information.
4. Do not forward listserv posts, or personal content from them, without the original poster's prior written permission. If an email contains posts from more than one person, you must get prior permission from all posters. All forwarded messages should have the MCMS headers and footers removed.
5. Participants may not share the email address of other listserv members without prior consent.
6. Do not use the listserv to solicit or conduct business, including the direct marketing of products or services, without authorization from MCMS.
7. Do not share or discuss information concerning medical service pricing or specific reimbursement rates due to possible antitrust violations.
8. You may not use the listserv to engage in communications leading or related to an agreement in restraint of trade, to exchange specific information relating to prices, profits, or costs, to engage in any fraudulent conduct, or to further any other unlawful purpose. Commercial use of this listserv is prohibited without prior authorization.

Participation Authorization

In order to participate, you need to be either a MCMS member or an employee of a MCMS member that has authorized your participation. **If you change employers**, a new participation form must be completed and authorized by that MCMS member or practice manager. For further information or to unsubscribe from this listserv, please contact Kristyn Smith at ksmith@mcms.org.

IMPORTANT: By using or accessing this e mail listserv, you acknowledge that you remain solely responsible for the content of the messages you post. Commercial use of this listserv is prohibited without prior authorization.



Monroe County Medical Society
200 Canal View Blvd. Suite 202 | Rochester, NY 14623
Tel (585) 473-4072 | Fax (585) 473-7641 |