

# MONROE COUNTY MEDICAL SOCIETY

The Park at Allens Creek | 132 Allens Creek Road | Suite 100  
Rochester, NY 14618  
Tel (585) 473-4072 | Fax (585) 473-7641 | www.mcms.org



## Office Manager Listserv Participation Form

Monroe County Medical Society's Office Manager Listserv is a means of exchanging useful information among practices. By participating, you are able to reach out to over 300 practices using just one email address. The Office Manager Listserv is used by participants to ask questions and share best practice tips by networking with other managers and staff.



Please complete the form below and return it to **Laurie Phillips** at [lphillips@mcms.org](mailto:lphillips@mcms.org) or via fax at (585) 473-7641.

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<br>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: Laurie Phillips at [lphillips@mcms.org](mailto:lphillips@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@mcms.org](mailto:offmgrs@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 Laurie Phillips at [lphillips@mcms.org](mailto:lphillips@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

The Park at Allens Creek | 132 Allens Creek Road | Rochester, NY 14618

Tel (585) 473-4072 | Fax (585) 473-7641 |