



## Listserv Rules & Etiquette

Thanks for joining the Greater Kansas City MGMA Listserv Community. To ensure the best possible experience for all listserv members, we have established some basic guidelines for participation. Please save this message for future reference.

By joining this email list, you agree that you have read and will follow the rules and guidelines set for this peer discussion group. You also agree to abide by all relevant policies and procedures of the association, including policies related to antitrust. You also agree to reserve listserv discussions for medical practice management and healthcare related topics. Direct any questions related to the Listserv Moderator at [info@gkcmgma.org](mailto:info@gkcmgma.org).

### The Rules

**Don't challenge or attack others.** Discussions on this listserv are meant to stimulate conversation, not to create contention.

**Don't post commercial messages, educational opportunities, or offerings of any kind** on the listserv without approval from the Central Office or Board of Directors. Contact people directly with product and service information if you believe it would help them.

**Do not discuss specific business transactions** and do not defame, disparage, or criticize any person or company.

**Do not discuss or make any agreements on prices, fees, allocation of markets, or boycotting** of any person or company.

**Use caution when discussing products or services.** Information posted on this listserv is available for all to see. Comments are subject to libel, slander, and antitrust laws. There is a substantial difference between disagreeing with how a job/service is done and accusing persons, vendors etc. of fraud or incompetence. Keep criticism on an objective basis that is factually verifiable; do not comment about character, competence or motive.

**All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited.** Remember that GKC MGMA and other email listserv participants have the right to reproduce postings to this listserv.

### Listserv Etiquette

**Include a signature tag on all messages.** Include your name, affiliation, location, and email address.

**State concisely and clearly the topic of your comments** in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.

**Include only the relevant portions of the original message** in your reply. Delete any header information and put your response before the original posting.

**Only send a message to the entire list** when it contains information that benefits everyone.

**Do not send messages such as "thanks for the information" or "me, too"** to the entire list. Send to the individual separately by using your email application's forwarding option and entering the email address of the individual to whom you want to respond.

**Do not send administrative messages**, such as "Remove me from the list".