



ED Directors LISTSERV Terms and Conditions

The Washington Chapter – American College of Emergency Physicians (WA-ACEP) email forum is intended to facilitate dialogue and idea sharing about current emergency medicine issues. All ED Directors are encouraged to pose and respond to questions, participate in discussions, offer ideas and share experiences with others in the email forums.

USAGE

A "listserv" refers to a computer mailing list server. The server is a program that contains the email addresses of those members or individuals who have been added to the list by the WA-ACEP staff. The server is used to exchange emails between members. When an email is addressed to a listserv, the email is automatically sent to everyone on the list. When someone replies to the message, it is sent to the listserv, and then automatically distributed to everyone on the list.

- When you hit the "Reply" button, every member of the listserv will see your email.
- People value their time. Don't use the listserv to pass on jokes or other messages not related to the interest of those on the listserv.
- The listserv is not to be used for employee recruitment or to share employee compensation.
- If you want your message to go only to the original sender, you should enter the address of the sender (or cut and paste it from the original message) into the "TO" line.
- Do not reply to a listserv message to send a "thank you" or direct a comment/question to an individual. Please forward the message and send the email directly to that individual instead.
- At no time should discussions be initiated or information shared concerning medical service pricing or specific reimbursement rates due to possible antitrust violations.
- Do not pose questions or share information on specific vendor or practice rates. While not illegal, it can lead to unintended damaging consequences.

All listserv messages are to be considered confidential. Do not forward or share listserv messages with anyone, including employees or vendors. Violation of this policy shall result in member termination.

Starting a Discussion

If you have a topic or question you would like to pose to the group, write it in an email with a subject line appropriate to the topic, and then send it to the listserv address: eddirectors@listserv.wsma.org. It will be automatically distributed to the email addresses of all the listserv members.

Listserv Is Used For Group Discussion

Only use the listserv for questions or topics that are appropriate for group discussion. If you would like to have a "one-to-one" conversation with someone, use his or her personal email address. People may get annoyed and even unsubscribe if the listserv is misused.

Responding to a Discussion

To respond to a discussion a member has started, please "Reply" to the message in your email program (you don't need to "Reply to All" as the email is sent and received automatically to all parties through the email address of the listserv). Do not change the subject line on the email that you are replying to. This avoids confusion among listserv members, and all responses are also archived for

future use by listserv members under the subject title. When responding, please reply to the last message sent, in order to keep the responses in chronological order.

Subject Changes

If you want to change the subject of a discussion, do not reply to a previous email, but instead send a brand new email to the listserv address, with the new topic in the subject line. This avoids confusion to those receiving and replying to discussions, and also when searching through archived discussions later on, as archived messages are sorted by subject line topic.

Managing Message Load

It may be helpful to create a rule or filter to send all email from eddirectors@listserv.wsma.org into a folder dedicated to listerv email.

Complaints and Concerns

If you have any concerns or complaints about the listserv or someone on the listserv, please contact WA-ACEP staff or a board member. Please don't post such messages to the list.

To be added to a ED Directors Listserv

If you are an ED Director and wish to be added, send an email to plp@wsma.org. Please provide your name, hospital or medical group, and the email address that you plan to use to receive and send listserv messages.

ADDITIONAL TERMS AND CONDITIONS
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In order to participate on the WA-ACEP Listserv you must agree to the following terms and conditions. **Violations of the following listserv terms and conditions will result in immediate termination of listserv privileges.**

- At no time should discussions be initiated or information shared concerning medical service pricing or specific reimbursement rates due to possible antitrust violations. As the provider of the email forums, WA-ACEP strives to ensure that it and its members do not facilitate anticompetitive practices.
- Do not send messages with any defamatory, abusive, profane, threatening, offensive, or anticompetitive information.
- All listserv messages are to be considered confidential. **Do not forward or share listserv messages with anyone, including your employees.** This forum is intended to be a professional venue where colleagues can openly share ideas and concerns. Violation of this policy shall result in member termination.
- Identify yourself and group with each listserv message that you send.
- Do NOT use the listserv for employment recruitment purposes. Please post an ad on the [WA-ACEP Job Watch webpage](#).
- Be careful NOT to use the e-mail forums as a marketing channel for products or services.
- Do not include any information or other material protected by copyright without the prior written permission of the copyright owner.

WA-ACEP reserves the right to terminate use of the email forum to any user who does not abide by these terms and conditions.

LIMITATION OF LIABILITY AND DISCLAIMER OF WARRANTY

WA-ACEP does not preview nor censor (edit) any messages. WA-ACEP is the distributor, not the publisher, of the information posted. WA-ACEP accepts no responsibility for the opinions and information posted by users. All policies of WA-ACEP, including its antitrust compliance policy, apply to use of the association's online service.

This service is provided free of charge and "as is." WA-ACEP (including its employees and agents) assumes no responsibility for consequences resulting from the use of the information herein, (or from use of the information obtained at internet addresses) or in any respect for the content of such information, including (but not limited to) errors or omission, the accuracy or reasonableness of factual or scientific assumptions, studies or conclusions, the defamatory nature of statements, ownership of copyright or other intellectual property rights, and the violation of property, privacy, or personal rights of others.

WA-ACEP is not responsible for, and expressly disclaims all liability for, damages of any kind arising out of use, reference to, or reliance on such information. No guarantees or warranties, including (but not limited to) any express or implied warranties of merchantability or fitness for a particular use or purpose, are made by WA-ACEP with respect to such information.