

CAHF Forum Rules and Etiquette Guidelines

By joining and using any CAHF e-mail of the California Association of Health Facilities (CAHF) or its affiliates, you must follow the **CAHF Forum Rules and Etiquette Guidelines**. For the purposes of this document, the words 'forum' and 'listserv' may be used interchangeably.

Reserve list discussions for topics best suited to the medium. Email listservs and forums are intended for distributing relevant, timely, topic-related information that the list members as a group might benefit from sharing. CAHF reserves the right to modify these Listserv/Forum Rules and Etiquette Guidelines at any time without notice and to suspend or terminate access to any CAHF listserv for users who violate these rules and guidelines.

Listserv Rules:

1. *Members-only access.* Information on the CAHF Forum is a benefit of membership and is restricted to members only. The sharing of proprietary information with non-members will result in termination from the Forum.
2. *Courtesy.* Do not attack others. The discussions on the lists are meant to stimulate conversation, not to create contention. Let others have their say, just as you may.
3. *Do not post commercial messages or job postings.* Contact people directly with products and services that you believe would help them if they ask for it. Use the CAHF Career Center for submitting a job posting. Additionally, if a member posts a question to the list and states, "Please Do Not Contact Me Off List" or "no sales calls," please respect that choice. If CAHF becomes aware of unsolicited and unwanted sales calls generated from this list, the person or persons doing it will be removed from the list.
4. *Privacy Laws.* Comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and applicable state and federal privacy laws.
5. *Use caution.* Do not post anything in a listserv message that you would not want the world to see or that you would not want anyone to know came from you. Do not post any material that is defamatory, abusive, profane, threatening, offensive, illegal, or violates any third party's rights.
6. *Antitrust.* CAHF complies with all antitrust laws and reminds all users to guard against activity that could be construed as a violation of the antitrust laws.

Do not post any material that:

- References specific fees charged or paid for professional services
- Discusses prices, discounts, terms or conditions of sale with regard to medical suppliers or other vendors or terms and conditions of provider
- agreements relating to reimbursement levels, bonus payments, and other price or cost-related items
- Addresses salaries or terms of employment
- Attempts to allocate patient markets or encourage collective or coercive activity with regard to third party payers, hospitals, other health care providers, or suppliers

- Includes information that could otherwise be construed to impose a restraint on trade and inhibit free and fair competition
- Encourages or helps members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade
- Encourages or facilitates an agreement about prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or
- selection, rejection, or termination of customers or suppliers

7. *Copyright.* Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to the material or has received permission from the copyright owner. In addition, the posting party grants CAHF and users of the listserv the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and otherwise use the posted information or material.

CAHF does not actively monitor the lists for inappropriate postings and does not undertake editorial control of postings. However, in the event that any inappropriate posting is brought to CAHF's attention, CAHF will take appropriate action.

CAHF reserves the right to immediately terminate access to any user who does not abide by these rules and guidelines.

Disclaimer:

CAHF accepts no responsibility for the opinions and information posted on any of the CAHF listservs, except if posted by a CAHF or QCHF employee within the scope of their employment. CAHF disclaims all warranties with regard to information posted on any CAHF listserv, whether posted by CAHF or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event will CAHF 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 any CAHF listserv.

Listserv Etiquette Guidelines:

- Only send a message to the entire list when it contains information that everyone can benefit from.
- Include a signature block on all messages. Include your name, affiliation, location, and e-mail address.
- State concisely and clearly the specific topic of the comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for administrators 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.
- Send messages such as "thanks for the information" or "me, too" to individuals-- not to the entire list. Do this by using your e-mail application's forwarding option and typing in or cutting and pasting in the e-mail address of the individual to whom you want to respond.
- Do not send administrative messages, such as "add me" or "remove me" from the list, through the Forum. Send a separate email to CAHF I.T. (hrenouf@cahf.org or bcamero@cahf.org) or member.services@cahf.org to request the change.
- Send your message to only the most appropriate list(s).