

## “TSHPtalks” INSTRUCTIONS, POLICIES AND GUIDELINES \*\*\*Please save for future reference\*\*\*

In this document:

- Instructions for E-mail Discussion Group Use
- Policy on Participation
- E-mail Discussion Group Etiquette

### Instructions for E-mail Discussion Group Use

NOTE: For all addresses used in conjunction with the TSHPtalks E-mail Discussion Group, be sure to use the subdomain “[LISTS.tnpharm.org](mailto:LISTS.tnpharm.org)”, not TPA’s primary domain, “[tnpharm.org](mailto:tnpharm.org)” (for example, send messages to [TSHPtalks@LISTS.tnpharm.org](mailto:TSHPtalks@LISTS.tnpharm.org)). E-mail addresses are not case-sensitive.

#### Unsubscribe

To stop participating in TSHPtalks, unsubscribe by sending an e-mail message to [subscriptions@LISTS.tnpharm.org](mailto:subscriptions@LISTS.tnpharm.org) with the subject line “TSHPtalks unsubscribe”. In the body of the message, include your first name, last name, license number and e-mail address.

#### Change E-mail Address

If you wish to change your subscribe address (the e-mail address through which you participate in TSHPtalks), send an e-mail message to [subscriptions@LISTS.tnpharm.org](mailto:subscriptions@LISTS.tnpharm.org) with the subject line “TSHPtalks change address”. In the body of the message, include your first name, last name, license number, OLD e-mail address and NEW e-mail address.

#### Digest Mode

You may choose to receive messages sent to the Discussion Group as they are posted, or you may receive them all in one message (or “digest”) each week. If you subscribe to TSHPtalks using the online subscription form, you will be asked to choose which method you prefer. If you subscribe by e-mailing or phoning in your subscription and do not indicate a preferred method, you will receive messages as they are posted.

To choose or cancel digest mode, send an e-mail message to [subscriptions@LISTS.tnpharm.org](mailto:subscriptions@LISTS.tnpharm.org) with the subject line “TSHPtalks digest” or “TSHPtalks cancel digest”.

#### Post a Message

Use TSHPtalks to ask questions, share important news, alert your peers to important breaking practice issues, etc. **To send a message to everyone subscribed to TSHPtalks, send a message from your subscribe address to [TSHPtalks@LISTS.tnpharm.org](mailto:TSHPtalks@LISTS.tnpharm.org).** Be sure to use the subdomain “[LISTS.tnpharm.org](mailto:LISTS.tnpharm.org)”, not TPA’s primary domain, “[tnpharm.org](mailto:tnpharm.org)”. (E-mail addresses are NOT case-sensitive.) Send messages in plain text format. HTML messages cannot be posted to the list, and rich text messages will be converted to plain text. Use descriptive subject lines. This alerts readers to the topic in general and your point specifically. Postings without a subject line will NOT be accepted. Please keep messages short and to the point.

Type your name, affiliation and e-mail address under every message you post to TSHPtalks, such as:

Baeteena Black, D.Ph.  
Tennessee Pharmacists Association  
[tpa@tnpharm.org](mailto:tpa@tnpharm.org)

Note that because TSHPtalks is a moderated e-mail discussion group – that is, messages are reviewed for content before they are sent to all subscribers – your message may not be delivered to subscribers immediately after you send it.

#### Post a Reply

Messages from TSHPtalks subscribers will appear in your Inbox with “TSHPtalks Moderator” as the Sender. The Subject of every message received from the group will begin with “[TSHPtalks]”. To send a message to the group in response to a posted message, **use “Reply” – NOT “Reply to all,”** and stick to the subject matter in the original post. Send your message to an individual’s personal e-mail address to follow-up on a posting, if you think it should be addressed to the individual rather than the whole group. (Do this by using

your e-mail application's forwarding option and typing, or copying/pasting, the e-mail address of the individual to whom you want to respond.) Using good judgment will make TSHPtalks more useful for everyone and cut down on mailbox maintenance for all participants. Please see "Post a Message" above for additional information on sending messages to the list.

#### Report Problems or Ask Questions

If you experience difficulty with the list, please do not post your questions to the TSHP E-mail Discussion Group. Instead, direct all problems [help@LISTS.tnpharm.org](mailto:help@LISTS.tnpharm.org). This is the quickest way to resolve any problem that may occur.

#### **Policy on Participation**

- The TSHP E-mail Discussion Group is intended for communication about practice-related issues. It is not intended and cannot be used for commercial purposes or for recruiting or private uses.
- DO NOT post any information prohibited by antitrust laws.
  - DO NOT post any material regarding specific prices or fees charged or paid.
  - DO NOT post any information concerning prices, discounts, or terms or conditions of sale either obtained by or offered to another entity.
  - DO NOT post materials concerning market shares, salaries, sales territories, or profit margins or encouraging the selection or rejection of customers or suppliers.
- Use caution when discussing products, programs or persons. Any information or comment posted on the listserver for all to see is subject to libel, slander and antitrust laws.
- DO NOT post confidential or sensitive information.
- DO NOT challenge or attack others.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited.
- DO NOT post anything that you don't want the world to know came from you.
- DO NOT post any copyrighted material without written permission from the copyright owner.
- DO NOT commit any criminal or tortious activity through the use of the TSHP E-mail Discussion Group, including trademark infringement, copyright information, patent infringement, theft of trade secrets, fraud, child pornography, trafficking in obscene material, violation of U.S. export restrictions, drug dealing, gambling, harassment, stalking, spamming, hacking, sending of viruses or other harmful files, or illegal posting of computer passwords or computer code, for purposes of circumventing copyright security measures.
- TPA/TSHP reserves the right to monitor all messages and disenroll any participant who uses this communication site in an improper manner. Attempting to post improper, inappropriate, or illegal messages will result in the suspension of participation by enrollee. Repeat violators will be terminated. TPA/TSHP reserves the right to disenroll any enrollee without notice.
- TPA/TSHP reserves the right to report potentially criminal activity to appropriate law enforcement agencies.
- If the TSHP E-mail Discussion Group and/or the server that supports it is involved in an attack on any computer system, either with or without TPA/TSHP's knowledge or complicity, the TSHP E-mail Discussion Group and/or server that supports it will be shut down while the problem is investigated and fixed.

#### Disclaimer / Liability

TPA/TSHP assumes no responsibility for the statements and opinions posted by individual enrollees. The views expressed in the TSHP E-mail Discussion Group are the personal statements and opinions of the sender and do not reflect official TPA/TSHP policies or positions unless clearly labeled as such.

All messages become the property of TPA/TSHP, and users should not expect any messages posted in the TSHP E-mail Discussion Group to be private.

TPA/TSHP does not guarantee the accuracy or completeness of any information in the TSHP E-mail Discussion Group.

The TSHP E-mail Discussion Group is provided with no warranty, express or implied, and all such warranties are hereby disclaimed with regard to information posted on this site, whether by TPA/TSHP or any third party.

In no event shall TPA/TSHP 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. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants TPA/TSHP and users of this list the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material posted at the site.

Finally, TPA/TSHP shall not be treated as the publisher or speaker of any information provided by an enrollee pursuant to 47 U.S.C. § 230(c)(1) and TPA/TSHP is protected from civil liability as the sponsor of the TSHP E-mail Discussion Group in restricting access to or availability of material that the either TPA/TSHP or any enrollee considers to be obscene, lewd, lascivious, filthy, excessively violent, harassing, or otherwise objectionable, whether or not such material is constitutionally protected, pursuant to 47 U.S.C. § 230(c)(2)(A).

### **E-mail Discussion Group Etiquette**

- Include your name, affiliation, and e-mail address at the bottom of every message.
- Use the subject line to state concisely and clearly the topic of the message. This allows members to respond more appropriately to your posting and is easier to search archives.
- Put your response before the original posting and only include the relevant portions of the original message in your reply.
- Warn other subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."
- Be cautious about what you write. Confidential or sensitive information should not be posted on TSHPtalks.
- Avoid "flaming." (Flaming is reacting impulsively without reflecting on how your message might come across to those who will read it – remember, your message will be seen by all subscribers. Think before you send the message, to avoid flaming.)
- Only send a message to the entire list when everyone (or many) will benefit from the information.
- Send messages such as "me, too" and "thanks for the information" to individuals, not the entire list. Do this by using your e-mail application's forwarding option and typing in (or copying and pasting) the e-mail address of the individual to whom you want to respond.
- Do not send administrative messages, such as "remove me from the list," through TSHPtalks. Instead, use the instructions at the beginning of this message, or contact the administrator to address other problems: [help@LISTS.tnpharm.org](mailto:help@LISTS.tnpharm.org).

Please don't hesitate to send individual e-mail messages to [help@LISTS.tnpharm.org](mailto:help@LISTS.tnpharm.org) if you have a problem, question or concern.

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