

Practice Letterhead

Electronic Mailing List Policy & Registration

In an effort to fully service and support our patient's needs and encourage their active participation in their own care, we at [Practice Name] have established an interactive mailing list(s), or listserv.

Definition:

A mailing list is a group of individuals sharing information and communicating through email to the entire group. Everyone can read posted messages, stay informed and support each other. Once you subscribe, you will receive email messages from either the administrator (for a closed list) or other listserv members (for an open list).

How to utilize this mailing list is fully explained in an informational email that you will receive when you are subscribed to the list. These emails contain important information on how to use the list and should be kept. Either save them to your computer or print them out.

Purpose & Use:

Use of our listserv is for general informational and educational purposes *only*. There will be **no** confidential and or personal identifying patient health information shared through our listserv(s). Only those patients who have opted in by submitted their email address and have consented in writing will be added to our list(s).

Our general practice listserv at [members@yourdomain.com] is a closed list. What this means is that only the administrator of the list may generate an email message to the entire list. No other mailing list member will be able to directly send a message to the list. If a member desires to communicate to others on the list, s/he will need contact the listserv administrator at info@yourdomain.com and have that person authorize and forward their message to the group.

Our[openlist@yourdomain.com] is an open list. What that means is that everyone on the list may generate, or email, messages to everyone else on that mailing list. This is done by sending an email message to the list email address of the open list you are subscribed to. *Everyone* on that list will receive your message. When you are replying to an email sent by someone else from the listserv, be sure to reply to the originator and not the entire listserv.

Please note - there will be oversight of listserv communication by the listserv administrator. It is the understanding and expectation that members do not share any personal identifying information with others on the list. No commercial email is allowed.

I reviewed the above **Practice Mailing List Policy**, understand and agree to it's terms and conditions and authorize [Practice Name] to register my email address on the following mailing list(s):

members@yourdomain.com (closed) openlist@yourdomain.com (open)

Patient Name: _____ Date: _____

Email Address: _____