

## IMPORTANT NOTICE TO OP Listserv PARTICIPANTS

### LISTSERV CODE OF CONDUCT AND DISCLAIMER

By participating in an OP Listserv, you agree to strictly adhere to the terms of use set forth below. OP provides access to the OP Listserv for the exchange of views in matters of professional interest. OP is not responsible for and does not endorse or necessarily agree with the views expressed through OP Listserv. Such views are solely those of the individuals who express them.

**1. Code of Conduct.** OP Listserv is solely for use by authorized members to address matters of common interest in a lawful and appropriate manner. You will not

- use an OP Listserv list for any other purpose;
- use an OP Listserv to engage in any fraudulent conduct, to further any other unlawful purpose or to violate the rights of any party, and you will not post any material that is false, defamatory, inaccurate, abusive, vulgar, hateful, harassing, obscene, profane, sexually-oriented, threatening, invasive of a person's privacy, or otherwise in violation of any law or any OP policy;
- post any copyrighted material unless the copyright is owned by you or you have consent from the owner of the copyrighted material;
- upload viruses or harmful components;
- send spam, advertisements of products or services, solicitations and other postings with a commercial purpose are inappropriate to an OP Listserv;
- use an OP Listserv to engage in communications leading or related to an agreement in restraint of trade. Nor may members or participants in an OP Listserv exchange specific information relating to their prices, profits or costs.

Any participant who believes a violation of this Code of Conduct has occurred is encouraged to report it to the [medicaldirector@officepracticum.com](mailto:medicaldirector@officepracticum.com).

#### Listserv Group Etiquette

- Don't challenge or attack others. The discussions and comments are meant to stimulate conversation, not to create contention. Let others have their say, just as you may.
- Post your message or documents only to the most appropriate lists or libraries. Do not spam several lists or libraries with the same message.
- Include a signature tag on all messages. Include your name, affiliation, and location.
- 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 everyone can benefit from.

- Send messages such as "thanks for the information" or "me, too" to individuals-not to the entire list. Do this by using the "Reply to Sender" link to the left of every message.
- Do not send administrative messages, such as remove me from the list. Instead, use the web interface to change your settings or to remove yourself from a list. If you are changing e-mail addresses, you do not need to remove yourself from the list and rejoin under your new e-mail address. Simply change your settings.
- Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."

**2. User Content.** By posting content, you represent that you have proper right and authorization to use the information or content you upload or post, and you automatically grant (or warrant that the owner of such materials has expressly granted) to OP an unlimited, royalty-free, irrevocable license to use, reproduce, modify, adapt, publish, translate, publicly perform and display, create derivative works from and distribute such materials or incorporate such content into any form, medium, or technology now known or later developed. In addition, you warrant that all so-called "moral rights" in those materials have been waived.

**3. Responsibility for Content.** It is impossible for the OP to confirm the validity or accuracy of any content posted through OP Listservs. Please remember that we do not actively monitor the posted messages and are not responsible for their content. Thus, we do not warrant the accuracy, completeness or usefulness of any information presented. OP neither endorses nor is responsible or liable for the contents, accuracy or reliability of any Web sites linked in any posting, and use thereof is solely at your own risk. The messages express the views of the authors and are not necessarily the views of OP Listservs, the administrator or OP. Anyone who believes that a posted message is objectionable is encouraged to immediately notify [medicaldirector@officepracticum.com](mailto:medicaldirector@officepracticum.com). Notifications of claimed copyright infringement should be sent in writing to the OP at the address specified in our Terms of Use.

Under no circumstances will OP be held liable for any damages or loss resulting from your reliance on any content posted through this online service.

**4. Confidentiality.** You are hereby placed on notice that there are no facilities provided by this system for sending or receiving confidential messages and, notwithstanding that a message on this system may be marked as confidential, it may be read by others for whom it was not intended.

**5. OP Rights.** OP has the right (but not the obligation) in its sole discretion to refuse, edit or delete any content that is available in an OP Listserv at any time and for any reason and to deny any person access to OP Listservs.

**6. Indemnification.** You remain solely responsible for the content of your messages, and you agree to indemnify and hold harmless OP for any and all loss or damage of any kind (including but not limited to legal fees) occasioned by or arising from your participation in this service.

**7. General.** These terms and conditions of use supplement the [Office Practicum Terms of Use](#) applicable to the use of OP OP Services, and in the event of a conflict with such other Terms of Use, these terms and conditions of use shall control. We reserve the right to change these terms of use and disclaimer by posting revised terms on this page. Your use after such posting signifies your acceptance of the changed terms of use. If any provision of these terms of use and disclaimer shall be found unenforceable, that provision shall be severed and shall not affect the validity and enforceability of any remaining provisions.

Please exit now if you do not agree to these terms of use and disclaimer.