



New: SEAHEC Practice Support Listserv!

The South East AHEC Practice Support (SEAHEC PS) Listserv is an email forum for **providers** and **support staff** of practices within the SEAHEC area. Listserv subscribers can post messages that are sent to **all** other subscribers to create an electronic question and discussion group.

This platform will enable you to ask questions directly to peers who, in turn, will have the opportunity to address your question and offer guidance. Common questions may be around billing/coding, EHR specific issues, or how to improve outcomes for specific quality measures etc. Remember, you may still reach out to your SEAHEC consultant with any questions!

Subscribe to the Listserv

- To join the SEAHEC PS listserv, visit <https://www.surveymonkey.com/r/RBMTVSQ>
- Once subscribed, to post a message to the SEAHEC PS listserv (*beginning 3/1/2020*), send an email to practicesupport@gaggle.email, with your question(s) or comment(s). Describe the message briefly in the subject field. Your message will be sent to all subscribers on the list.
Remember that replies to messages posted on the SEAHEC PS listserv will also be sent to all other subscribers.

Listserv Etiquette

Below are some listserv etiquette tips. This will ensure a user-friendly listserv for all.

- *Think before you press Reply.* Remember that when you press "Reply" to a listserv message, you are sending your message to the entire listserv, not just to the author.
- *Always reply to all.* Please refrain from replying privately, as everyone in the listserv would likely benefit from the information shared.
- *Do not include PHI in your message.*
- *Include your information in the signature.* This includes name, affiliation, and email address.
- *Use descriptive titles in the subject line.*
- *Be concise with your responses.*
- *Please be considerate of others. Do not threaten others or post offensive material.* SEAHEC has the right to remove anyone from the listserv if they violate these rules.
- *Proofread your message before sending.* Once sent, a message cannot be retrieved.
- *Be patient.* There is a learning process for those who have not used a mailing list before.

DISCLAIMER: SEAHEC Practice Support (NC AHEC) does not accept responsibility for the opinions or information shared by others. If you have any questions or concerns, please contact the SEAHEC PS listserv administrator at jessica.williams@seahec.net.

Updated: March 2020