



Playing Nice: Guidelines for the AAP Section on Hospital Medicine LISTSERV®

Administrative Issues:

Just about every physician and healthcare provider with an interest in pediatric hospital medicine can subscribe to the SOHM LISTSERV®. If you know someone who would like to subscribe (or if you are interested in unsubscribing), please contact Niccole Alexander at nalexander@aap.org

And to join the LISTSERV® you must note which category you fall into:

- member of the AAP Section on Hospital Medicine;
- provider who works primarily (50%+) as a pediatric hospitalist or works primarily (50%+) in pediatric hospital medicine;
- current resident, medical student, or fellow considering a career in hospital medicine; or
- physician or other healthcare provider considering a change to pediatric hospital medicine within the next year.

To receive LISTSERV® messages via a weekly digest/summary, please follow the instructions posted on the SOHM web site at www.aaphospmed.org – and there are also "corrective" instructions for those of you who are currently receiving a distorted version of the digest.

To review previously discussed topics, the SOHM LISTSERV® archives can be searched at www.sohmlibrary.org.

Postings and Professional Opportunities:

All educational opportunities, surveys, commercial-type appeals, promotional information—really anything that is not related to clinical questions/matters or Section business—must be sent to Niccole Alexander at nalexander@aap.org for posting. This is the only way the Section can keep the LISTSERV® volume down.

To post or review job opportunities in the field of Pediatrics (as well as Pediatric Hospital Medicine), please visit www.pedjobs.org.

For your legal protection:

Subscribers should not discuss specific charges for services and procedures on the LISTSERV®. You can discuss the appropriate use of codes, economic issues regarding the infrastructure of a hospitalist program, and RBRVU values, but no specific dollar entries.

With HIPAA in place, please make sure that all cases discussed on the LISTSERV® are presented anonymously. Do not list specifics about a patient that could potentially allow someone else to identify him or her (i.e. no names, fudge the age, etc.).

Neither the fact that an article is posted on a web site nor the possible educational value make it possible to post material on the LISTSERV® without permission. If something is publicly available on the Internet, subscribers should include a link to that material in the message.

Advocacy via the LISTSERV®

The AAP Department of Federal Affairs oversees an advocacy network – the Federal Advocacy Action Network or FAAN. Instructions on how to join FAAN can be found on the Academy's web site at www.aap.org. FAAN is activated at crucial times to support or oppose pending legislation. With regard to state-level legislation, the AAP

chapters are considered to be the “locus” of advocacy. The AAP Division of State Government Affairs works with all AAP committees, sections, councils, task forces and grant programs to coordinate state-level advocacy efforts with chapters.

The AAP, as a 501(c)(3) tax-exempt organization, has limits on the amount, scope, and nature of the Academy’s advocacy, lobbying, and political activity. These guidelines are established and enforced by the IRS. Any activity or correspondence not coordinated with or managed by Academy staff (including LISTSERV® messages, newsletter articles, etc.) is prohibited.

Anonymous Postings:

If you would like to post information anonymously, please send the message to the LISTSERV® Moderator, Dr. Kevin Powell at kpowell@pol.net

Respect for Others:

If you would like to respond privately to a message, please remember that hitting "reply" automatically schedules the message to be sent to all subscribers. To protect yourself from potentially embarrassing situations and to stop extraneous messages from hitting the LISTSERV®, please change the address in the "To:" section of the e-mail before sending.

The SOHM LISTSERV® welcomes honest intellectual debate and a free exchange of ideas. Negative comments about a person or an institution/organization will not be tolerated.

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Frequently Asked Questions

- 1) **How do I know if my message was successfully posted (sent) to the LISTSERV®?**
If you post a message to the LISTSERV®, as the sender you **DO NOT** receive a copy of that e-mail. In other words, everyone subscribed to the LISTSERV® will get your message **EXCEPT** you. If there is problem transmitting the message, the LISTSERV® management system will let you know.
- 2) **What if no one responds to the question or concern that I posted to the LISTSERV®?**
No response means just that ... no response.
- 3) **I would like to tell LISTSERV® subscribers of an educational or a professional opportunity in my region, or about a survey that my partner and I are doing. Can I forward it to the LISTSERV® myself?**
No ... ALL general postings (outside of Section business) must be forwarded to nalexander@aap.org for publication in the monthly “First Friday” e-announcements.
- 4) **My hospital has developed a practice guideline for treating asthma that I would like to share with others. Should I send it through the LISTSERV®?**
Sharing is very helpful, but many people do not archive their emails. A better way would be to upload the document to the Section’s e-library at www.sohmlibrary.org so that everyone can get to it when needed.
- 5) **What is a "LISTSERV®"? How do I post (send) messages?**
A LISTSERV® is basically just a group e-mail list. The LISTSERV® is not Web-based and does not require a password or login. The LISTSERV® address is aaphospmed@LISTSERV.aap.org ... only subscribers can respond to or receive LISTSERV® messages.
- 6) **I would like to create a LISTSERV®. Can you tell to me how to do that?**
You need to contact the IT or Web Services Department within your organization/institution.

7) Are past LISTSERV® messages archived?

Yes, a number of messages are archived on the Section's e-library at www.sohmlibrary.org.

8) How do I post LISTSERV® messages/respond to LISTSERV® messages?

As noted above, a LISTSERV® is just a group e-mail list. If you want to post (send) a message to the LISTSERV®, use the address noted in the "To:" section ... aaphospmed@LISTSERV.aap.org and send the message as you would any other e-mail. And if you want to respond to a message, just hit "reply." ***Reminder ... by hitting "reply" the e-mail is sent to the entire LISTSERV®. If the message is meant for only one pair of eyes, please change the "To:" portion of the e-mail accordingly before sending.***