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**PLEASE SAVE THIS WELCOME MESSAGE!**

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Welcome to the SCIP e-mail list! This e-mail list is intended to provide a forum to exchange information about activities related to the Surgical Care Improvement Project.

**Subscribe Instructions:**

Users can subscribe to the SCIP list by completing the following steps:

1. Open a new e-mail message from the inbox they wish to receive SCIP list postings.
2. Enter '[lyris@lists.medgic.org](mailto:lyris@lists.medgic.org)' in the TO: field.
3. Enter 'Subscribe scip' in the subject field.
4. Click Send.

This document contains some brief instructions on how to use the [scip] e-mail list that you have just joined. This document contains the following sections:

- I. INTRODUCTION
- II. HOW TO USE THE scip E-MAIL LIST
  - POSTING TO THE E-MAIL LIST
  - ATTACHMENTS
  - TEMPORARILY STOPPING E-MAIL FROM THE LIST
  - LEAVING THE E-MAIL LIST
  - READING ARCHIVED MESSAGES
  - MAIL SETTINGS: DIGEST, MIME DIGEST, MAIL
- III. CONFIDENTIALITY AGREEMENT
- IV. RULES & GUIDELINES FOR scip E-MAIL LIST USAGE
- V. HELPFUL HINTS

Good luck, and happy posting!

I. INTRODUCTION

Your Listserv Moderator is the Patient Safety QIOSC. Email [psqiosc@okqio.sdps.org](mailto:psqiosc@okqio.sdps.org) for listserv questions.

Contact the QualityNet Help Desk at [qnetsupport@ifmc.sdps.org](mailto:qnetsupport@ifmc.sdps.org) or phone(866) 288-8912 if you have administrative questions or problems with the email list.

Please note that by joining and using this e-mail list, you agree that you have read and will follow the rules and guidelines (given below in section IV) set for these peer discussion groups.

II. HOW TO USE THE SCIP E-MAIL LIST

1. POSTING TO THE E-MAIL LIST.

You must be a subscriber to the [scip] list to post messages.

Sending mail to the proper address will distribute it to all of the members of your e-mail group.

The [scip] e-mail list's e-mail address is --

[scip@lists.medqic.org](mailto:scip@lists.medqic.org)

By default, when you reply to a message from the [scip] list, it will be addressed to the entire e-mail list. If you want to send a private message that will go only to the individual who posted that message, you'll have to make the requisite changes in your own outgoing message before clicking on the button that sends it.

2. ATTACHMENTS.

You can attach documents (word processing, spreadsheet, etc.) to messages sent on this workgroup e-mail list. The limit for size of attachments is 5 MB.

3. TEMPORARILY STOPPING E-MAIL FROM THE LIST

If you will be away from your e-mail for an extended period of time, such as a vacation, and want to stop receiving [scip] email temporarily, send an e-mail message from the e-mail address under which you are subscribed to:

[lyris@lists.medqic.org](mailto:lyris@lists.medqic.org)

with this text in the body of the message:

```
set scip nomail
```

When you return from your absence, sending a message to the same address shown above, containing the text

```
set scip mail
```

will restart your regular list e-mail deliveries.

4. LEAVING THE E-MAIL LIST

There are several ways to unsubscribe from the list. One method is to send a blank message to:

[leave-scip-yourspecialnumber@lists.medqic.org](mailto:leave-scip-yourspecialnumber@lists.medqic.org)

Another way to unsubscribe is to send a message from the e-mail address under which you are subscribed to:

[leave-scip@lists.medqic.org](mailto:leave-scip@lists.medqic.org)

**5. To read archived messages go to:**

<https://lists.qualitynet.org/read/?forum=scip>

6. To change your settings to receive mail in digest, MIME digest or back to normal Mail please send an e-mail to the following address with the designated instructions listed below written in the body of the e-mail.

lyris@lists.medqic.org (leave the subject line blank)

Enter the following message in the body of the e-mail for digest:

```
set scip digest
```

Enter the following message in the body of the e-mail for MIME digest:

```
set scip MIME digest
```

**Definitions:**

**Digest:** Receive all of the daily messages in one e-mail.

**MIME Digest:** Receive all of the daily messages in one e-mail in MIME format. With MIME, each message is received as an attachment to the e-mail.

**\*\*Please note that with the Digest version you will not receive any attachments sent over the list.**

If you find you do not like the setting for digest or MIME digest - you can set your subscription back to receive messages as they arrive by sending an e-mail to:

lyris@lists.medqic.org (do not enter anything in the subject line)

Enter the following message in the body of the e-mail for mail to come as it arrives:

```
set scip mail
```

**III. CONFIDENTIALITY AGREEMENT**

To protect confidentiality of data, SCIP on this list shall be bound by section 1160 of the Social Security Act, Federal Regulations at 42 CFR 480, Subpart B, confidentiality requirements of the Centers for Medicare and Medicaid Services (CMS), and other applicable state laws and regulations that are not inconsistent with federal law and regulations.

By joining and using this list, you agree to maintain and safeguard the confidentiality of privileged data or information

which can be used to identify an individual patient, practitioner, participating provider organization, facility, health plan, or patient population.

#### IV. RULES & GUIDELINES FOR scip E-MAIL LIST USAGE

By joining and using this list, you agree that you have read and will follow the rules and guidelines set for these peer discussion groups. You also agree to reserve list discussions for topics best suited to the medium.

As with any community, there are guidelines governing behavior on our e-mail lists. For instance, violating antitrust regulations, libeling others, selling, and marketing are not permissible. If you have questions, contact the List Manager or Listserv Moderator noted in your welcome instructions. We reserve the right to suspend or terminate membership on all lists for members who violate these rules.

\* Please do not challenge or attack others. The discussions on the lists are meant to stimulate conversation, not to create contention.

\* Please do not post commercial messages. The cyberspace term for this is "spamming." Contact people directly (not using the e-mail list) with any recommendations of products and services that you believe would help them.

\* Use caution when discussing products. Information posted on the list is available for all to see, and comments are subject to libel, slander, and antitrust laws.

\* All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited. Do not post anything in a message that you would not want the world to see or that you would not want anyone to know came from you.

\* Remember that other e-mail list participants have the right to reproduce postings to this list.

#### V. HELPFUL HINTS

1. Before clicking the SEND button, take a moment to check (really look at) the following:

a. The TO field -- Is it really going where you want it to go? You should use the e-mail address:

scip@lists.medqic.org

when sending a message to the [scip] list. If you wish to send a private message to the originator of a list message, make sure you have his/her address, NOT the list

address, in the TO: field.

b. The SUBJECT field -- Clean it before sending, as it can get cluttered up with prepended junk. Every reply gets a RE: put in front of the SUBJECT: even if it already begins with one. Eventually, your reply may look like:

SUBJECT: [scip] RE: Re: RE: RE: Re: original subject

c. If you are changing the subject, change the SUBJECT: field to reflect the new subject.

2. In the message body, tell us whom it is to and from. Your e-mail address may not provide sufficient identifying information about you or your facility. Following e-mail threads will be far easier if we remember to include the aforementioned identifying information.

3. Strip multiple footers and excess quotes. Messages can gather substantial debris in just a few exchanges. Every reply gets another footer appended to it, even if one is (or more are) already present. After a few replies, you will soon have an extensive collection of nearly-identical footers. Please delete all of them before sending. Rest assured that the system will not forget to add another.

Similarly, messages often accumulate layers of previous postings in the thread. Much of the quoted material may be irrelevant to the specific issue you are addressing. We encourage judicious removal of such portions of the quoted material; doing so will focus in on the statements to which you are responding and will better emphasize the value of what you are saying.

4. Do NOT use an auto-respond function in your e-mail when you are the member of a list, or be sure to set your subscription to NOMAIL (see section II.3 above) if you are activating such an auto-response (for example, while you are on vacation).

5. Exercise due caution in sharing data and other confidential information to e-mail lists. Patient-specific or resident-specific information should always be blinded. Do NOT forward e-mails and attachments posted by another organization to the e-mail list to anyone outside of your organization.