



Illinois MGMA Member Code of Conduct – *adopted December 2010*

Thank you for being part of the Illinois MGMA Member Community. We have established these participation guidelines to ensure a positive experience for everyone and to help you make the best use of our membership resources for your practice and your career. Please take a moment to review our member code of conduct to understand what is expected of you and your peers in this environment.

Above all, while Illinois MGMA member benefits are offered in an engaging and enjoyable environment, keep in mind that it is part of your professional association. We expect you to demonstrate the highest ethical standards in your participation.

We always welcome your questions and comments at main@ilmgma.com or by phone at (773) 322-6358.

Illinois MGMA Membership Rules and Code of Conduct

Your decision to participate as a member of Illinois MGMA (ILMGMA) and utilize our member benefits indicates that you have read and accept, without limitation or qualification, this Code of Conduct. You acknowledge that you are solely responsible and can be held personally liable for your Postings and agree to abide by the following:

1. The Illinois MGMA Membership Community is governed by this Code of Conduct.
2. Illinois MGMA members' opinions are expressed strictly in their individual capacities, and not as representatives of ILMGMA or ACMPE.
3. We will not be liable for any errors or omissions, loss or damage of any kind incurred as a result of use of any content posted through our online forums or discussion groups. You must evaluate and bear all risks associated with the use of any content, including any reliance on the accuracy, completeness or usefulness of such content.
4. Illinois MGMA may monitor our forums and discussion groups, although we have no obligation to do so. We do not pre-screen or regularly review posted content, but reserve the right to remove at our discretion any content that we believe violates this Code.
5. We strictly prohibit defamatory, abusive, profane, threatening, offensive and illegal content and actions.
6. All postings, commentary and messages are subject to libel, slander, copyright and antitrust laws.
7. We reserve the right at all times to disclose any posting and the name of its original poster when we believe such disclosure is appropriate to comply with the law (or a court order or subpoena); to prevent or investigate a possible crime or other violation of law; or to protect your rights, property or safety or the rights, property or safety of the Illinois MGMA Entities or others.
8. Participants are required to provide complete and accurate information when they register for Illinois MGMA membership, including their name and verifiable e-mail address. If there is a substantive change in your registration information, you agree to update your information. You may not transfer your account to others.
9. We reserve the right at our discretion to suspend or terminate membership, membership benefits and access to participants who we believe have violated this Code.

Illinois MGMA members may not:

1. Harvest e-mail addresses or other personal information from our online membership directory. Its success relies upon our ability to maintain members' privacy.
2. Post commercial messages, including solicitations for money, goods or services for charitable purposes or private gain.
3. Submit postings relating to actual or potential anticompetitive, collusive, or otherwise unlawful practices that may violate federal and state antitrust laws. Messages may not encourage or facilitate members to arrive at any agreement on the following subjects: prices, discounts or terms or conditions of sale; salaries; commissions; profits, profit margins or cost data; or selection, rejection or termination of customers or suppliers.
4. Submit any postings that violate or infringe upon the rights of others or that you do not have the right to make available. This includes material that constitutes an invasion of privacy or infringement of publicity rights or which is protected by copyright, trademark or other proprietary right, or derivative works thereof, without first obtaining permission from the owner or right-holder.
5. Submit any false, misleading or fraudulent postings.
6. Use the Illinois MGMA member benefits to promote advocacy efforts that are not sanctioned by Illinois MGMA or to gather information or data to support advocacy efforts without first obtaining our prior written authorization.
7. Use Illinois MGMA member benefits to communicate with potential participants in formal research of any kind, or to conduct market research, surveys, or academic studies without prior approval of Illinois MGMA.

Illinois MGMA Peer to Peer Forum and Listserv Etiquette

1. Post messages only to the most appropriate discussion forum based on content.
2. Job Recruitment: Is not allowed on the Illinois MGMA Listserv Discussion Group. Illinois MGMA has created a professional platform specific to recruitment through our online Job Board which can be accessed through our website at www.ilmgma.com.
3. Post a message to an entire discussion forum only when it contains information for everyone's benefit. Messages like "Me, too!" should be sent using "Reply to Sender."
4. Make your subject line as concise and specific as possible. This makes it easier for people to respond appropriately and to search the archives by subject.
5. Please respect the "closed" atmosphere of our online member benefits, peer to peer forum and listserv discussion groups. Do not forward messages to nonmembers without prior written permission from the poster.
6. Don't attack. Our forums are meant to stimulate conversation, not to create contention. Contradictory opinions are welcomed, but always be thoughtful and respectful rather than sensational or angry.
7. Please refrain from posting any material that could be viewed as offensive to any group of people or organization.
8. Don't post messages that you wouldn't want the world to see or that you wouldn't want traced back to you. Our forums maintain a permanent record of your posts.
9. Commentary is allowed as it pertains to any given topic of discussion. Personal remarks about the sender are not allowed.

Information about how to get the most from the Illinois MGMA Listserv Discussion Group

- When posing a new question on the listserv, open a new email and send it to ilmgma@listserv.com. Fill in the subject line of your e-mail with a brief phrase to indicate the topic of your new posting.
- Post meaningful and pertinent messages. The listserv is intended to facilitate dialogue among members about current practice management issues.
- Respect the opinions and information shared by others. This forum is intended to be a professional venue where colleagues can openly share ideas and concerns.
- Remember when you respond to a listserv message, your email will be distributed to everyone and archived. Send your message to the entire list when it contains information from which everyone can benefit. Otherwise, send the message directly to the individual who needs the information.
- Please avoid posting "thank you" only messages.
- Identify yourself and group with each listserv message that you send.
- Off Subject Responses: If after receiving an email from the Listserv you are interested in communicating directly with the sender of the email, please do not click "reply". Rather than including all subscribers to the Listserv please direct your response to the individual's email.
- Be careful not to use the listserv:
 - To share or discuss information concerning medical service pricing or specific reimbursement rates due to possible antitrust violations.
 - As marketing distribution channels for products or services.

Violation of the Code of Conduct and/or Terms of Use

We will investigate any complaints of possible policy violations that come to our attention and take any action that we believe is appropriate, including, but not limited to issuing warnings, removing content and terminating accounts and/or subscriptions. However, because situations and interpretations vary, we also reserve the right to take no action.

If you see what you believe is inappropriate content or behavior in our discussion forums, conferences, events or member profiles, notify Illinois MGMA immediately by e-mailing main@ilmgma.com.

If you believe that any materials published in the forums infringe the copyrights of others, please notify Illinois MGMA immediately by e-mailing main@ilmgma.com.

In November of 2010, the Illinois MGMA Board of Directors approved the following Policy outlining consequences for participants who violate the Code of Conduct and Member Benefits Terms of Use:

1. Upon the first violation, the participant will receive a written warning from an Illinois MGMA board or staff member.
2. A second violation will result in immediate and permanent suspension of all Illinois MGMA Membership Benefits privileges.