LISTSERV® Operations and Governing Principles

Overview
The AAP Section on Hospital Medicine (SOHM) LISTSERV® (as well as the associated subcommittee group lists) was created to facilitate exchange of expertise related to the care of hospitalized children – and to serve as platform to support the great work of the pediatric hospital medicine community.

Please note that the SOHM LISTSERV® is rare in that it is an AAP LISTSERV® that is not fully moderated and thus does not require approval of every post before released to subscribers. Also, the Section LISTSERV® accepts non-members as subscribers – another rarity. Given these special conditions, it is imperative that discussions always remain congenial, constructive, and inclusive. For additional information, visit https://www.aap.org/en/pages/listserv-terms-of-use

Subscribing
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, s/he should complete the Subscription eForm or complete the eform on the Section website at www.aaphospmed.org. Please do not send requests through the LISTSERV®.

IMPORTANT! Subscription requests are handled every 4 to 6 weeks. It is not an immediate process.

To join any SOHM 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.

Information for First Timers … and Reminder for All Others
To post a message to any Section LISTSERV® all you need to do is SEND an email to the list that holds your subscription – and FROM the address that is subscribed. That's it!

Current SOHM LISTSERVs:

<table>
<thead>
<tr>
<th>Primary: <a href="mailto:aaphospmed@listserv.aap.org">aaphospmed@listserv.aap.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Practice Providers: <a href="mailto:SOHMADPractice@listserv.aap.org">SOHMADPractice@listserv.aap.org</a></td>
</tr>
<tr>
<td>Community Hospitals: <a href="mailto:AAPCommHosp@listserv.aap.org">AAPCommHosp@listserv.aap.org</a></td>
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<tr>
<td>Division Directors: <a href="mailto:DirectorsHospMed@listserv.aap.org">DirectorsHospMed@listserv.aap.org</a></td>
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<tr>
<td>Global Health: <a href="mailto:SOHMGlobal@listserv.aap.org">SOHMGlobal@listserv.aap.org</a></td>
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<tr>
<td>Med-Peds: <a href="mailto:SOHMMedPeds@listserv.aap.org">SOHMMedPeds@listserv.aap.org</a></td>
</tr>
<tr>
<td>Neonatal Hospitalists: <a href="mailto:AAPNeoHospMed@listserv.aap.org">AAPNeoHospMed@listserv.aap.org</a></td>
</tr>
<tr>
<td>Pediatric Hospital Medicine Educators: <a href="mailto:PHMeducators@listserv.aap.org">PHMeducators@listserv.aap.org</a></td>
</tr>
<tr>
<td>Provider Wellness: <a href="mailto:COMCAREAAP@listserv.aap.org">COMCAREAAP@listserv.aap.org</a></td>
</tr>
<tr>
<td>Surgical Care: <a href="mailto:SOHMSurgical@listserv.aap.org">SOHMSurgical@listserv.aap.org</a></td>
</tr>
<tr>
<td>Women in Pediatric Hospital Medicine: <a href="mailto:PHMWomen@listserv.aap.org">PHMWomen@listserv.aap.org</a></td>
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</tbody>
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Anonymous Posts
- AAPHOSPMED: Please send requests to post a message anonymously to the LISTSERV® Moderator. His/her email address is noted in the footer of every LISTSERV® posting.
- Sub委员会 Lists: Please send requests to the specific SOHM subcommittee chair/co-chairs to handle.
LISTSERV® Etiquette

- Announcements related to employment opportunities and employment seeking must first be posted on PedJobs: [https://jobs.pedjobs.org/employers](https://jobs.pedjobs.org/employers). The Pedjobs posting may then be posted to the listserv – with a link to the actual position.

- If you want to reply directly to the sender, please ensure the LISTSERV® address is not in the “To” line of your email. **At times the sender's address is masked, so PLEASE include your email address in the body of the message IF you want private responses to your query/comment.**

- Remember, safeguarding confidentiality is vital. When asking for clinical guidance on a particular case, please do not share information that might violate HIPAA either directly or inadvertently. Beyond not including any HIPAA-specified personal information, please omit any details that are not pertinent to the case. Be mindful not to share information that may allow someone to identify a patient, family member or a provider who does not wish to be identified.

- Please do not distribute any materials or information protected by copyright without permission of the copyright owner. Such permission should be noted in your message when it has been obtained. Please also be mindful of the size of any attachments you are sending to the list.

Updating/Managing Subscriptions

Instructions are outlined below on how to manage your LISTSERV® subscription (e.g., updating your email address, etc.). However if after following those steps you find you are still unable to access your subscription, contact staff for assistance.

SOHM LISTSERV® Online System

To manage your SOHM LISTSERV® subscription, visit [http://listserv.aap.org/scripts/wa.exe?A0=AAPHOSPMED](http://listserv.aap.org/scripts/wa.exe?A0=AAPHOSPMED) and login with your subscription email address and password. **IMPORTANT:** To access the LISTSERV® system, you must be a current subscriber.

Accessing the Online System for the First Time

2. Click the Register Password link. Enter the email address you used to subscribe to the LISTSERV® plus a password of your choice, then click Register Password. A confirmation email will be sent to you. Note: it may take as long as 24 hours to get the confirmation email.
3. After clicking the confirmation link in your email, login to the site again -- this will reset the system and allow you access with these credentials going forward.
4. Once you are logged back in, click Subscriptions to confirm you are subscribed to the correct lists.
5. To change your LISTSERV® password, click the Options (3-bar) symbol on the right-hand side of every webpage. Change Password is one of the selections provided.
6. When you are finished, click Log Out. Please be sure to bookmark the LISTSERV® Interface website: [http://listserv.aap.org/scripts/wa.exe?A0=AAPHOSPMED](http://listserv.aap.org/scripts/wa.exe?A0=AAPHOSPMED)

Self-Managing the Online System

1. Clicking Search allows you to search archives within the main LISTSERV®. Note: at this time subcommittee LISTSERVs do not have archive capabilities.
2. Clicking the Options (3-bar) symbol on the right-hand side of every page brings you to a quick cheat sheet where you can change your email address, etc.
3. Clicking Subscriptions or Subscribers Corner (as it is alternatively known) allows you to see ALL of the LISTSERVs that fall under your name or are connected to your subscribed email address.

Browsing the LISTSERV® Archive

1. The SOHM LISTSERV® Interface allows you to browse or search – or post new messages using -- the Section's online service. To access the archive, click Subscriptions.
2. Next, click on the name of the list you want to explore – in this case, it would be AAPHOSPMED.
3. Once on the archive page, click the Options (3-bar) symbol to use the search function.
4. Click on whichever posting you would like to view.
Changing the eMail Address (and/or Name) Subscribed to the LISTSERV®
1. You can change your email address on the LISTSERV® via the archive page. To access the archive, click Subscriptions.
2. Next, click on the name of the list where you want to change your address — in this case, it would be AAPHOSPMED.
3. Once on the archive page, click the Options (3-bar) symbol to find the Subscribe/Unsubscribe.
4. On the Subscribe/Unsubscribe page, find the current address subscribed to the list and enter the new email in the same box.
5. Once entered, hit Update Settings. Note: You can also change your name following the same instructions above as well.

Changing LISTSERV® Subscription Settings
1. You can change your LISTSERV® subscription settings such as the way you receive messages, etc. via the archive page. To access the archive, click Subscriptions.
2. Next, click on the name of the list where you want to make changes — in this case, it would be AAPHOSPMED.
3. Once on the archive page, click the Options (3-bar) symbol to find the Subscribe/Unsubscribe.
4. Under Settings on the page:
   - Regular = receive messages as they are posted/processed
   - Digest = receive a message containing multiple individual posts
   - Index = receive a short index of messages at regular intervals (usually once a day or once a week)
   - MIME = plain text format; HTML = traditional format
5. Under Mail Settings on the page, you can either check to have the LISTSERV® name in the header or not.
6. Under Acknowledgements on the page:
   - No acknowledgements = will not send you an acknowledgement when you post to the list
   - Short message confirming receipt = will send you a short message whenever you post to the list
   - Receive copy of own postings = send you a copy of your own postings so that you can see exactly how it appeared on the list (useful if you are behind an unreliable gateway or firewall)
7. Under Miscellaneous on the page:
   - Mail delivery disabled temporarily = allows you to disable delivery if you will be away from your email for an extended period of time

Unsubscribing from the LISTSERV®
1. You can unsubscribe from a LISTSERV® subscription using the archive page. To access the archive, click Subscriptions.
2. Next, click on the name of the list you want to leave — in this case, it would be AAPHOSPMED.
3. Once on the archive page, click the Options (3-bar) symbol to find the Subscribe/Unsubscribe.
4. Follow the instructions noted on the page.
5. If you tried steps 1 through 4 and still find you are unable to unsubscribe, contact staff for assistance.