

## Forums Have Replaced Listserv

### NARHC-News & Technical Assistance

Listserv has been **DISCONTINUED**. Instead, it has been replaced by the **NARHC News** Forum and the **Technical Assistance** Forum.

The NARHC News Forum will operate in much the same way as listserv: Subscribers will receive and post notifications directly into your email. The Technical Assistance Forum will continue to be a one-way only communication tool to subscribers. This is where NARHC staff and the Federal Office of Rural Health Policy staff post announcements about the RHC Technical Assistance webinars or other important information.

In order to subscribe to either Forum, you must have an account on the [NARHC website](#). There is no charge to set up an account and you **DO NOT** need to be a member of NARHC to create an account. This is being done as a security feature to prevent future spam/hacking attempts.

Many Listserv participants already have a NARHC account because you are a member of NARHC or you engaged in some type of transaction with the Association. If you already have an account, you can skip the “create account” step and just login using the login username and password you have already established with NARHC.

But even if you have an account, you will still need to subscribe to one or both of the Forums. If you have an account, please skip to “Subscribing to the Forums” below.

#### Creating a NARHC Account

If you **do not** have a NARHC account go to the [NARHC website](#) and click on Create Account in the upper right corner. You will be asked to verify that you or your organization does not already have an account. If you verify that you do not have an account, click on “please fill out this form”

If you discover that you already have an account or your organization has an account, click on “enroll” to the right of your organization’s name.

The email you use to create your account will be your user name. It will also be the email address where Forum messages will be delivered. We do **NOT** share this information with any outside entity.

If your RHC or company has no profile with NARHC you will need to create a company or RHC profile.

Within 24 hours of submitting your profile, you can return to the NARHC website to create your actual account. Once you have resubmitted your profile information, you will receive an email (generally within 10 minutes) giving you your user name and a temporary password. You will want to login using the temporary password and then change that password to something you can remember.

#### Subscribing to the Forums

Once you have a NARHC Account, you will then need to affirmatively subscribe to either or both Forums.

Log into your account. Click on “Discussion Forums” where you will indicate which Forum you want to subscribe: NARHC News Forum and/or Technical Assistance Forum.

If you subscribe to NARHC News Forum you will be asked to select how you want information posted to your email. You will have three options:

1. Receive all Forum emails in your email inbox when they are posted;
2. Receive a daily digest; or
3. Receive a weekly digest

If you choose Option 1, you can reply back to any email you receive from NARHC-News Forum. Just hit “reply” to that email and you can post your response/comment. Your response will be posted to ALL Forum subscribers.

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If you have chosen either the Daily or Weekly Digest options, you won't be able to reply back from your email. Instead, you will have to log into [narhc.org](http://narhc.org) and find the thread in order to reply.

#### **Posting a New message on the NARHC News Forum**

If you want to create a new email thread (i.e. new topic) from your Forum email, compose a new email and put [narhc-news@forum.narhc.org](mailto:narhc-news@forum.narhc.org) into the "To:" box.

When creating a new message, you must put the word - new - followed by the topic of your email onto the subject line. This will allow the system to recognize this as a new thread and help if you or someone else who wants to search the archive for your post and all responses. If you do not put the word on the subject line, it will not post.

The body of your email will be what is posted as a new thread to the forum and will be sent to all NARHC-News subscribers. The posters name will appear in the message but the individual email will no longer appear in the message. Again, this is in an effort to prevent hacking and scamming.

#### **Technical Assistance Forum**

This is a one-way only Forum meaning only administrators can post to this Forum. This Forum will be used exclusively to post announcements about RHC TA webinars, important information from CMS and/or the Federal Office of Rural Health Policy and announcements about upcoming NARHC events.

#### **NEW Feature with the Forum!**

With this new forum, you now have the ability to log in and view archived threads. This allows you to search by keywords to see if your question has already been posted or to read past topic threads to gain insight and information regarding rules, regulations and other RHC important topics.

If you have any questions concerning the new forums, please reach out to [asst@narhc.org](mailto:asst@narhc.org).

Thank you for your support!

#### **Bill Finerfrock**

National Association of Rural Health Clinics

[bf@narhc.org](mailto:bf@narhc.org)