



Collaborate Code of Conduct

Mission Statement

The goal of Collaborate is to provide unmatched peer-to-peer networking opportunities for American Alliance of Orthopaedic Executives subscribers. Postings should:

- Provide **Content** and resources for orthopaedic practice executives
- Incorporate **Competence** and reflect excellence and high standards for orthopaedic practice management
- Encourage **Connections** to and between members, non-members, physicians and affiliated group
- Foster **Credibility** that is universally recognized

Collaborate Rules and Regulations

Your decision to participate in Collaborate indicates that you have read and accept, without limitation or qualification, this Code of Conduct and its accompanying Terms of Use.

Collaborate users must:

- Demonstrate the highest ethical standards while using the service (see AAOE Member Code of Ethics [hyperlink]).
- Reserve list discussions for topics that might include, but are not limited to, soliciting the advice of peers, learning from their experiences, and participating in the ongoing dialogue.
- Avoid “Me Too” emails.
- Make subject lines as concise and specific as possible.
- Always be thoughtful and respectful of fellow users.
- Refrain from posting any material that is unlawful, harmful, offensive, threatening, abusive, libelous, harassing, defamatory, vulgar, obscene, profane, hateful, fraudulent, sexually explicit, discriminatory or otherwise objectionable or that which could be construed as bullying.
- Avoid posting information that involves a). the prices charged for healthcare services or third-party reimbursement paid or b). the salary, wage, and/or benefits information for healthcare personnel. Requests sent directly to the requestors email or offline does not circumvent this rule.
- Deidentify any protected health information that is shared.

Collaborate users may **NOT**:

- **Harvest email addresses.** The service’s success relies upon our ability to maintain the integrity of members’ inboxes.
- **Post commercial messages**, including solicitations for money, goods or services for charitable purposes or private gain.
- Submit postings relating to actual or potential anti-competitive, 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, terms, and/or conditions of sale; salaries; commissions; profits, profit margins, and/or cost data; selection, rejection or termination of customers or suppliers.



Collaborate users may **NOT** (*continued*):

- Submit any postings that violate or infringe upon the rights of others or that user does 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.
- Submit any **false, misleading or fraudulent** postings.
- Use Collaborate to **promote advocacy** efforts that are not sanctioned by AAOE or to gather information or data to support unsanctioned advocacy efforts.
- Submit any postings to communicate with potential subscribers in **formal research** of any kind, or to conduct market research, surveys, or academic studies. Subscribers may utilize the platform to conduct informal surveys that will benefit all AAOE members.
- **Forward any postings** to any third parties who are not subscribers to Collaborate or members of AAOE, without the prior written permission of the individual who posted the posting.

For More Information:

- [Collaborate Terms of Use](#)
- Anti-Trust
 - [Statements of Antitrust Enforcement Policy in Health Care](#) (1996)
 - [AAOE Antitrust Resource](#) (2016)
- HIPAA
 - [Summary of the HIPAA Privacy Rule](#) (2013)
 - [Methods for De-Identification of Protected Health Information](#) (2015)

From other Code of Conduct:

The Legal Stuff

This site is provided as a service for the members of the American Alliance of Orthopaedic Executives (AAOE). AAOE is not responsible for the opinions and information posted on this site by others. We disclaim all warranties with regard to information posted on this site, whether posted by AAOE or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall AAOE be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site.

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material.

Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers.

AAOE does not actively monitor the site for inappropriate postings and does not on its own undertake editorial control of postings. However, in the event that any inappropriate posting is brought to the attention of AAOE, all appropriate action will be taken.

AAOE reserves the right to terminate access to any user who does not abide by these guidelines.

Privacy Policy

Any personal information you provide to us including and similar to your name, address, telephone number and e-mail address will not be released, sold, or rented to any entities or individuals outside of our organization except as noted below.

With Whom Do We Share the Personal Information We Collect Through This Site:

Our Service Providers

We may share your personal information with companies (including our affiliates) that perform services on our behalf, for example, companies that help process credit card payments. Our service providers are required by contract to protect the confidentiality of the personal information we share with them and to use it only to provide specific services on our behalf.

Business Transfers

Your personal information may be transferred to another entity (either an affiliated entity or an unrelated third party) in connection with a merger, reorganization, dissolution or similar corporate event. If such a transfer were ever to occur, the acquiring entity's use of your personal information will still be subject to this Privacy Policy.

Government and Legal Disclosures

We may disclose the personal information we collect through this Site, when we, in good faith, believe disclosure is appropriate to comply with the law (or a court order or subpoena); to prevent or investigate a possible crime, such as fraud or identity theft; to enforce our Terms and Conditions or other agreements that govern your



use of this Site; or to protect the rights, property or safety of our company, our users, or others.

External Sites

We are not responsible for the content of external internet sites. You are advised to read the privacy policy of external sites before disclosing any personal information.

Cookies

A "cookie" is a small data text file that is placed in your browser and allows us to recognize you each time you visit this site (personalization, etc). Cookies themselves do not contain any personal information, and we do not use cookies to collect personal information. Cookies may also be used by 3rd party content providers such as news-feeds.

Remember The Risks Whenever You Use The Internet

While we do our best to protect your personal information, we cannot guarantee the security of any information that you transmit to us and you are solely responsible for maintaining the secrecy of any passwords or other account information. In addition other Internet sites or services that may be accessible through our site have separate data and privacy practices independent of us, and therefore we disclaim any responsibility or liability for their policies or actions. Please contact those vendors and others directly if you have any questions about their privacy policies. For any other information please contact us using the **Contact Us** page.