

## QualityNet Mailer List Request

\* Required fields

Date \_\_\_\_\_

### Requester

Name\* \_\_\_\_\_ Contract/program\* \_\_\_\_\_

Company/Organization \_\_\_\_\_ Title/role \_\_\_\_\_

Email address\* \_\_\_\_\_ Phone\* \_\_\_\_\_

### CMS Approver

Name\* \_\_\_\_\_ Title/Role\* \_\_\_\_\_

Email address\* \_\_\_\_\_ Phone\* \_\_\_\_\_

Program\* (for which list is requested) \_\_\_\_\_

**List Name\*** (May include program name. Spell out acronyms. E.g. "QNP Example Notify: QualityNet Portal Example Notifications".)

\_\_\_\_\_

**List ID\*** ("example-id@mailers.qualitynet.org", 'example-id' must be 15 characters or less.)

\_\_\_\_\_

**List Email From Text\*** (The text displayed as a name of the list when the sender is masked.)

\_\_\_\_\_

**List Description\*** (Who should subscribe? What type of info will be conveyed? For private list, may include membership restrictions.)

\_\_\_\_\_

**List Type\*** NOTE: All lists are displayed on QualityNet.cms.gov for subscription

- (Select one)  Notification (Used to send CMS-approved messages to list members)
- Discussion (Used by subscribers to send messages to all other subscribers)

**List Membership\*** NOTE: All lists are displayed on QualityNet.cms.gov for subscription

- (Select one)  Public (Membership open to any subscriber)
- Private (Membership must be approved by List Administrator)

**List Settings\*** NOTE: Default settings are recommended

**Sender Masked\***

- (Select one)  Masked (List Admin email NOT displayed) [Default of Notification List]
- Un-Masked (List Admin email displayed in messages) [Default of Discussion Lists]

**Member Messages\***

- (Select one)  Accept (Member can post without List Admin approval) [Default of Discussion List]
- Hold (Member can post with List Admin approval)
- Reject (Member can NOT post) [Default of Notification List]

**Non-Member Messages\***

*(Select one)*

- Accept (Non-Member can post without List Admin approval)
- Hold (Non-Member can post with List Admin approval)
- Reject (Non-Member can NOT post) [Default of Notification & Discussion List]

**List administrator**

Name\* \_\_\_\_\_ Title/Role \_\_\_\_\_

HARP ID\* \_\_\_\_\_ Organization name (in HARP)\* \_\_\_\_\_

Email address\* \_\_\_\_\_ Phone \_\_\_\_\_

**Target date for activation** \_\_\_\_\_

**Additional List Administrators – Include name, HARP ID, Org Name (in HARP), Email address**

*(Note: Unless specified here, all List Administrators will be authorized to send email notifications to list members.)*

Send **completed** List Request Form to: [ServiceCenterSOS@cms.hhs.gov](mailto:ServiceCenterSOS@cms.hhs.gov).  
Incomplete forms will be returned to the requester.