

# Welcome to the Federation of State Physician Health Programs

## NEW MEMBER GUIDEBOOK

*An illustrated guide to getting the most out of  
our interactive and self-service website*



Federation of State Physician  
Health Programs

## Welcome to the Federation of State Physician Health Programs (FSPHP) where our mission is to support physician health programs in improving the health of medical professionals, thereby contributing to quality patient care.

As a member of FSPHP, you are part of a community of Physician Health Program professionals across North America including some international members dedicated to the health of physicians and health care professionals. FSPHP members have access to exclusive networking, resources, collaboration opportunities and education tailored to the needs of Physician Health Program staff and initiatives.

Here are some of those resources:

**Committees** - FSPHP relies on volunteers to serve on its committees to promote the missions and objectives of the organization, and with over 20 active committees, members are sure to find a committee that interests them.

**Resources page** - The Resources tab contains links to the following helpful pages: Featured Articles & Podcasts; Research about PHPs and Health Professionals; Resources on Health Professional Well-Being; Guidelines, Policies and Position Statements; and information on the FSPHP Newsletter. The Resources tab is updated regularly to contain the latest information and links.

**Physician Health News** - Each issue of the FSPHP biannual newsletter, *Physician Health News*, includes updates from state physician health programs, articles, and notices of interest to the physician health community as well as information on future FSPHP events. This newsletter is available online, at the Annual Education Conference, and is emailed to all FSPHP members.

**Events Page** - It is here that you can learn more about all FSPHP events including Regional Membership Meetings, the Annual Education Conference & Business Meeting, State PHP Events, and other national organization events that may be of interest to you.

**State Program Pages** - See the complete list of member State Physician Health Programs and their detailed program pages.

**Donate** - Learn how you can support FSPHP and ensure that FSPHP continues to implement new initiatives, upholds an environment of fellowship and networking, establishes best practices and assists PHPs in their quest to protect the public.

**Benefits of Membership** - FSPHP members have access to exclusive networking, resources, collaboration opportunities and education tailored to the needs of Physician Health Program staff and initiatives.

Should you need any assistance or have any questions or comments about your membership or benefits, please feel free to contact us at [ssavage@fsphp.org](mailto:ssavage@fsphp.org)

Sincerely,

Scott L. Hambleton, MD, DFASAM  
FSPHP President

Linda Bresnahan, MS  
Executive Director



# Federation of State Physician Health Programs

# Who's Who at FSPHP - Staff



Linda Bresnahan, MS  
Executive Director  
Email: [lbresnahan@fsphp.org](mailto:lbresnahan@fsphp.org)



Tanya Roof, CMP, CASE  
Meeting and Event Planning Director  
Email: [ssavage@fsphp.org](mailto:ssavage@fsphp.org)



Sandra Savage  
Membership Services Manager  
Email: [ssavage@fsphp.org](mailto:ssavage@fsphp.org)



Federation of State Physician  
Health Programs

# Who's Who at FSPHP – Board of Directors

**Board Member Role:** With duties and responsibilities acting on behalf of FSPHP as a director and fiscal agent for the FSPHP, lead and manage the goals and activities of the of each strategic workgroup by communicating the strategic mission, objectives and activities of the FSPHP strategic plan to FSPHP committees involved in that strategic goal.



Scott L. Hambleton, MD, DFASAM  
FSPHP President

*Dr. Hambleton is a 1994 graduate of the University of Tennessee School Of Medicine. He completed the University of Florida Addiction Medicine Fellowship at Pine Grove Behavioral Health in Hattiesburg, Mississippi in 2007. Dr. Hambleton has served as President of the Mississippi Chapter of the American Society of Addiction Medicine and now serves as the President of the Federation of State Physician Health Programs.*

*[Click here](#) for Dr. Hambleton's complete biography.*

[Click here](#) to see the complete FSPHP Board of Directors.



Federation of State Physician  
Health Programs

# Who's Who at FSPHP – Committees

FSPHP Committee Member Role: FSPHP relies on its committee members to represent membership interests, and to assist with FSPHP strategic goals. Committee membership shall, except as otherwise provided in the FSPHP [Bylaws](#), be appointed by the President with the approval of the Board. Written reports by committee chairs shall be required at the annual membership meeting. Special Committees, subcommittees, or task forces, may be appointed by the President with the approval of the Board providing they are not in conflict with the FSPHP [Bylaws](#). The duties and scope of responsibilities of any such body shall be defined in writing by the President with Board approval.

***This is your organization!*** FSPHP relies on member volunteers, such as yourself, to help the Federation be what its members envision. You may wish to speak to a committee chair to discuss your interest first. FSPHP committees vary in size, activity and current projects. Find a committee and commitment that are right for you! [Click here](#) to see the Committee Rosters and to learn how to become involved.



Federation of State Physician  
Health Programs

# Membership Has Its Privileges

## [www.fsphp.org](http://www.fsphp.org)

- Our website is powered by MemberClicks.
- Our website offers many self-service and exclusive benefits that only FSPHP members can take advantage of.
- To ensure only Members receive these benefits, these areas of our site require a valid log in.
- The pages in this guide will teach you how to log in and update your information, as well as take advantage of as many benefits as possible.
- The more you update and personalize your membership, the more value you will receive from FSPHP.



Federation of State Physician  
Health Programs

# Membership Has Its Privileges

## www.fsphp.org

Federation of State Physician Health Programs

Member Login Search our site...

Home About State Programs Membership Events Resources Donate PHP Participant Stories

Username

Password

[Retrieve Username](#) | [Reset Password](#)

Keep me logged in

LOG IN

Quick Links

- FSPHP Statement on Racism, Discrimination and Health Equity
- SUPPORT of CLINICIANS DURING COVID-19
- 2021 FSPHP Annual Education Conference & Business Meeting
- Donate
- JOIN FSPHP
- President's Message
- Featured Articles & Podcasts about PHPs
- Newsletters
- Submit a PHP Story, Member Testimonial, Event or Job
- Contact
- Member Testimonials

Upcoming Events

No events

[View Full Calendar](#)

© Copyright 2018 Federation of State Physician Health Programs

[Back to top](#)

If you forgot your password, don't worry!

Click '*Retrieve Username*' or '*Reset Password*' and enter the email address associated with your profile. You will then be emailed a link to reset your password.

*(HINT: you might want to try your email address as your username.)*

**Note:** To receive the link via email, the email address you enter must be the email address in your membership profile.



Federation of State Physician Health Programs

# Exclusive Member Portal Resources

- Member Directory
- My Profile and My Community
- E-list Guidelines and Instructions
- New Members & New Member Guidebook
- Event Calendar
- PHP Guidelines
- MAT Resources for FSPHP Members
- Member Library
- PHPs and the Media
- Past FSPHP Meeting Materials
- PHP Responses to COVID-19
- Power of Partnerships PHP Webinar



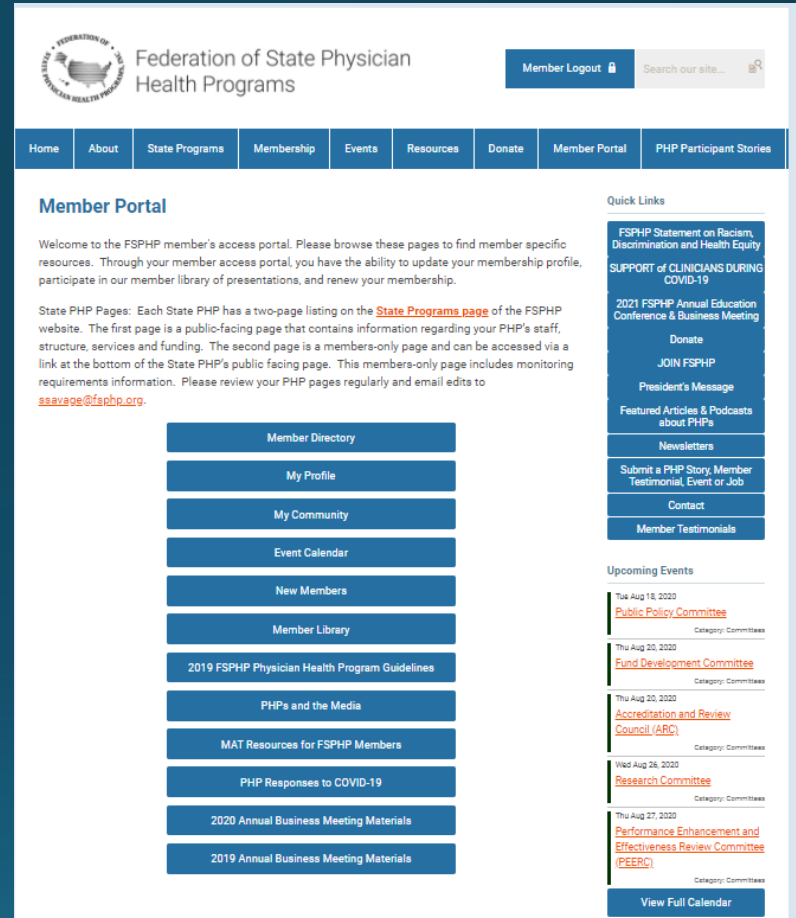
Federation of State Physician  
Health Programs



# FSPHP Member Portal

## What Can I Do Here?

- View your profile and update as needed
- View/Pay Invoices
- Access the Member Directory
- View Upcoming Events
- Access to Social Community Features including E-lists and Committees
- View any members only content on this website
- Interact and connect with other members



The screenshot shows the FSPHP Member Portal website. At the top, there is a navigation bar with the FSPHP logo and the text "Federation of State Physician Health Programs". To the right of the logo is a "Member Logout" button and a search bar. Below the navigation bar is a main menu with links for Home, About, State Programs, Membership, Events, Resources, Donate, Member Portal, and PHP Participant Stories. The "Member Portal" section is highlighted. The main content area includes a welcome message, a "State PHP Pages" section, and a list of quick links. On the right side, there is a "Quick Links" section with various links and a "Upcoming Events" section with a list of events and a "View Full Calendar" button.

**Federation of State Physician Health Programs**

Member Logout | Search our site...

Home | About | State Programs | Membership | Events | Resources | Donate | Member Portal | PHP Participant Stories

### Member Portal

Welcome to the FSPHP member's access portal. Please browse these pages to find member specific resources. Through your member access portal, you have the ability to update your membership profile, participate in our member library of presentations, and renew your membership.

State PHP Pages: Each State PHP has a two-page listing on the [State Programs page](#) of the FSPHP website. The first page is a public-facing page that contains information regarding your PHP's staff, structure, services and funding. The second page is a members-only page and can be accessed via a link at the bottom of the State PHP's public facing page. This members-only page includes monitoring requirements information. Please review your PHP pages regularly and email edits to [ssavage@fsphp.org](mailto:ssavage@fsphp.org).

- Member Directory
- My Profile
- My Community
- Event Calendar
- New Members
- Member Library
- 2019 FSPHP Physician Health Program Guidelines
- PHP's and the Media
- MAT Resources for FSPHP Members
- PHP Responses to COVID-19
- 2020 Annual Business Meeting Materials
- 2019 Annual Business Meeting Materials

### Quick Links

- FSPHP Statement on Racism, Discrimination and Health Equity
- SUPPORT of CLINICIANS DURING COVID-19
- 2021 FSPHP Annual Education Conference & Business Meeting
- Donate
- JOIN FSPHP
- President's Message
- Featured Articles & Podcasts about PHPs
- Newsletters
- Submit a PHP Story, Member Testimonial, Event or Job
- Contact
- Member Testimonials

### Upcoming Events

- Thu Aug 18, 2020  
[Public Policy Committee](#)  
Category: Committees
- Thu Aug 20, 2020  
[Fund Development Committee](#)  
Category: Committees
- Thu Aug 20, 2020  
[Accreditation and Review Council \(ARC\)](#)  
Category: Committees
- Wed Aug 26, 2020  
[Research Committee](#)  
Category: Committees
- Thu Aug 27, 2020  
[Performance Enhancement and Effectiveness Review Committee \(PEERC\)](#)  
Category: Committees

[View Full Calendar](#)



Federation of State Physician Health Programs

# Your FSPHP Profile

The screenshot shows a user profile for Sandra Savage. The profile includes a profile picture, a bio, and a status section. The bio indicates she is 1 year ago, last online 5 minutes ago, and has 0 profile views. The status section has a text input field and buttons for 'Change Profile Picture', 'Start a new circle', 'Write Message', 'Privacy', 'Upload photos', and 'View your inbox'. Below the status is a 'Wall' section with a comment input field and an 'Add Comment' button. At the bottom, there is a 'Username' field with 'Savage@fsphp.org' and an 'Edit' button, and a 'Member Type' field with 'Admin'.

Navigation menu: Home, About, State Programs, Membership, Events, Resources, Donate, Member Portal, PHP Participant Stories

Member Logout | Search our site...

My Community | My Profile | Connections | My Features | Inbox | Search Directory

**My Profile**

Sandra Savage  
1 year ago  
Last online 5 minutes ago  
Profile views 0 view(s)

**My Status**  
Share your thoughts here...

Change Profile Picture | Start a new circle | Write Message  
Privacy | Upload photos | View your inbox

Wall

Add Comment

Show All (0)

Username: Ssavage@fsphp.org | Edit  
Member Type: Admin

**Quick Links**

- FSPHP Statement on Racism, Discrimination and Health Equity
- SUPPORT of CLINICIANS DURING COVID-19
- 2021 FSPHP Annual Education Conference & Business Meeting
- Donate
- JOIN FSPHP
- President's Message
- Featured Articles & Podcasts about PHPs
- Newsletters
- Submit a PHP Story, Member Testimonial, Event or Job
- Contact
- Member Testimonials

**Upcoming Events**

- Tue Aug 18, 2020  
Public Policy Committee  
Category: Committees
- Thu Aug 20, 2020  
Fund Development Committee  
Category: Committees
- Thu Aug 20, 2020  
Accreditation and Review Council (ARC)  
Category: Committees
- Wed Aug 26, 2020

If you hover over the words 'My Profile', you can make additional changes to your profile.

In this area you can:

- Upload or change your profile picture that shows on the Member Directory
- Edit your privacy settings
- Change your password
- Manage how we contact you
- View past emails we have sent to you
- View a list of all your invoices
- View all forms that you have submitted



Federation of State Physician Health Programs

# Your FSPHP Profile

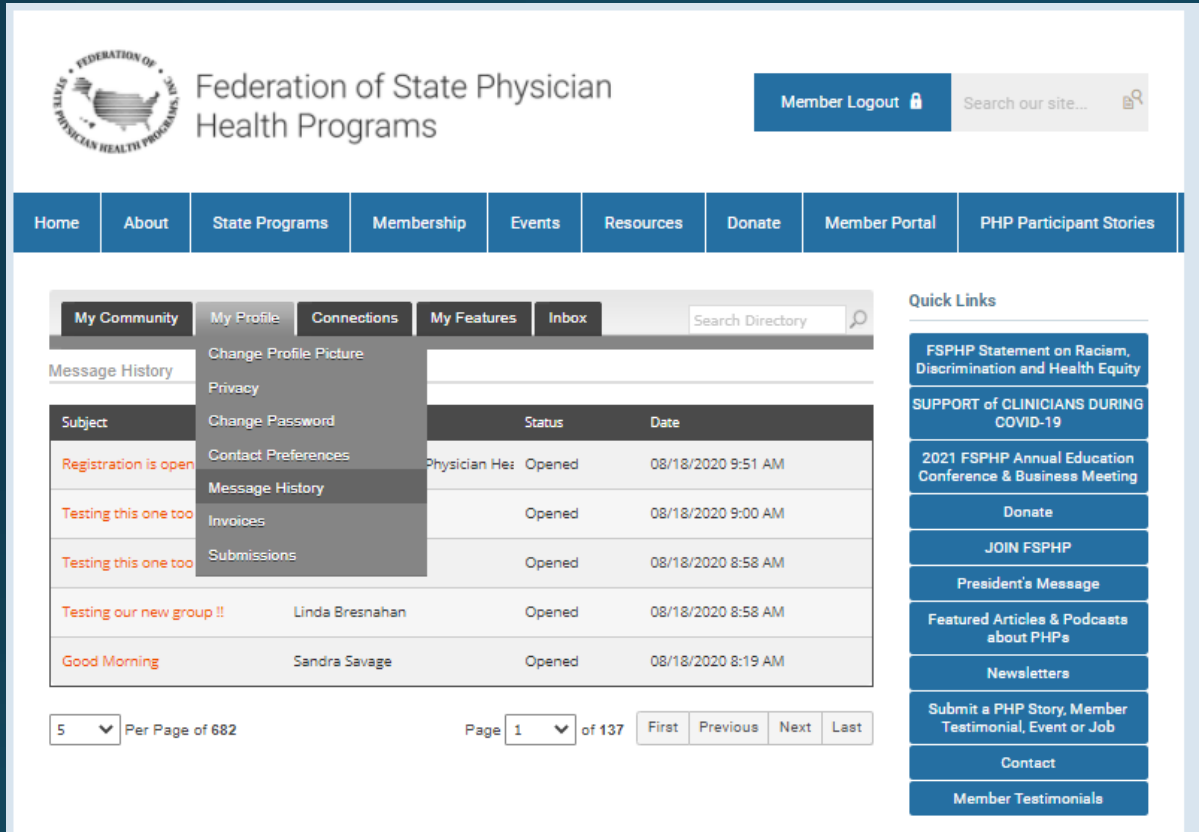
The screenshot shows a web browser window displaying a user profile for Sandra Savage. The browser's address bar shows a URL ending in '&userid=2001605674&Itemid=0'. The browser's tab bar includes 'Sign in - Google Ac...', 'MC HELP', 'Hyatt Meeting Plan...', 'FMA UPLOAD SITE', '2019 MOBILE APP', and 'MOBILE APP A'. The website header features the FSPHP logo and navigation tabs: Home, About, State Programs, Membership, Events, Resources, Donate, Member Portal, and PHP Participant Stories. The profile page includes a 'My Community' section with tabs for My Profile, Connections, My Features, and Inbox. The profile information for Sandra Savage shows she is 1 year ago, last online 2 minutes ago, and has 0 profile views. The 'My Status' section has a text input field and options to change profile picture, start a new circle, write a message, privacy, upload photos, and view your inbox. The 'Wall' section has a comment input field and an 'Add Comment' button. The 'Quick Links' section includes links for FSPHP Statement on Racism, Discrimination and Health Equity, SUPPORT of CLINICIANS DURING COVID-19, 2021 FSPHP Annual Education Conference & Business Meeting, Donate, JOIN FSPHP, President's Message, Featured Articles & Podcasts about PHPs, Newsletters, Submit a PHP Story, Member Testimonial, Event or Job, Contact, and Member Testimonials. The 'Upcoming Events' section lists several committees: Public Policy Committee (Tue Aug 18, 2020), Fund Development Committee (Thu Aug 20, 2020), Accreditation and Review Council (ARC) (Thu Aug 20, 2020), Research Committee (Wed Aug 26, 2020), and Performance Enhancement and Effectiveness Review Committee (PEERC) (Thu Aug 27, 2020). The 'Member Information' section shows the username Ssavage@fsphp.org, member type Admin, group Admin, and member status Active.

- The fields in your profile show you what information FSPHP has for you in our database. Please fill in any blanks so that we can know you as well as possible.
- Information here can be used on your Directory listings or for communications we send out.
- Make sure to click **SAVE** at the end of the process.



Federation of State Physician  
Health Programs

# Message History



Federation of State Physician Health Programs

Member Logout Search our site...

Home About State Programs Membership Events Resources Donate Member Portal PHP Participant Stories

My Community My Profile Connections My Features Inbox Search Directory

Message History

Subject	Status	Date
Registration is open	Physician He: Opened	08/18/2020 9:51 AM
Testing this one too	Opened	08/18/2020 9:00 AM
Testing this one too	Opened	08/18/2020 8:58 AM
Testing our new group !!	Linda Bresnahan Opened	08/18/2020 8:58 AM
Good Morning	Sandra Savage Opened	08/18/2020 8:19 AM

5 Per Page of 682 Page 1 of 137 First Previous Next Last

Quick Links

- FSPHP Statement on Racism, Discrimination and Health Equity
- SUPPORT of CLINICIANS DURING COVID-19
- 2021 FSPHP Annual Education Conference & Business Meeting
- Donate
- JOIN FSPHP
- President's Message
- Featured Articles & Podcasts about PHPs
- Newsletters
- Submit a PHP Story, Member Testimonial, Event or Job
- Contact
- Member Testimonials

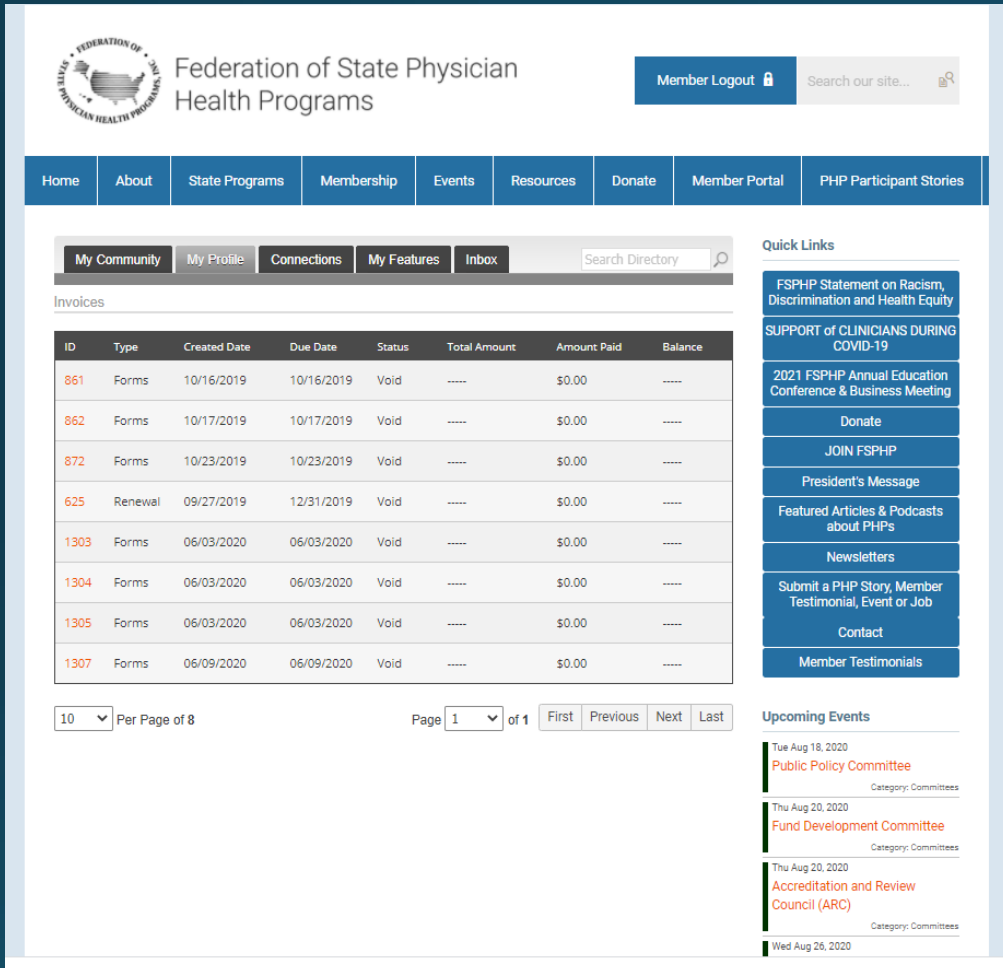
The Message History area will show you all of the emails the organization has sent to your personal inbox. If you ever delete an email, there is a full record kept in this area of your profile. Simply click on the subject line to open the body of the email.

Having a hard time receiving emails? Whitelist our email address. [Click here to see how.](#)



Federation of State Physician Health Programs

# View Your Invoices



**Federation of State Physician Health Programs**

Member Logout | Search our site...

Home | About | State Programs | Membership | Events | Resources | Donate | Member Portal | PHP Participant Stories

My Community | My Profile | Connections | My Features | Inbox | Search Directory

### Invoices

ID	Type	Created Date	Due Date	Status	Total Amount	Amount Paid	Balance
861	Forms	10/16/2019	10/16/2019	Void	-----	\$0.00	-----
862	Forms	10/17/2019	10/17/2019	Void	-----	\$0.00	-----
872	Forms	10/23/2019	10/23/2019	Void	-----	\$0.00	-----
625	Renewal	09/27/2019	12/31/2019	Void	-----	\$0.00	-----
1303	Forms	06/03/2020	06/03/2020	Void	-----	\$0.00	-----
1304	Forms	06/03/2020	06/03/2020	Void	-----	\$0.00	-----
1305	Forms	06/03/2020	06/03/2020	Void	-----	\$0.00	-----
1307	Forms	06/09/2020	06/09/2020	Void	-----	\$0.00	-----

10 Per Page of 8 | Page 1 of 1 | First | Previous | Next | Last

### Quick Links

- FSPHP Statement on Racism, Discrimination and Health Equity
- SUPPORT of CLINICIANS DURING COVID-19
- 2021 FSPHP Annual Education Conference & Business Meeting
- Donate
- JOIN FSPHP
- President's Message
- Featured Articles & Podcasts about PHPs
- Newsletters
- Submit a PHP Story, Member Testimonial, Event or Job
- Contact
- Member Testimonials

### Upcoming Events

- Tue Aug 18, 2020  
**Public Policy Committee**  
Category: Committees
- Thu Aug 20, 2020  
**Fund Development Committee**  
Category: Committees
- Thu Aug 20, 2020  
**Accreditation and Review Council (ARC)**  
Category: Committees
- Wed Aug 26, 2020

- Under 'My Profile' you have the ability to display your invoices.
- This area will show you past paid invoices and open invoices that you are able to pay. To open any of these invoices, simply click on the Invoice ID to view the invoice.



Federation of State Physician Health Programs

# Pay Your Invoices

**OPEN**

MemberClicks  
Kinsey Mahan  
3495 Piedmont Rd. NE  
Bldg. 12, Ste. 110  
Atlanta, Georgia 30305  
United States

**Invoice #** 435747  
**Invoice Date** 04/10/2018  
**Invoice Due** 05/10/2018

<b>Amount Due</b>	<b>\$75.00</b>
-------------------	----------------

**Transactions**

Description	Amount
Session A	\$25.00
Registration Fee	\$50.00

<b>Total Amount</b>	<b>\$75.00</b>
<b>Amount Paid</b>	<b>-\$0.00</b>
<b>Amount Due</b>	<b>\$75.00</b>

**NOTES**  
Please pay this invoice within 30 days. If you have questions, call 1-800-REFRESH or email help@memberclicks.com. This is a test.

Once you have clicked on the Invoice ID, you have the option to pay an open invoice or download an invoice.

**Paying an Invoice:** Paying an invoice couldn't be easier. Simply click on the button at the bottom 'Pay Now'. Our payment area will come up for you to enter your card and billing information.



Federation of State Physician  
Health Programs

# Member Directory

The screenshot shows the website's header with the logo and navigation menu. The main content area displays a search results page with 256 results. Four member profiles are visible, each with a placeholder image and redacted contact information. A sidebar on the right contains quick links and upcoming events.

**Federation of State Physician Health Programs**

Member Login

Home | About | State Programs | Membership | Events | Resources | Donate | Member Portal | PHP Participant Stories

256 Results [Show Search Criteria](#)

**Adelman, MD, Steve**  
Physician Health Services, Inc.  
Medical Director  
Massachusetts

**Albuquerque, MA, MD, FRCP, Joy**  
Ontario Medical Association  
Medical Director PHP

**Allison, LCSW, Cae**  
Colorado Physician Health Program  
Clinical Quality Consultant  
Colorado

**Avery, Jr., MD, Daniel**  
Alabama Professionals Health Program  
Associate Medical Director  
Alabama

**Quick Links**

- FSPHP Statement on Racism, Discrimination and Health Equity
- SUPPORT of CLINICIANS DURING COVID-19
- 2021 FSPHP Annual Education Conference & Business Meeting
- Donate
- JOIN FSPHP
- President's Message
- Featured Articles & Podcasts about PHPs
- Newsletters
- Submit a PHP Story, Member Testimonial, Event or Job
- Contact
- Member Testimonials

**Upcoming Events**

- Wed Aug 26, 2020  
[Research Committee](#)  
Governance Committee
- Thu Aug 27, 2020  
[Performance Assessment and Effectiveness Review Committee \(PA&EC\)](#)  
Governance Committee
- Fri Sep 4, 2020  
[District Planning Committee](#)  
Governance Committee
- Fri Sep 4, 2020  
[Evaluation and Treatment Accreditation Committee](#)  
Governance Committee

Our Member Directory can be valuable in connecting you with other members. To update what displays for your profile in the directory listing, please edit your profile that was provided in the earlier steps.



Federation of State Physician Health Programs

# E-Lists

Your membership includes access to our two exclusive E-lists where you can connect with other FSPHP members and exchange information. The **FSPHP-ALL-MEMBERS E-list** is available to all FSPHP membership classes, and the **STATE-PHP-MEMBERS E-list** is limited to State PHP membership classes.

FSPHP members do not need to do anything to join the E-lists and are automatically enrolled in the appropriate E-list(s) when they join FSPHP. This valuable member benefit is where you can ask questions and seek advice from your industry peers.



Federation of State Physician  
Health Programs



# E-List Groups

**[FSPHP-ALL-MEMBERS@fsphp.memberclicks.net](mailto:FSPHP-ALL-MEMBERS@fsphp.memberclicks.net)** E-list:

The **[FSPHP-ALL-MEMBERS@fsphp.memberclicks.net](mailto:FSPHP-ALL-MEMBERS@fsphp.memberclicks.net)** E-list is available to ALL FSPHP MEMBERSHIP CATEGORIES. This includes **State, Associate, International, Honorary, Individual, Organizational** and **Industry Partner Individual** members of FSPHP. This group is best used for exchanging information of interest to all those interested in professional and/or physician health including those members not affiliated with a PHP. Examples of information to share include articles, educational conference information, research studies and current news in the field.

**[STATE-PHP-MEMBERS@fsphp.memberclicks.net](mailto:STATE-PHP-MEMBERS@fsphp.memberclicks.net)** E-list:

The **[STATE-PHP-MEMBERS@fsphp.memberclicks.net](mailto:STATE-PHP-MEMBERS@fsphp.memberclicks.net)** E-list group is limited to State PHP membership categories including **State, Associate, Honorary** and **International** members. This E-list does not include FSPHP members that are not affiliated with a PHP such as *Individual, Organization, or Industry Partner Individual* members. This group is best used for messages related to PHP guidelines, PHP practices and the work of PHPs.



Federation of State Physician  
Health Programs

# E-Lists – Getting Started

E-lists allow you to distribute messages to all members subscribing to the list with a simple email to the list address.

- ✓ Communicate with the membership through a single email.
- ✓ Manage your subscription and preferences through your member profile.

## To get started:

- Log into your profile.
- In the My Features tab, click E-Lists.
- Make sure you are subscribed to the list.
- Make note of the list address. (Add it as a contact in your personal inbox)
- Click Edit to control your preferences.
- Click the list name to see and search previous posts.

## To start participating:

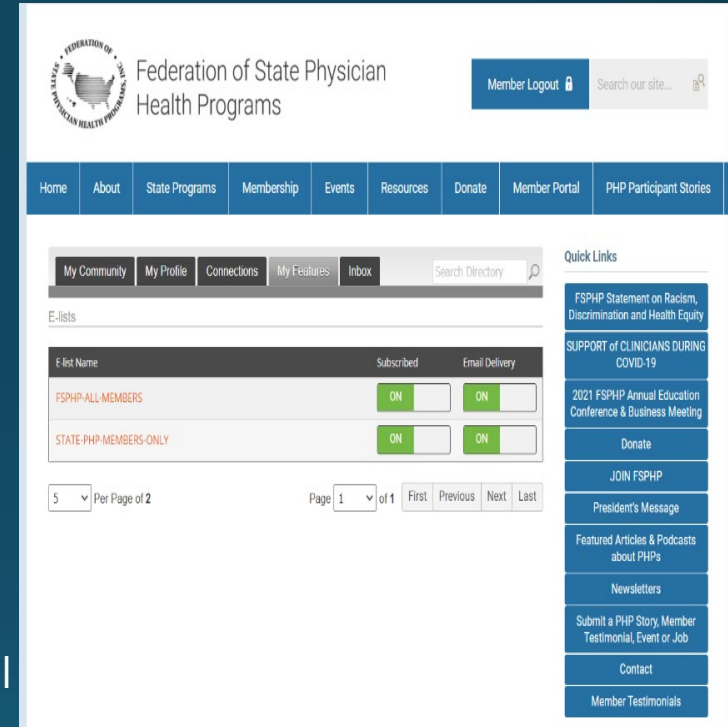
- (From your profile) Click 'Post a New Message'
- (From your personal Email Inbox) Send an email to the list address using the email address that is listed in your profile.



Federation of State Physician  
Health Programs

# Manage Your E-List Subscriptions & Preferences

- [Click here](#) to log-in to the FSPHP Member Portal and click on either **My Profile** or **My Community**.
- Then, in the **My Features** tab, click **E-lists**.
- In the shaded **E-list Name** grid, you will see the E-list(s) that you are subscribed to.
- The **Subscribed** and **Email Delivery** features will be turned **ON**. In order to remain part of the E-list(s) and to continue to receive messages from your group(s), please leave these settings **ON**.
  - If you would like to remain a participant in your E-list(s) but do not want messages sent to your email inbox, leave **Subscribed** in the **ON** position and change **Email Delivery** to the **OFF** position. You will no longer receive E-list messages in your email inbox, but you will be able to access these messages by clicking on the E-list and then going to the **Messages** tab.



The screenshot displays the FSPHP Member Portal interface. At the top, the logo for the Federation of State Physician Health Programs is visible, along with a search bar and a 'Member Logout' button. Below the navigation menu, the 'My Features' tab is selected, and the 'E-lists' sub-tab is active. The main content area shows a table of E-lists with columns for 'E-list Name', 'Subscribed', and 'Email Delivery'. Two E-lists are listed: 'FSPHP-ALL-MEMBERS' and 'STATE-PHP-MEMBERS-ONLY'. Both have 'Subscribed' and 'Email Delivery' settings set to 'ON'. The interface also includes a 'Quick Links' sidebar on the right with various links such as 'FSPHP Statement on Racism, Discrimination and Health Equity', 'SUPPORT of CLINICIANS DURING COVID-19', '2021 FSPHP Annual Education Conference & Business Meeting', 'Donate', 'JOIN FSPHP', 'President's Message', 'Featured Articles & Podcasts about PHPs', 'Newsletters', 'Submit a PHP Story, Member Testimonial, Event or Job', 'Contact', and 'Member Testimonials'.



Federation of State Physician  
Health Programs

# Sending an E-List Message

You can send E-list message two ways:

- Directly via the email address that is contained in your FSPHP Member Profile.
- Post a message to your E-list group via MemberClicks when you log into your Member Profile.

## *Sending a message directly via email:*

- Messages sent from your email account must be sent from the same email address you have in your FSPHP Member Profile. Messages sent from an email account that does not match the email address in your FSPHP Member Profile will be rejected by MemberClicks and will not be sent to the E-list group. (Go to **My Profile** check the email address in your FSPHP Member Profile.)
- When you are ready to send a message to the E-list, simply enter the complete email address of the E-list group in the **TO** field of your outgoing message just as you would any other email message. Please be sure that your email contains an email signature with your name, title and organization.

## *Sending a message via MemberClicks:*

- Log-in to your FSPHP Member Profile and click on your E-list via the **My Features** tab (see above for instructions). Once in your E-list, go to the **Messages** tab and click Post a **New Message**.
- When sending E-list messages via MemberClicks, please be sure to insert your name, title and organization at the bottom of your message.

You will have the ability to include attachments either way you send your message.



Federation of State Physician  
Health Programs

# Replying to an E-List Message & Accessing Past Messages

## REPLYING TO A MESSAGE

To reply to an E-list email message, just click reply, type your message, and send. **All members** of the that E-list will receive your message.

## ACCESSING PAST MESSAGES

You can easily view past messages for your E-list(s).

- Log-in to the FSPHP Member Portal and click on **My Profile**.
- In the **My Features** tab, click **E-lists**.
- Click on the E-list you would like to access, then click on the **Messages** tab to view past messages.

The screenshot shows the website interface for the Federation of State Physician Health Programs. At the top, there is a navigation bar with links for Home, About, State Programs, Membership, Events, Resources, Donate, Member Portal, and PHP Participant Stories. A search bar and a Member Logout button are also present. The main content area displays a list of E-lists, with the 'Messages' tab selected. A table lists messages with columns for Subject, Author, Replies, and Created Date. The messages listed are: 'email from outlook' by Sandra Savage (07/16/2020 1:10 PM), 'email from MB' by Sandra Savage (07/16/2020 1:06 PM), 'testing to see if this email address works' by Macy Savage (06/26/2020 9:32 AM), 'SUBJECT' by Sandra Savage (06/25/2020 2:10 PM), and 'Test #1' by Sandra Savage (06/22/2020 11:34 AM). A 'Back To E-lists' button is located above the table. To the right, there is a 'Quick Links' sidebar with buttons for FSPHP Statement on Racism, Discrimination and Health Equity, SUPPORT of CLINICIANS DURING COVID-19, 2021 FSPHP Annual Education Conference & Business Meeting, Donate, JOIN FSPHP, President's Message, Featured Articles & Podcasts about PHPs, Newsletters, Submit a PHP Story, Member Testimonial, Event or Job, Contact, and Member Testimonials. At the bottom, there is an 'Upcoming Events' section showing 'Tue Aug 18, 2020'.

Federation of State Physician Health Programs

Member Logout Search our site...

Home About State Programs Membership Events Resources Donate Member Portal PHP Participant Stories

Back To E-lists

FSPHP-ALL-MEMBERS:: This E-list includes all FSPHP member types: State, Associate, Honorary, International, Individual, Organization and Industry Partner Individual members.

Messages Members

Post A New Message Search Messages Search

Subject	Author	Replies	Created Date
<a href="#">email from outlook</a>	<a href="#">Sandra Savage</a>		07/16/2020 1:10 PM
<a href="#">email from MB</a>	<a href="#">Sandra Savage</a>		07/16/2020 1:06 PM
<a href="#">testing to see if this email address works</a>	<a href="#">Macy Savage</a>	1	06/26/2020 9:32 AM
<a href="#">SUBJECT</a>	<a href="#">Sandra Savage</a>		06/25/2020 2:10 PM
<a href="#">Test #1</a>	<a href="#">Sandra Savage</a>		06/22/2020 11:34 AM

5 Per Page of 5 Page 1 of 1 First Previous Next Last

Quick Links

- FSPHP Statement on Racism, Discrimination and Health Equity
- SUPPORT of CLINICIANS DURING COVID-19
- 2021 FSPHP Annual Education Conference & Business Meeting
- Donate
- JOIN FSPHP
- President's Message
- Featured Articles & Podcasts about PHPs
- Newsletters
- Submit a PHP Story, Member Testimonial, Event or Job
- Contact
- Member Testimonials

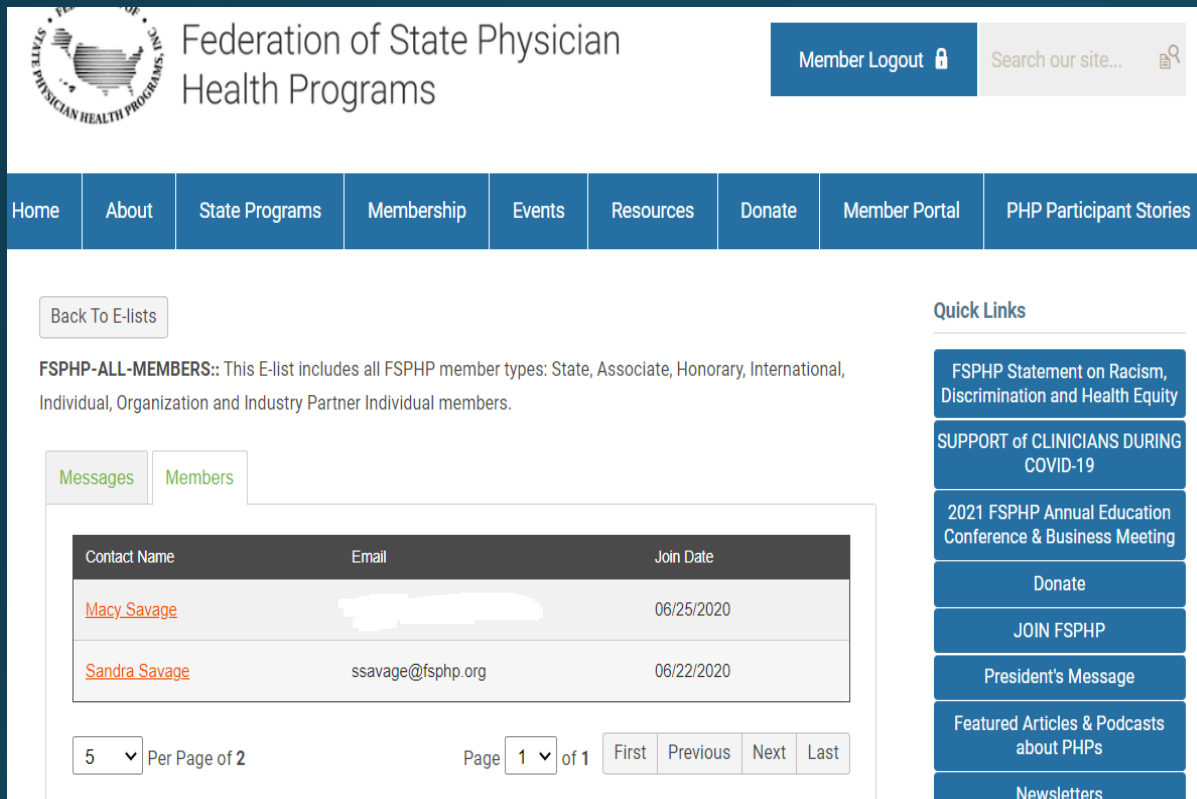
Upcoming Events

Tue Aug 18, 2020



Federation of State Physician Health Programs

# E-List Members



The screenshot shows the website for the Federation of State Physician Health Programs. The header includes the organization's logo, name, a "Member Logout" button, and a search bar. A navigation menu contains links for Home, About, State Programs, Membership, Events, Resources, Donate, Member Portal, and PHP Participant Stories. The main content area features a "Back To E-lists" button, a description of the "FSPHP-ALL-MEMBERS" E-list, and tabs for "Messages" and "Members". The "Members" tab is active, displaying a table with two members: Macy Savage and Sandra Savage. A pagination bar at the bottom indicates 5 items per page, currently on page 1 of 1.

Contact Name	Email	Join Date
<a href="#">Macy Savage</a>	[REDACTED]	06/25/2020
<a href="#">Sandra Savage</a>	ssavage@fsphp.org	06/22/2020

5 Per Page of 2 Page 1 of 1 First Previous Next Last

**Quick Links**

- FSPHP Statement on Racism, Discrimination and Health Equity
- SUPPORT of CLINICIANS DURING COVID-19
- 2021 FSPHP Annual Education Conference & Business Meeting
- Donate
- JOIN FSPHP
- President's Message
- Featured Articles & Podcasts about PHPs
- Newsletters

You can view the list of members that are in your E-list(s).

- Log-in to the FSPHP Member Portal and click on **My Profile** (see above for instructions).
- In the **My Features** tab, click **E-lists**.
- Click on the E-list you would like to access, then click on the **Members** tab to the list of members in the E-list group



Federation of State Physician Health Programs

# FSPHP Membership Education – Advancing the Health of Physicians

- FSPHP's hallmark event is our Annual Education Conference which typically occurs in April or May.
- FSPHP hosts exclusive regional member meetings twice a year. These meetings are either virtual or in-person and provide a unique opportunity to network, share best practices, and engage with your colleagues in the field.
- [Click here](#) for information about past FSPHP Annual Education Conferences.



Federation of State Physician  
Health Programs