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## Business Emails and Best Practice

The best way to keep in touch with all the new requirements in Behavioral Health is to keep an updated and functional email address.

We request that all your emails be sent to a business email address. Please change any personal emails to a business address. This helps ensure that you are receiving all the most up-to-date information possible.

Your business' email address is often the first impression you make when someone attempts to contact you with important information. Using a professional email address projects the image of an established and trustworthy business. For example, using an address like [john@smithplumbing.com](mailto:john@smithplumbing.com) looks more professional than [johnthejock@yahoo.com](mailto:johnthejock@yahoo.com).

Having a separate business email address decreases the chances of your emails being filtered into spam folders.

When an email contains your company's domain, it makes it more recognizable. Some of the most desirable email addresses follow one of the following layouts:

- \*[First name@yourcompany.com](#)
- \*[First name.Last name@yourcompany.com](#)
- \*[First Initial.Last name@yourcompany.com](#)
- \*[First initial Last name@yourcompany.com](#)
- \*[First name.Last name initial@yourcompany.com](#)
- \*[First name Last name initial@yourcompany.com](#)

If your company has frequent turnover, you might consider using an email address that uses the department you wish to receive an email, such as [personalcare@homehealthagency.com](mailto:personalcare@homehealthagency.com). However, please avoid the use of any role-based email addresses, such as [admin@yourcompany.com](mailto:admin@yourcompany.com). These types of addresses will be rejected from our mailing software. [Follow this link for a complete list of addresses to avoid.](#)

Please forward this information to additional staff.

If you have updated your email or additional staff needs to receive emails from AFMC, please reply to this email so we can add you to our distribution listing.

Thank you



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**Our mailing address is:**

AFMC  
1020 W 4th Street  
Little Rock, AR 72201  
United States

If you no longer wish to receive messages from AFMC, you may [unsubscribe](#) here.

(You may also send your request to **Customer Care** at the address above.)