### **GMDN** – User Guide for Healthcare Providers

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#### 1. GMDN Website - Account Management - Step-by-Step Guide

This is a Step-by-Step Guide for account management by adding and modifying user settings on the GMDN website.

The user of the GMDN website with the appropriate account permission can add, modify, and delete user profiles associated with their membership account.

1. Login to the GMDN Database using your Username and Password.

The Users tab is found in the Account dropdown menu at the top right of the webpage (with the person icon).



2. By clicking on Users the list of existing users will be listed for your account.

Note: new accounts will only list the details of the user that registered the account.

GMDN: Home Terms - Help -			L healthcare -
Users o			
Manage your users.			
You have 4 remaining user credits. Request User Credits	)		
New User	Filter	Active	~
Full Name Job Title Group Ema	<u>tail</u>	Edit Permission	
healthcare test heal	althcare@gmdnagency.org	Archive, Enquiry, Orders, Terms, Users	Edit
Contact Us Cookie Policy Privacy Policy Licence Agreement	It Terms of Website Use Copyright Statem	ient Build 2024.2.6 © 2024 GMDN Agency Ltd.	

3. The list can be sorted by username, Email address, Group or Job Title. The *Job Title* and *Group* fields are user defined and maybe useful to help organise and sort your users.



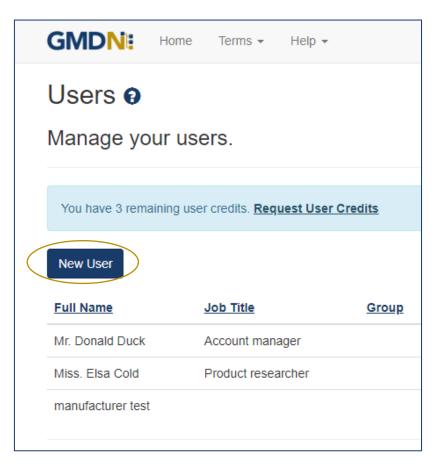
4. Each account when first activated, is provided with a certain number of user credits which are used to add more users. If you require more, they can be requested using the *Request User Credits* button.

Permission	Description
User	Can add, modify and delete users on their account
Orders	Can order and pay for membership
Terms	Can search for and reveal GMDN Codes
Enquiry	Can send a new product enquiry
Archive	Can add a Term to the Term Archive folder
Default (none of the above)	Can search the database, but cannot reveal GMDN Codes

5. The permissions can be added or removed according to your preference.

The membership applicant will have all permissions enabled and will thereafter be able to add new users and set permissions for them.

#### 6. To add a new user select *New User*.





7. Fill in the user details and select the Save button.

Only the First Name, Last Name and Email Address are mandatory fields.

Remember to select the *Edit Permissions* options to give the user the access they need.

GMDN: Home	Terms - Help -	L healthcare -
Users		
Modify the user of	details.	
Prefix	- Select -	~
First Name		
Middle Name		
Last Name		
Job Title		
Group		
User Name		
Email		
Phone		
Edit Permission	- Select -	•
	Grant user Edupermission to tasks. All users have Read permission by default.	
Term Changes		
Account Summary		
GMDN Focus		
	Save Confirm Email Archive	

8. When the Save button is pressed the user will be added to your list.

An email will be sent to the new user to inform them of their username and initial password. We recommend the password is changed when the new user accesses the GMDN website for the first time.

Dear Test Three,
Your GMDN user account has been created with the following details.
Username: test3@gmdnagency.org Password: gLCMhZiK
You can now access your GMDN account at www.gmdnagency.org
Regards GMDN Agency
This is an automated message sent by GMDN Agency, please do not reply.

1

#### 2. GMDN Website - Search - Step-by-Step Guide

This is a Step-by-Step Guide for searching for GMDN Codes using the GMDN website.

The GMDN Search uses a 'browser like' search algorithm to find GMDN Terms using key words.

1. Logon to the GMDN Database using your Username and Password.

2. Click on Search on the Terms dropdown menu.



3. In the box, type in the keyword(s) for the medical device you are looking for.

GMDN: Home Terms - Help -		L healthcare ◄
Search o		
Find Terms by keyword(s).		
	English	Q Search
Auvenced Reset		
Examples: stent. aorta stent. aorta OR stent. aorta NOT stent. "aortic stent". "stent ". 62572 47685 Note: Translations may not be available for some terms.		

Formatting the search text can help narrow down the search. For example:

*cardiac OR catheter* creates an 'either of the words' filter and will produce over 1,170 results.

cardiac catheter is an 'all of the words' filter and will produce over 110 results.

"cardiac catheter" uses "the exact phrase" filter and will produce about 20 results.

cardiac NOT valve will remove the word 'valve' from the 'cardiac catheter' results.

GMDN Code (Example 12345) will return the relevant GMDN Term.



4. The *Advanced* tab provides additional filters to narrow the search by Term Modification Date.

Specific searches can include 'obsolete' GMDN Terms.

In the example below, the Advance search criteria is looking for all Terms that contain the word 'stent' that have been modified in the 'last year' that will also include 'obsolete' Terms.

GMDNE Home	Terms - Help -	L healthcare →
Search 🛛		
Find Terms by key	word(s).	
stent		English v Q Search
Advanced <u>Reset</u>		
Modified	1 Year	~
Include Obsolete		
Row Per Page	25	~
Show Definitions		
Examples: <u>stent, aorta stent, aorta C</u> Note: Translations may no <del>r be availe</del>	R stent_actra NOT stent, "aortic stent", <u>stent *, 62572 47685</u>	

5. Click on the Search button or press Return and the results are displayed in a list form.

The Term Definition is revealed by clicking on the Term Name.

GMDN: Home T	erms • Help •	👤 healthcare 👻
Search 🥹		
Find Terms by keyv	vord(s).	
stent		English V Q Search
Advanced <u>Reset</u>		
Modified	1 Year	~
include Obsolete	Ø	
Row Per Page	25	~
Show Definitions		
Note: Translations may not be available term(s) Name Abcommal aorta endovascular A nonimplantable device designed to repair an abdominal aortic aneurysm		Code Status 56295 Active Details Action -
	made of moulded plastic and metal, and may be interchanged between delivery systems during a single implant.	
Contact Us Cookie Policy Priv	acy Policy Licence Agreement Terms of Website Use Copyright Statement Build 2024.2.6 © 2	024 GMDN Agency Ltd.

The results are prioritised according to if the search text is found in the Term Name or Term Definition. The list is presented in Term Name alphabetical order with the priority being when the search text is in the Terms Name and next if the search text is only found in the Term Definition. The search text is highlighted.



By clicking the Term *Details* link, you can see more information belonging to that Term, including a translation of the text, if available.

GMDN: Home	e Terms ≠ Help +	▲ healthcare -	
Term Details	3		
Name	e Abdominal aorta endovascular stent-graft deployment aid		
Definition	n A nonimplantable device designed to aid stability and control of the single-use delivery system during the deployment of an abdominal to repair an abdominal actic aneurysm (AAA). This device, which is a separate attachment and does not have any patient contact, is a AAA stent delivery system handle and may provide the surgeon with better mechanical control and stability during stent deployment, pa of difficult patient anatomy. It is typically made of moulded plastic and metal, and may be interchanged between delivery systems during This is a single-use device.	ttached to the articularly in cases	
Code	e 56295		
Status	s Active		
Created Date	e 20 Apr 2010		
Modified Date	e 27 Jul 2023		
	Add to Custom Category		
Translations			
Language	e - Select -	~	
Categories			
Please use shortcuts to find re Anatomical Specialty / Cardiov	aured Terms vascular devices / Cardiovascular prosthetic implants and associated devices		
	vascular devices / Vascular grafts and associated devices		
Device Function / Surgical/Inv	vasive procedure instrumentation / Device/Material manipulating instruments (surgical/dental)		
Featured Attributes / Surgical			
Names Index / Cardiovascular	Names Index / Cardiovascular prosthetic implants and associated devices		
Names Index / Grafts and ass			
Names Index / Stents and ass	sociated devices		
Power / Non-active			
Use Frequency / Single use			

One of the advance features of the *Term Details* view is the use of *Categories*. This uses the new GMDN *Explorer* to view all the Terms that are related by linking it to other GMDN Terms with similar characteristics. More information can be found in the 'Explorer Step-By-Step Guide'.

6. The 5-digit GMDN Code is also visible.

### 3. GMDN Website – Explorer – Step-by-Step Guide (unlimited users)

This is a Step-by-Step Guide for searching for GMDN Codes using the Explorer (Advanced Search) function on the GMDN website.

The Explorer uses the structured hierarchy of the GMDN Categories to find GMDN Terms by a higher level group of devices or 'Top Down' search.

1. Logon to the GMDN Database using your Username and Password.

2. Click on *Explorer* on the drop down *Terms* menu.

GMDNE Home	Terms 👻	Help 👻
Explorer <b>9</b> Browse Categorie	Search Explorer Proposed Download	2
Advanced Reset Explorer Find > Device Function > Anatomical Specialty > Names Index > Invasiveness/Implantabil > Use Frequency > Power > Materials (clinically signil > Featured Attributes		

3. The choice of language can be selected using the *Advanced* tab, but the translation button will need to be used to update the hierarchy tables of groups.

GMDN	Home	Terms ▼ Help ▼	L healthcare 👻
Explor Browse		s to find Terms.	
Advanced R	Reset		
	Language	English	✓ Translation
	-Group Terms Row Per Page	Dansk Deutsch English Español Français Italiano Nederlands	~
Explorer	Find	Norsk polski Português (Brasileiro) Svenska	
Names	ical Specialty	Русский 日本語 简体中文 у	
Use Fre	auency		



For unlimited users the Explorer displays the full set of eight Category groups. For example, those related to the device function (for example – Anaesthesia or Cardiology) those related to Anatomical Speciality (for example – Cardiovascular or Neurological) as well as a Names Index, Implantability, Power, Use Frequency, Materials and Featured Attributes.

The structure of the hierarchy is revealed by clicking on the arrows.

GMDN: Home Terms - Help -				1 heat	thcare 👻
Explorer <b>o</b> Browse Categories to find Terms.					
Advanced Reset					
Explorer Find	5 term(s)				
Device Function	Name	Code	_		
CT2727 Active implant devices/ancillaries     CT1007 Tissue reparation devices	Hand-held BPAP unit	6140	Details	Action	~
CT1274 Surgical/Invasive procedure instrumentation     CT366 Endoscopic devices	Home BPAP unit	60712	Details	Action	~
CT2818 Catheterization/Cannulation/Fluid path devices	Home CPAP unit	60711	Details	Action	~
<ul> <li>CT2724 Tissue/Fluid collection and preservation devices</li> <li>CT996 Anaesthesia and ventilation devices</li> </ul>	Neonatal CPAP unit	61197	Details	Action	~
CT121 Anaesthesia systems and associated devices     CT1254 Anaesthesia an respiratory monitors/analysers and associated devi     CT1256 Anvag clearance equipment     CT1250 Anaesthesia and respiratory masks and associated devices     CT357 Anaesthesia and respiratory masks and associated devices     CT356 Antificial anaryal/inbubition devices     CT3567 Freahing circuits and associated devices     CT350 CFA2FBeAP units     CT2502 CFA2FBeAP units     CT2612 LocalRegional anaesthesia devices     CT1407 Nasal broken canulae	Professional BPAP/high-flow respiratory unit	65491	<u>Details</u>	Action	~
CT1636 Pulmonary function analysers/analysis systems CT1911 Pulmonary resuscitators CT1910 Ventilators CT1010 Climitedates acaletius Burges devides					

4. The list of GMDN Terms in each Explorer group is revealed by clicking on it. The Term Definition is revealed by clicking on the Term Name. By clicking on the *Details* link, you can see more information belonging to that Term, including a translation of the text, if available.

Term Details	
Name	CPAP/BPAP face mask, reusable
Definition	A flexible, form-shaped device designed to be placed over a user's nose and mouth to interface with a continuous positive airway pressure (CPAP) or bi- level positive airway pressure (BPAP) unit to provide the respiratory tract with direct ambient air, or medical oxygen (C2) and air, at a higher pressure than ambient air for onnivasive positive pressure emiliation (NPPV). It is typically made of plastic and/or sincone materials that create an airtight seal around the nose and mouth. It is available in various designs and sizes and stabilized with a headstrap. This is a reusable device.
Code	57814
Status	Active
Created Date	15 Sep 2010
Modified Date	28 Feb 2014
	Add to Enquiry
Translations	
Language	- Select -
Categories Please use shortcols to find related Terms Anatomical Sociality / Putmenary devices / Aniosthesia and reportatory masks / CPAP/BPAP masks Porce Funder of Aniosthesia and vertifiation devices / Aniosthesia and reportatory masks and associated devices / Aniosthesia and reportatory masks / Anioory an masks / CPAP/BPAP masks Pestured Attributes / CPAP/BPAP Featured Attributes / Biese annouse Mames Index / Masks and associated devices / Masks / Aniesthesia and reportatory masks / AttrOory an masks / CPAP/BPAP Featured Attributes / Biese annouse Kanstone Kans	

One of the advance features of the *Term Details* view is the use of *Categories*. This uses the new GMDN *Explorer* to view all the Terms that are related by linking it to other GMDN Terms with similar characteristics.

### 4. GMDN Website - Enquiry - Step-by-Step Guide

This is a Step-by-Step Guide for submitting an Enquiry for new or modified GMDN Codes using the GMDN website.

If after using the GMDN Search or Explorer tools a user cannot find a relevant GMDN Term for their product, they are invited to submit an *Enquiry*. The Enquiry process is the only method of seeking assistance from the GMDN Agency in identifying GMDN Terms. The outcome of an *Enquiry* will be one of the following:

- a. The GMDN Agency identifies an existing GMDN Term.
- b. An existing GMDN Term is modified to include the new product's characteristics.
- c. A new GMDN Term is created.

1. Logon to the GMDN Database using your Username and Password.

2. Click on *Enquiry* on the dropdown list in the *Help* menu.



3. The *Enquiry* screen displays all the previous enquiries submitted from the same account. A filter is available to list all enquires by a specific user applicant. This page is also used to monitor progress on all outstanding enquires.

GMD	Home	Terms • Help •			L healthcare ◄		
Enqui	ry 😧						
Can't fir	nd a Term	n for your product?					
<ul> <li>Before creating New Enquiry please use <u>Search</u> or <u>Explorer</u> - for help please use <u>User Guides</u> or <u>Training</u>.</li> <li>Completion can take several weeks (depending on product complexity and response to questions) - please see <u>What We Do</u>.</li> <li>Basic members have lower priority in workload queue.</li> <li>English only.</li> </ul>							
New Enqui	iry			User - All -	~		
Ref		Modified Date	Created Date	Medical Device Name	User Status		
No items fo	ound.						
¥ 🖬							
Contact Us	Cookie Policy	Privacy Policy Licence Agreeme	ent Terms of Website Use	Copyright Statement Build 2024.2.6 © 202	24 GMDN Agency Ltd.		

4. Click on *New Enquiry* to start filling in product details.



All information provided to the GMDN Agency is confidential to us and is subject to current Data Protection Law. For more information, please see our *Privacy Policy*, found in the footer of all webpages.

Enquiry	
SI	ep 1
Product details.	
Your Email	manufacturer@gmdnagency.org
	My Profile
Medical Device Name	
$\sim$	Brand/Trade/Proprietary Name or Common Name
Manufacturer	
Model	
$\smile$	
Catalogue / Reference (REF)	
(KEF)	
Files	Choose Files No file chosen
	Please usering documentation (e.g. IFU, brochure) which includes an image. Supports Images, Adobe Acrobat, Microsoft Word.
Url	
_	http://www.example.com
Reason	
	Why do you require a GMDN term i.e. which Regulator or other body is asking you to provide a GMDN term?
Step 2	O General medical device
	O In Vitro Diagnostic (IVD)
	⊖ Software
	Please choose your enquiry type to proceed to the next step.
	Kancel Next >
	Cancel Next >

The *Medical Device Name, Manufacturer, Model* and *Reason* are mandatory data fields. This information is used by us to help identify the device but is not necessarily used in the final GMDN Term Name or Definition.

Please also attach a File which contains the product information by using the *Choose File* button. For example, an 'Instruction for Use' (IFU) or product brochure. This is also a mandatory field.

You can also provide a *Catalogue/Reference (REF)* and a relevant URL if applicable; this is not a mandatory field however it may increase the speed of the Enquiry process.

5. At the bottom of the page, Step 2 asks what type of device the enquiry relates to. This is used to determine the next set of questions we ask about the product. There are three options. Select the relevant option and click next.

- a. *General medical device* where the primary product is a general medical device.
- b. In Vitro Diagnostic (IVD) where an IVD is the primary product.
- c. Software where software is the primary product



a. *General medical device* is for products that are to be used as a medical device only and will ask questions related to that specific technology. Once you have completed the form click next.

Enquiry							
5	lep 1			Step 2			
eneral medical	device.						
Intended Use / Target							
Components	Name	Use Frequency	Sterility	Invasiveness	Sold Separately	Power	Materials
		plete this table to include all con single-piece devices complete i		ied separately, i.e. outside of	the system or kit.		
Key Attributes	- Select						
Additional							
						< Back	Cantel Next 3

b. In Vitro Diagnostic (IVD) will ask questions only related to IVDs. Once you have completed the form click next.

Enquiry	
S	kp 1 Step 2
In Vitro Diagnosti	c (IVD).
Nature Of Device	- Select - 🔹
Target Analyte	
Components	- Select -
	Select all components requiring GMDN Code
Components (Other)	
Assay Type / Methodology	Assay analysis technique / methodology
Clinical Application	Passel analysis must need to methodology
Cillical Application	Clinical application / Associated clinical condition
Usage	- Select -
Additional	
	Canel Need >

c. **Software** is for software-based products only and will ask questions related to that specific technology. Once you have completed the form click next.

Enquiry	
Ste	p 1 Step 2
Software.	
Used For	
Functionality	
Technology	
Platform	- Select -
Features	- Select -
Additional	
	Canel Next >



6. The *Summary* page is used to provide a final check on the product details prior to submission. Review the summary and when happy with it press submit.

Enquiry		
( s	Step 1 Step 2	Step 3
Summary.		
Medical Device Name	Syringe	
Manufacturer	Syringe Co	
Model	long	
Catalogue / Reference (REF)		
Files	Obsoletion template - PW v1.docx	
Url		
Reason	adsdfc	
Enquiry Type	Software	
Used For	Monitoring blood pressure	
Functionality	Os-Based	
Technology	App for smartphone	
Platform	Dedicated hardware	
Features	Captures patient demographics/clinical data	
Additional		
		Back Cancel Submit >

7. Following submission, the GMDN Term is assessed by the GMDN Agency and allocated to a subject expert to review. The expert will contact you for more information if needed using a notification email. An example email is given below. The message contains a link to your *Enquiry*.

Dear XXXXXXXX
The GMDN Term Development Team has posted a message regarding your enquiry. This may be asking for more information or another comment regarding your enquiry. The Term development process cannot continue until the necessary information is received.
Enquiry - <u>EQ160001</u>
Regards GMDN Agency

Any change to the status of an *Enquiry* will also be made to the *Alerts* page and is found in the Account dropdown menu at the top right of the webpage (with the person icon). There will always be an opportunity to discuss the outcome of the Enquiry with the GMDN expert.

8. Following the satisfactory completion of the Enquiry, it will be closed. The history will still be available for future reference in the *Enquiry* page.



#### 5. GMDN Agency - Membership Renewal Process (free membership access)

Guide for membership Renewal for existing GMDN Members, showing screen shots and system email messages.

1. The Membership status is always available to view in the *Membership* tab and is found in the Account dropdown menu at the top right of the webpage (with the person icon).



2. If you click on the *Membership* link, it will take you to your *Membership* page.

GMDN: Home	Terms + Help +	▲ healthcare -				
Membership	θ					
Information abou	t your account membership.					
Your account expires in 363 days.						
Membership Type Public Healthcare Provider						
Annual Sales N/A						
Number C168613						
64ad Data 07 Ech 2004						
Start Date 27 Feb 2024 Expiry Date 27 Feb 2025 Activated Yes						
Only activated accounts can access GMDN Terms and Codes.						
Code Credits						
Enquiry Credits						
User Credits	4					
	Certificate Licence Agreement					



3. Membership can be renewed up to 3 months before it is due to expire and when available will be visible as a *Buy Membership* link on your *Membership* page.

GMDN: Home Terms - Help -
Membership
Your account expires in 33 days Buy Membership

4. When the user clicks the *Buy Membership* button, the *Membership Renewal* screen will be displayed.

For membership with £0.00 value there are no payment options applicable. Click Next.

Register				
Membership				
Is my organisation already a member? Members				
Membership Type Public Healthcare Provider				
	<ul> <li>SCHEDULE C – for a PUBLIC HEALTHCARE PROVIDER</li> <li>1 Definition. For the purposes of this Agreement a 'Public Healthcare Provider' is an organization concerned with the purchase, control and utilization of medical devices for purposes of administering public healthcare to patients. For example, a hospital or clinic.</li> <li>2 Purpose. Use of the GMDN nomenclature for the purpose of inventory, purchasing and e-commerce purposes, medical device maintenance and other technical uses.</li> <li>3 Access Rights. The Licensee shall have access to all GMDN Terms, GMDN Definitions and GMDN Codes.</li> </ul>	•		
Annual Sales	N/A	~		
Additional Info		li		
Currency	British Pound (GBP)	~		
Total	£0.00			
Method	Credit Card Invoice Quote MasterCard, Visa (EUR, GBP, USD), Amex (USD), JCB, Maestro (GBP).			
Purchase Order	Invoice purchase order number (optional).			
	TISA & Worldpay			
	Refund Policy	t >		



5. Next Terms & Conditions need to be accepted. Then click the blue Finish button.

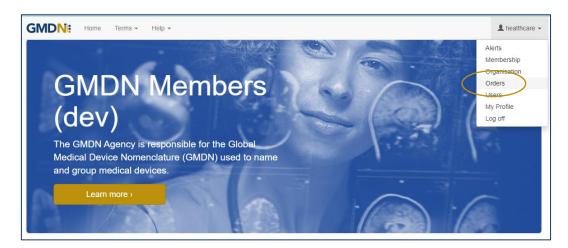
	erms & Conditions
1	LICENCE AGREEMENT
5	1.1. Access to the GMDN Database by you (the 'Licensee') is controlled by an electronic permit activated by entering a user ID and password. The user IDs and passwords are upplied by The GMDN Agency on a subscription basis. To be issued with such a user ID and password the Licensee must complete the Registration Form and submit it as firected.
	1.2. By submitting the registration details in the Registration Form and by paying the relevant Licence Fee for accessing the GMDN Database, the Licensee agrees to be bound by the Terms and Conditions of this licence agreement and the relevant Schedule applicable to the type of licence as set out below. The person submitting the Registration Form s warranting that the information submitted is true and accurate and that they are duly authorised on behalf of the Licensee to enter into the licence agreement. In exchange, the GMDN Agency will grant the Licensee a licence to access the GMDN Database and use the codes accessible from it on the following Terms and Conditions and relevant schedule.
2	2. TERMS AND CONDITIONS
2	.1. Definitions
	1.1. In these Terms and Conditions, the terms defined in the Schedule shall have the meanings set out in the Schedule and the following terms shall have the following neanings, unless the context requires otherwise:

6. A message will then be displayed stating the membership request is pending approval.

This will be evaluated by our Customer Services team and once approved a confirmation message will be sent to you.

Pending		
Your request is pending approval.		
Where do you want to go?		
Go to <u>Home</u> page     Choose from menu		

7. For reference the order history on your account renewals can be seen in the *Orders* folder and is found in the Account dropdown menu at the top right of the webapge (with the person icon).



8. The GMDN website will now be fully functioning to search for GMDN Terms and Codes.

#### 6. Stay in touch with the GMDN Agency

We have an 'opt-in' newsletter, which you can subscribe to, to stay ahead with news about the Agency and any key developments regarding the GMDN data set.

To opt-in to these options please tick the relevant box in *My Profile* as below. *My Profile* can be found in the Account dropdown menu at the top right of the webpage (with the person icon).

GMDN: Home	Terms - Help -	💄 healthcare 👻
My Profile		
Modify your perse	onal details.	
Prefix	- Select -	~
First Name	healthcare	
Middle Name		
Last Name	test	
Job Title		
Group		
User Name	healthcare@gmdnagency.org	
Email	healthcare@gmdnagency org	
	✓ Confirmed	
Phone		
How we commun	icate with you Real-time equal notifications about your purchased terms. See also <u>Alerts</u>	
Term Changes for My Categories	Real-time email notifications about Terms in your 'My Categories'.	
Account Summary	Periodic email otifications about your account and purchased terms. See also <u>Alerts</u>	
GMDN Focus	Periodic emili novilcativite about por account and parchased emile. Gee also <u>mente</u>	
	Save Confirm Email Change Password	
Contact Us     Cookie Policy	Privacy Policy Licence Agreement Terms of Website Use Copyright Statement Build 2024 2.6 © 2024 GMDN Agency Ltd.	

From time to time, we may request your input when reviewing our GMDN Terms. This is an important part of maintaining the Terminology to ensure that it always represents devices on the market as accurately as possible. We also understand that this requires time on your part, and we are very appreciative of the responses and any additional information that you provide.

The GMDN is also on social media platforms such as <u>LinkedIn</u>, where we share news and other interesting articles from within the MedTech industry.

If you have any questions, please contact us at this link.