

GMDN – User Guide for Consultancy & Commercial Organisations

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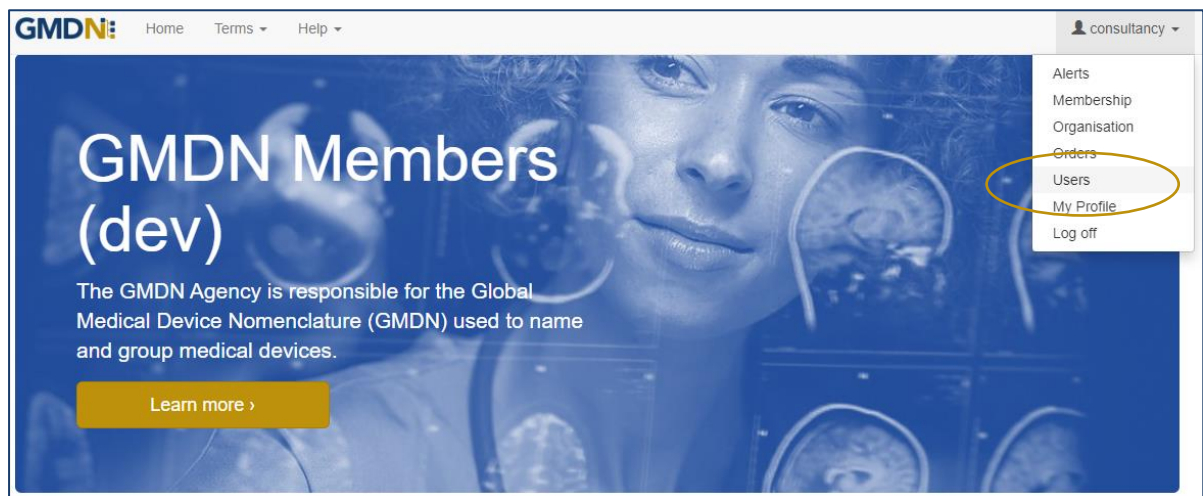
1. GMDN Website – Account Management – Step-by-Step Guide

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.

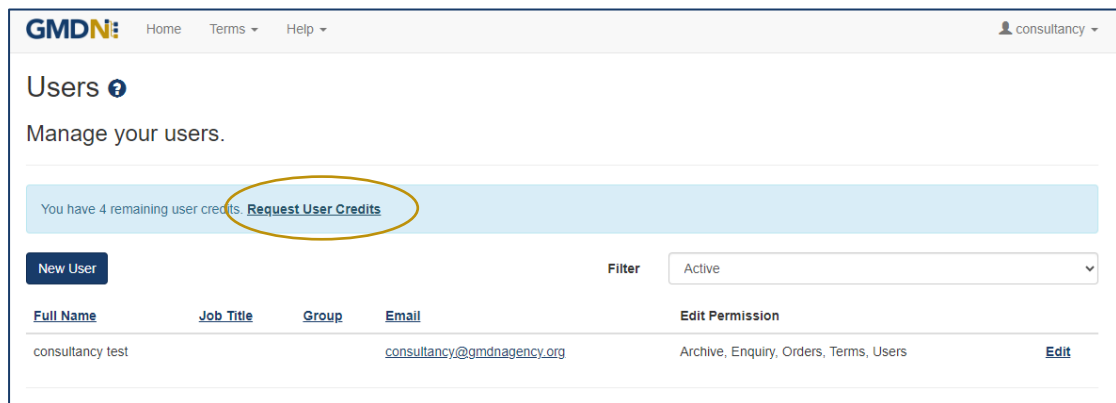
1. Login to the GMDN Database using your Username and Password.

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.



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.

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

| 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 |

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](#).

GMDN Home Terms Help

Users ?

Manage your users.

You have 3 remaining user credits. [Request User Credits](#)

[New User](#)

| Full Name | Job Title | Group |
|-------------------|--------------------|-------|
| Mr. Donald Duck | Account manager | |
| Miss. Elsa Cold | Product researcher | |
| manufacturer test | | |

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.

Users

Modify the user details.

Prefix

First Name

Middle Name

Last Name

Job Title

Group

User Name

Email

Phone

Edit Permission
Grant user Edit permission to tasks. All users have Read permission by default.

Term Changes

Account Summary

GMDN Focus

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

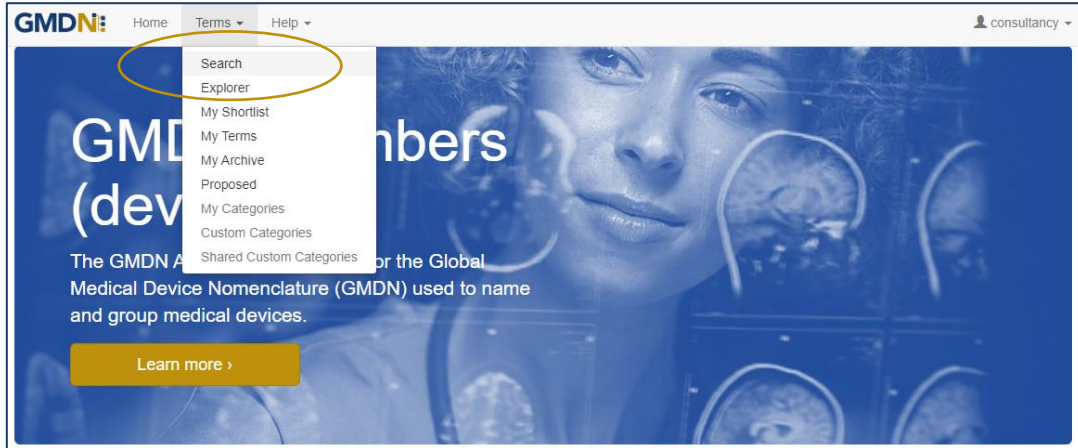
This is an automated message sent by GMDN Agency, please do not reply.

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

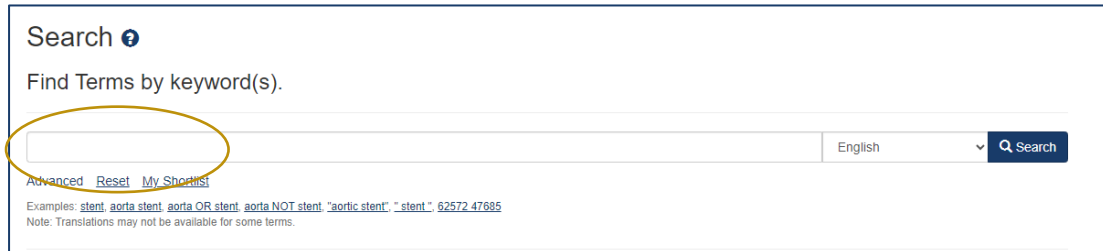
This is a Step-by-Step Guide for searching for GMDN Codes using the GMDN website.

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.



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 and searching in specific user locations, such as the **My Terms** list.

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 6 months' that will also include 'obsolete' Terms.

The screenshot shows the 'Search' interface with the following details:

- Search input: **Stent**
- Language: **English**
- Buttons: **Advanced**, **Reset**, **My Shortlist**
- Filters (circled in yellow):
 - Location:** GMDN Terms
 - Modified:** 6 Months
 - Include Obsolete:**
 - Row Per Page:** 25
 - Show Definitions:**
- Examples: `stent, aorta stent, aorta OR stent, aorta NOT stent, "aortic stent", "stent", 62572 47685`
- Note: Translations may not be available for some terms.

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.

The screenshot shows the search results for the keyword 'syringe' with the following details:

- Search input: **syringe**
- Language: **English**
- Buttons: **Advanced**, **Reset**, **My Shortlist**
- Filters:
 - Location:** GMDN Terms
 - Modified:** 1 Year
 - Include Obsolete:**
 - Row Per Page:** 25
 - Show Definitions:**
- Examples: `stent, aorta stent, aorta OR stent, aorta NOT stent, "aortic stent", "stent", 62572 47685`
- Note: Translations may not be available for some terms.
- Results:
 - 1 term(s)
 - Table with columns: **Name**, **Code**, **Status**
 - Row 1:
 - Name:** **intensive-care physiologic-monitoring medication infusion system** (circled in yellow)
 - Code:** [blank]
 - Status:** Active
 - Buttons: **Shortlist**, **Details** (circled in yellow)
 - Definition:** An assembly of electrically-powered devices intended for: 1) monitoring patient vital physiological parameters (e.g., ECG, noninvasive blood pressure (NIBP), pulse rate, temperature, haemoglobin oxygen saturation (SpO2)); 2) software-assisted diagnosis of high-risk clinical conditions and generation of medication therapy algorithms according to the patient's physiological state; and 3) infusion of therapeutic medications/drugs (e.g., insulin, thrombolytics) following clinician selection/confirmation of recommended therapy. It is used in emergency, critical care, and postoperative settings and includes a patient monitor, sensors, syringe infusion pump, and computer/software.
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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.

The screenshot shows the 'Term Details' page for 'Bedside syringe pump'. At the top, there is a navigation bar with 'GMDN', 'Home', 'Terms', and 'Help' menus, and a user profile 'manufacturer'. Below the navigation bar, a blue banner indicates 'You have 51 remaining code credits. [Get Code Credits](#)'. The main content area displays the term's details: Name (Bedside syringe pump), Definition (A mains electricity (AC-powered) non-ambulatory device designed to precisely drive the plunger of a syringe down its barrel to infuse a solution when it must be administered with a high degree of volume accuracy and rate consistency...), Code, Status (Active), Created Date (17 May 2004), Modified Date (13 Jun 2022), and Reason for modification/obsolescence (The term has been edited without excluding existing accurate assigned devices). Below the details are several action buttons: 'Get Code', 'Add to My Shortlist', 'Add to Enquiry', 'Move to My Archive', and 'Return to My Terms'. A note below the buttons states 'Note: Terms in "My Archive" do not generate alerts.' The 'Translations' section has a 'Language' dropdown menu set to '- Select -'. The 'Categories' section is circled in orange and contains a list of breadcrumb-style links for related terms, such as 'Device function / Sterilization/Canulation/Fluid path devices / Fluid infusion/injection devices / Infusion pumps and associated devices / Infusion pumps / Nonimplantable infusion/syringe pumps'.

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. To see the 5-digit GMDN Code, you must use your Code Credits. You can do this by clicking the *Get Code* button. Note: New Memberships will have an allocated Code credit starter allowance.

At any point, you can click on *Add to My Shortlist*. You can review Terms added to *My Shortlist* for transfer to *My Terms* by selecting *My Shortlist* on the dropdown menu under *Terms* at the top of the webpage.

If the Term is already in *My Shortlist*, the button will become *green*. If the Term is already in *My Terms*, the GMDN Code will appear.

Note: The Term Code won't be revealed until the member opens *My Shortlist* and confirms the purchase by clicking on the *Get* or *Get All* button. This will use one or more Codes credits.

7. A list of GMDN Terms in *My Shortlist* will be displayed to review.

Terms can be selected or removed individually or as a group.

My Shortlist

Compare and review your chosen Terms before purchase.

You have 51 remaining code credits. [Get Code Credits](#)

Language: English

13 term(s)

| Name | Status |
|---|---|
| Abdominal fluid shunt system An assembly of implantable devices designed to actively drain ascitic fluid (ascites) from the abdominal cavity into the bladder for urinary voiding. It typically consists of a battery-powered, programmable pump implanted beneath the skin of the abdomen in a surgically-created pocket, and fluid draining catheters (one placed in the cavity (e.g., peritoneal) for fluid collection, and another that connects the pump to the urinary bladder). The pump is typically charged and programmed transcutaneously using a noninvasive hand-held charger/programmer; some pumps are able to wirelessly transmit performance data to an external device. | Active <input type="button" value="Get"/> <input type="button" value="Remove"/> Details |
| Abdominal/ENT/orthopaedic surgical probe, reusable A slender, rod-like, hand-held manual surgical instrument intended to be used to explore cavities, wounds or fistulas during abdominal, ENT, and/or orthopaedic surgical interventions; it does not include stereotactic devices and is not dedicated to endoscopy. It may have a blunt bulbous, paddle-like, or pointed tip, may be single- or double-ended, and the shaft may be straight, bent or hooked. It is made of rigid or flexible metallic and/or synthetic polymer material. This is a reusable device. | Active <input type="button" value="Get"/> <input type="button" value="Remove"/> Details |

8. Terms that you have purchased will be stored in the **My Terms** list (in the *Terms* dropdown menu) and the Codes are also displayed. This is your organisation’s collection of GMDN Terms and the GMDN Agency monitors this list for you and informs you if a change in the status of any Term occurs.

My Terms ⓘ

View your purchased GMDN Codes for your devices.

Language: English Status: - Select -

109 term(s)

| Purchased | Name | Code | Status |
|-------------|---|-------|----------------------------------|
| 17 Aug 2023 | Ligament graft sizer, invasive | 63000 | Obsolete Details |
| 03 Aug 2023 | Microscopy mounting medium IVD | 43550 | Active Details |
| 08 Mar 2023 | Abdominal binder, reusable | 47217 | Active Details |
| 08 Mar 2023 | Surgical/medical face mask, antimicrobial, single-use | 66197 | Active Details |

This list of Terms the **My Terms** list can also be exported from the website in a convenient XML format file. This file format allows the data to be imported into most popular applications, such as a spreadsheet.

The list can also be filtered and sorted by several different fields, useful if you have a long list of Terms.

9. If you are no longer using a GMDN Term for your product, you can remove it from your *My Terms* list by moving to *My Archive*. The *My Archive* list is found in the *Terms* menu. A Term can be un-archived and returned to the *My Terms* list at any time. It will then continue to be monitored by the GMDN Agency.

If you search for a GMDN Term and it is already in your *My Archive* the GMDN Code will be displayed with a strikethrough, as seen in the example below.

Search

Find Terms by keyword(s).

English v Search

[Advanced](#) [Reset](#) [My Shortlist](#)

Location GMDN Terms v

Modified 6 Months v

Include Obsolete

Row Per Page 25 v

Show Definitions

Examples: [stent](#), [aorta stent](#), [aorta OR stent](#), [aorta NOT stent](#), ["aortic stent"](#), ["stent"](#), [62572-47685](#)
Note: Translations may not be available for some terms.

1 term(s)

| Name | Code | Status | Shortlist | Details |
|--|-------|--------|---------------------------|-------------------------|
| <p>Abdominal aorta endovascular stent-graft deployment aid</p> <p><small>A nonimplantable device designed to aid stability and control of the single-use delivery system during the deployment of an abdominal aorta stent-graft to repair an abdominal aortic aneurysm (AAA). This device, which is a separate attachment and does not have any patient contact, is attached to the AAA stent delivery system handle and may provide the surgeon with better mechanical control and stability during stent deployment, particularly in cases of difficult patient anatomy. It is typically made of moulded plastic and metal, and may be interchanged between delivery systems during a single implant. This is a single-use device.</small></p> | 56295 | Active | Shortlist | Details |

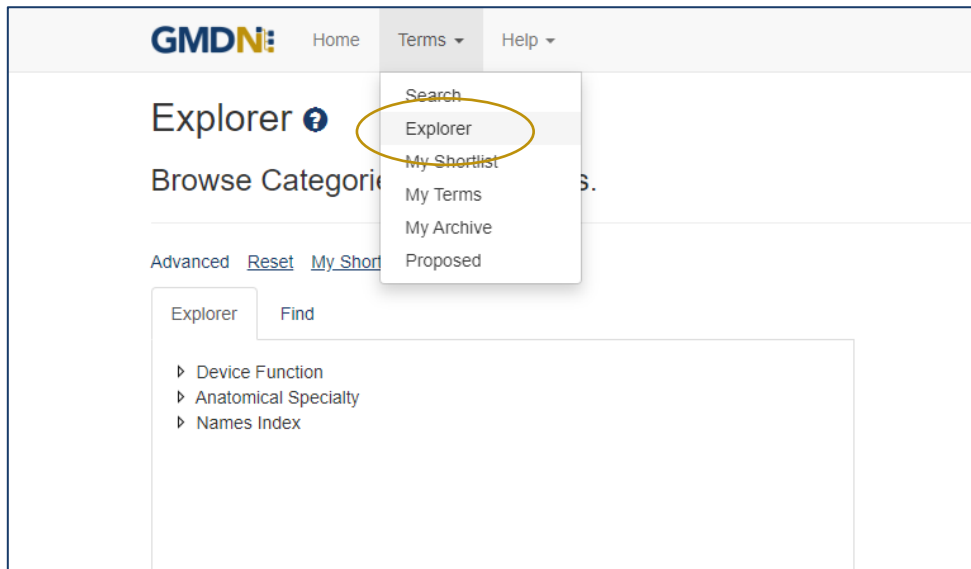
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3. GMDN Website – Explorer – Step-by-Step Guide

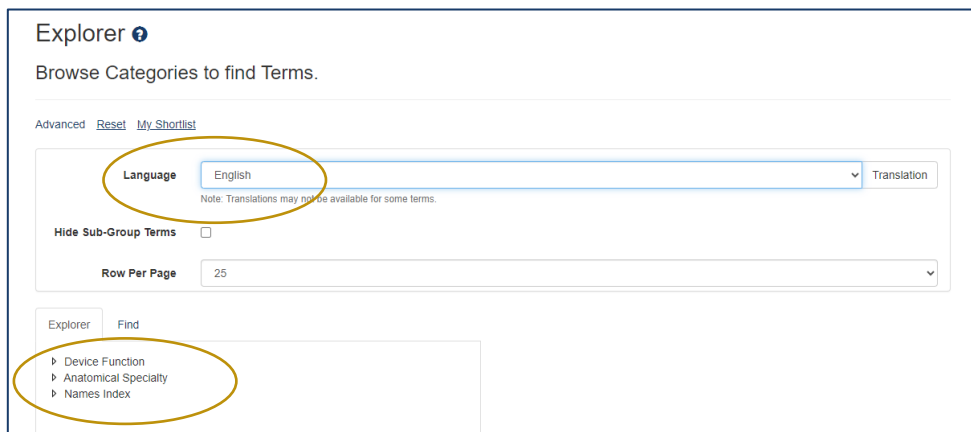
This is a Step-by-Step Guide for searching for GMDN Codes using the Explorer (Advanced Search) function on the GMDN website.

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.



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.



The *Explorer* uses three sets of groups, 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. The structure of the hierarchy is revealed by clicking on the arrows.

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

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.

5. To see the 5-digit GMDN Codes, you must use your Code credits. Note: New Memberships will have an allocated Code credit starter pack to allow this.

At any point, you can click on [Add to My Shortlist](#) and review Terms to transfer to [My Terms](#) found in the [Terms](#) drop down menu.

If the Term is already in [My Shortlist](#), the [Add to My Shortlist](#) button will become inactive.

If the Term is already in [My Terms](#), the GMDN Code will appear.

Note: The GMDN Code won't be revealed until the member opens [My Shortlist](#) and confirms the purchase by clicking on the individual [Get](#) button or [Get All](#) button. This will use one or more Code credits.

6. A list of GMDN Terms in [My Shortlist](#) will be displayed to review. Terms can be selected or removed individually or as a group.

My Shortlist

Compare and review your chosen Terms before purchase.

You have 90 remaining code credits. [Get Code Credits](#)

Get All
Remove All
Export

Language English

2 term(s)

| Name | Status |
|--|---|
| Bone curette, reusable A manual surgical instrument designed for cutting and excising bone tissue typically during an orthopaedic or a plastic surgery procedure. It is typically designed as a long, slender instrument with a handle at the proximal end and a concave, spoon-like tip which has a sharp edge, at the distal end, or it may be double-ended, and is used to facilitate the removal of the bone tissue without causing trauma to the surrounding muscles. It is typically made of high-grade stainless steel and is a common instrument of choice for the removal of the bone. This is a reusable device. | Active Get Remove Details |
| Partially-implantable middle ear implant system A battery-powered assembly of devices intended to compensate for impaired hearing by transmitting vibrations, from transduced sound waves, to the middle ear. It primarily consists of an external microphone and a vibrator implanted in the middle ear that is coupled with an ossicle (middle ear bone) or the oval window. The microphone receives sound waves and converts them into electrical signals (radio waves) which are sent to the vibrator for the transmission of vibrations to the middle ear bones to activate the auditory pathway. A middle ear implant (MEI) is typically used to treat sensorineural hearing loss (SNHL) or hearing impairment due to middle and/or outer ear obstructive pathologies. | Active Get Remove Details |

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[Copyright Statement](#)
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7. Terms that you have purchased will be stored in the [My Terms](#) list (in the [Terms](#) menu) and the Codes are also displayed. This is your organisation's collection of GMDN Terms and the GMDN Agency monitors this list for you and informs you when a change in the status of any Term occurs.

My Terms

View your purchased GMDN Codes for your devices.

Export
EMDN
Obsolete

Language English

Status - Select -

119 term(s)

| Purchased | Name | Code | Status |
|-------------|---|-------|--------------------------------|
| 14 Nov 2023 | Fully-implantable middle ear implant system | 58991 | Active Details |
| 11 Oct 2023 | Ventriculoperitoneal shunt | 45694 | Active Details |
| 17 Aug 2023 | Ligament graft sizer, invasive | 63000 | Active Details |
| 17 Aug 2023 | Intraoperative tumour margin analyser | 63372 | Active Details |
| 17 Aug 2023 | 1,25-Dihydroxy vitamin D3 IVD, kit, liquid chromatography | 54485 | Active Details |
| 17 Aug 2023 | Lumboperitoneal shunt | 61523 | Active Details |
| 17 Aug 2023 | Microscopy mounting medium IVD | 43550 | Active Details |
| 17 Aug 2023 | Adaptometer | 40024 | Active Details |

This list of Terms can also be exported from the website in a convenient XML format file. This file format allows the data to be imported into most popular applications, such as a spreadsheet.

The list can also be filtered and sorted by several different fields, which is particularly useful if you have a long list of Terms.

8. If you are no longer using a GMDN Term for your product, you can remove it from your *My Terms* list by moving to *My Archive*. The *My Archive* list is found in the *Terms* drop down menu. A Term can be un-archived and returned to the *My Terms* list at any time. It will then continue to be monitored by the GMDN Agency.

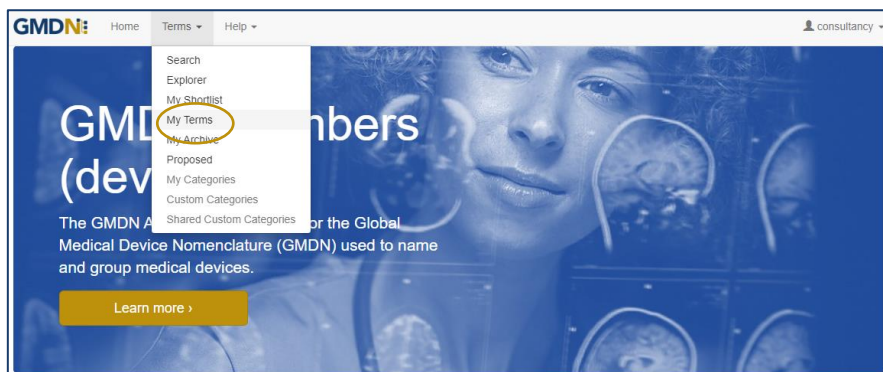
4. GMDN Website – My Terms – Exporting GMDN Data into a Spreadsheet

This is a Step-by-Step Guide for Exporting the GMDN Term data and importing into a spreadsheet such as Excel.

The user of the GMDN website with the appropriate account permission can export data from their membership account.

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

The *My Terms* page is found in the dropdown list in the *Terms* menu at the top of the webpage.



2. By clicking on *My Terms* the list of purchased GMDN Terms is displayed for your account.

My Terms 🔍

View your purchased GMDN Codes for your devices.

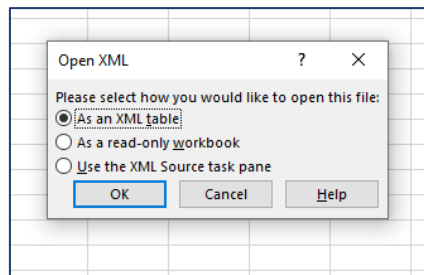
Language English ▾
Status - Select - ▾

109 term(s)

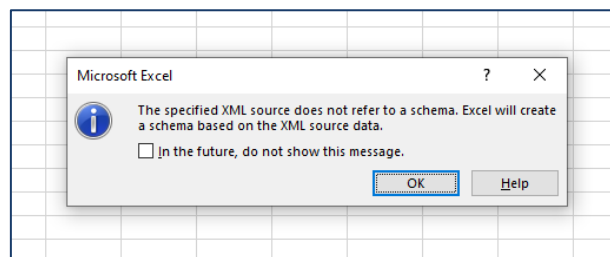
| Purchased | Name | Code | Status | |
|-------------|---|-------|----------|-------------------------|
| 17 Aug 2023 | Ligament graft sizer, invasive | 63000 | Obsolete | Details |
| 03 Aug 2023 | Microscopy mounting medium IVD | 43550 | Active | Details |
| 08 Mar 2023 | Abdominal binder, reusable | 47217 | Active | Details |
| 08 Mar 2023 | Surgical/medical face mask, antimicrobial, single-use | 66197 | Active | Details |
| 21 Feb 2023 | Coronary angioplasty balloon catheter, basic | 47732 | Active | Details |
| 20 Feb 2023 | Aortic arch branch vessel endovascular stent-graft, basic | 65227 | Active | Details |
| 01 Feb 2023 | Abdominal fluid shunt system programming kit | 65904 | Active | Details |
| 23 Jan 2023 | Antishock wear system | 42840 | Active | Details |
| 23 Jan 2023 | Bone-conduction hearing implant system sound processor | 65093 | Active | Details |
| 23 Jan 2023 | Anaesthesia Luer syringe | 35387 | Active | Details |
| 23 Jan 2023 | Bone matrix implant, human-derived | 47257 | Active | Details |
| 23 Jan 2023 | Bone matrix implant mixer | 47745 | Active | Details |
| 06 Jan 2023 | Cardiac output dye dilution pump | 13201 | Active | Details |
| 14 Dec 2022 | Red-light phototherapy unit, home-use | 66591 | Active | Details |
| 14 Dec 2022 | Monkeypox virus immunoglobulin G (IgG)/IgM antibody IVD, kit, rapid ICT, clinical | 66498 | Active | Details |
| 09 Dec 2022 | External manual massager, home-use | 34661 | Active | Details |
| 18 Oct 2022 | Assistive button hook | 31046 | Active | Details |

3. Click on *Export* and the list of Terms will be saved to the default location on your device (usually the 'Downloads' folder) in the XML format. The XML format has been chosen because it is compatible with the GMDN Database and is easily converted and imported into all software packages for further analysis.

4. To import the data into an Excel Spreadsheet. Start Excel with a Blank Workbook. Click *File* and *Open* and locate and select the XML file you downloaded. Click *Open* and Excel will display the following dialogue box



Click *OK*. Another dialogue box may be displayed. Click *OK*.



6. The data will be imported into the Worksheet.

| | A | B | C | D | E | F | G | H | I | J | K |
|----|----------------------|-------------------------|---------------|-----------|---------------------------------------|----------------------------------|------------|--------------|-------------|--------------|---------------|
| 1 | copyright | timestamp | termCode | termIsIVD | termName | termDefinition | termStatus | modifiedDate | createdDate | purchaseDate | obsoletedDate |
| 2 | 2016 GMDN Agency Ltd | 2016-02-22T16:42:05.100 | 55555 Non-IVD | | Aortic transcatheter heart valve bio | A sterile implantable xenogra | Active | 30/12/2012 | 14/12/2012 | 08/02/2016 | |
| 3 | 2016 GMDN Agency Ltd | 2016-02-22T16:42:05.100 | 55555 Non-IVD | | Arthroscopic irrigation/distention sy | A mains electricity (AC-powen | Active | 16/05/2009 | 12/11/2005 | 08/02/2016 | |
| 4 | 2016 GMDN Agency Ltd | 2016-02-22T16:42:05.100 | 55555 Non-IVD | | Bare-metal biliary stent | A sterile non-bioabsorbable tl | Active | 08/10/2015 | 19/12/2011 | 01/02/2016 | |
| 5 | 2016 GMDN Agency Ltd | 2016-02-22T16:42:05.100 | 55555 Non-IVD | | Bone matrix implant, synthetic | A sterile bioabsorbable device | Active | 12/06/2013 | 13/10/2004 | 08/02/2016 | |
| 6 | 2016 GMDN Agency Ltd | 2016-02-22T16:42:05.100 | 55555 Non-IVD | | Ear syringe | A device intended to be used | Active | 17/04/2007 | 12/08/2005 | 02/02/2016 | |
| 7 | 2016 GMDN Agency Ltd | 2016-02-22T16:42:05.100 | 55555 Non-IVD | | Hybrid/coated aortic stent | A sterile, non-bioabsorbable, (| Active | 19/02/2013 | 26/12/2011 | 26/01/2016 | |
| 8 | 2016 GMDN Agency Ltd | 2016-02-22T16:42:05.100 | 55555 Non-IVD | | Insulin syringe, fixed-needle | A sterile device consisting of a | Active | 10/09/2013 | 29/08/2007 | 02/02/2016 | |
| 9 | 2016 GMDN Agency Ltd | 2016-02-22T16:42:05.100 | 55555 Non-IVD | | Insulin syringe, retractable-needle | A sterile device consisting of a | Active | 10/09/2013 | 29/08/2007 | 03/02/2016 | |
| 10 | 2016 GMDN Agency Ltd | 2016-02-22T16:42:05.100 | 55555 Non-IVD | | Pectoral implant, sterile | An implantable artificial subst | Active | 13/11/2009 | 13/11/2009 | 26/01/2016 | |
| 11 | | | | | | | | | | | |

The column names are defined in the tables below:

| Column name | Description |
|--------------------------|---|
| <i>copyright</i> | Copyright statement |
| <i>title</i> | My Terms |
| <i>Membership number</i> | Your GMDN membership number |
| <i>Lang</i> | Language chosen for export |
| <i>date</i> | The date the file was exported |
| <i>count</i> | The number of Terms in the spreadsheet |
| <i>TermName</i> | GMDN Term Name |
| <i>TermDefinition</i> | GMDN Term Definition |
| <i>TermCode</i> | GMDN Term Code |
| <i>TermStatus</i> | Active / Obsolete |
| <i>TermIsIVD</i> | Non-IVD / IVD flag |
| <i>createdDate</i> | The date the Term was first published |
| <i>obsoleteDate</i> | The date the Term was made obsolete |
| <i>purchaseDate</i> | The date the Term was purchased by the customer |
| <i>modifiedDate</i> | The date the Term was last modified |

5. GMDN Website - Enquiry – Step-by-Step Guide

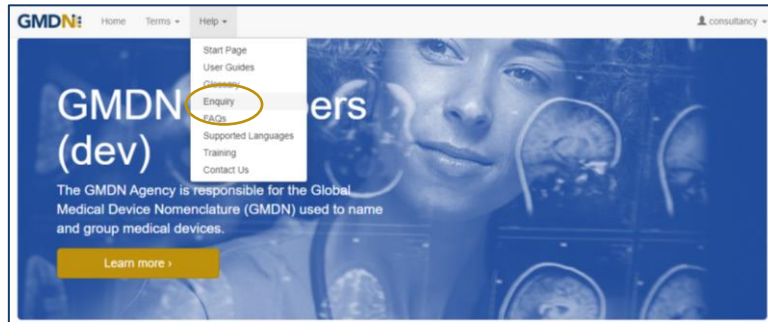
This is a Step-by-Step Guide for submitting an Enquiry for new or modified GMDN Codes using the GMDN website.

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:

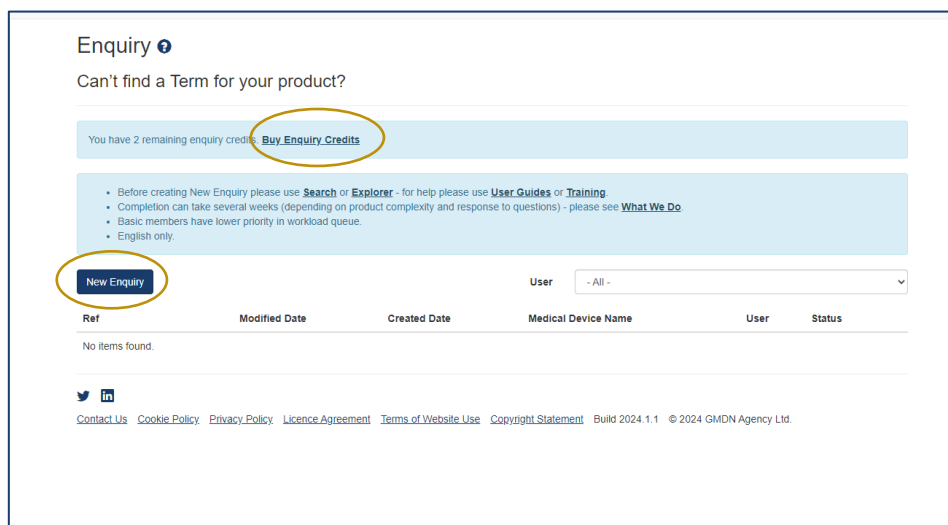
- a. The GMDN Agency identifies an existing GMDN Term.
- b. An existing GMDN Term is modified to include the new product's characteristics.
- c. A new GMDN Term is created.

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. As a Consultancy or Commercial Organisation member you receive *2 Free Enquiry Service Credits*, any subsequent Enquiries are charged at £100 per submission.



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

Step 1

Product details.

Your Email: manufacturer@gmdnagency.org
[My Profile](#)

Medical Device Name
Brand/Trade/Proprietary Name or Common Name

Manufacturer

Model

Catalogue / Reference (REF)

Files: **Choose Files** No file chosen
Please supply documentation (e.g. IFU, brochure) which includes an image. Supports Images, Adobe Acrobat, Microsoft Word.

Uri: 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

General medical device
 In Vitro Diagnostic (IVD)
 Software

Please choose your enquiry type to proceed to the next step.

[Back](#) [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.

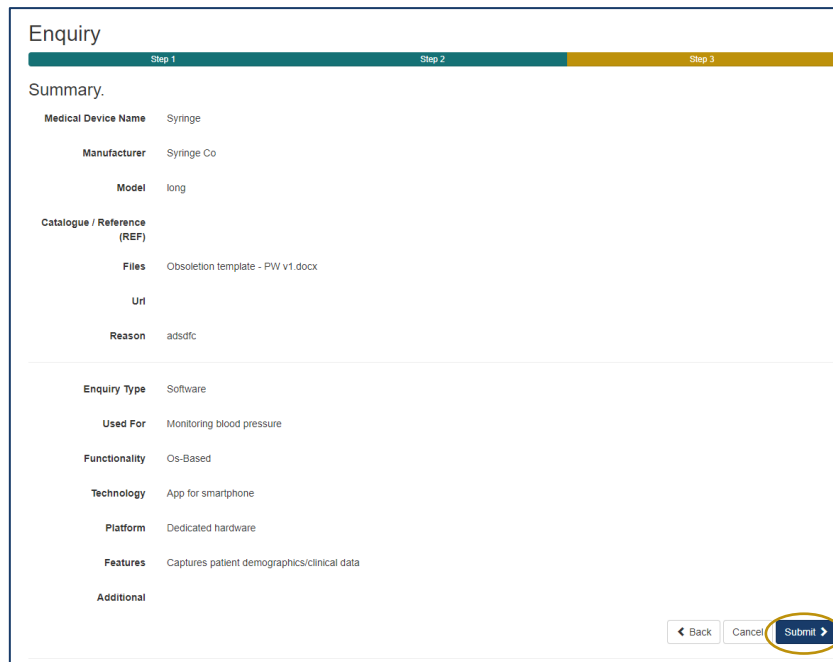
- a. **General medical device** – where the primary product is a general medical device.
- b. **In Vitro Diagnostic (IVD)** – where an IVD is the primary product.
- c. **Software** – where software is the primary product

- 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.

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

- 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.

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.



| | |
|-----------------------------|---|
| Medical Device Name | Syringe |
| Manufacturer | Syringe Co |
| Model | long |
| Catalogue / Reference (REF) | Files: Obsolescence template - PW v1.docx |
| Uri | |
| Reason | adstfc |
| 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 | |

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 - [EQ160001](#)

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.

6. GMDN Website – Managing Obsolete Terms – Step-by-Step Guide

This is a Step-by-Step Guide to help with managing obsolete GMDN Terms using the GMDN website.

You will only receive notification of Term being made obsolete if that Term is currently listed in your *My Terms* list.

If one of the GMDN Terms you have been using is made obsolete you can verify this by one of these three methods:

- Email notification
- Alerts
- My Terms List

Email notification

The email notification will be sent to all users that are eligible and have the *Term Changes* box ticked in their *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).

The screenshot shows the 'My Profile' page on the GMDN website. The page title is 'My Profile' and the subtitle is 'Modify your personal details.' The page is divided into two main sections: 'Personal Details' and 'How we communicate with you'. In the 'Personal Details' section, there are input fields for Prefix, First Name (consultancy), Middle Name, Last Name (test), Job Title, and Group. Below this is a section for 'User Name' (consultancy@gmdnagency.org), Email (consultancy@gmdnagency.org, marked as confirmed), and Phone. The 'How we communicate with you' section contains four checkboxes: 'Term Changes' (checked and circled in yellow), 'Term Changes for My Categories' (unchecked), 'Account Summary' (unchecked), and 'GMDN Focus' (checked). Each checkbox has a brief description and a link to 'Alerts'. At the bottom of the form are three buttons: 'Save', 'Confirm Email', and 'Change Password'.

An email in the format below will be provided.

Dear GMDN Member,

A GMDN Term in your My Terms list has been made obsolete. Please find an alternative by reviewing the Terms in the Explorer groups linked to the obsolete Term.

Additional notifications can be found in [Alerts](#)

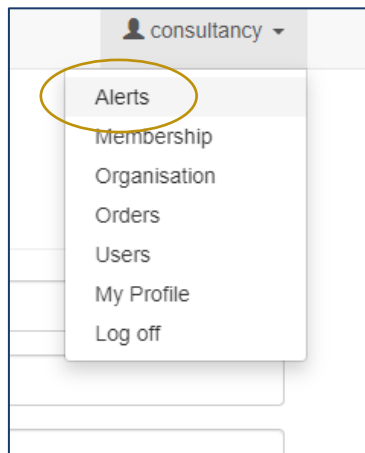
Obsolete - 10 Dec 2018 - [Fistula hook](#) (46769)

Regards
GMDN Agency

This is an automated message sent by GMDN Agency, please do not reply.
To unsubscribe, please update [My Profile](#)

Alerts

Alerts are found in the Account dropdown menu at the top right of the webpage (with the person icon).



Alerts will always display any Terms in your **My Terms** list that have been made obsolete, unless and until they are moved from the **My Terms** list to the **My Archive** list.

Alerts
 Notifications about your account and purchased Terms.

To subscribe to email notifications, please see [My Profile](#)

My Account

- Your account expires in 31 days. [Buy Membership](#)
- You have 51 remaining code credits. [Get Code Credits](#)
- You have 3 remaining user credits. [Request User Credits](#)
- You have 1 unpaid order(s). [Orders](#)
- You have 2 enquiry(s) requiring action. [Enquiry](#)

My Terms

- Obsolete - 12 Apr 2022 - [Abdominal hernia surgical mesh, collagen, antimicrobial](#) (61107)
- Purchased - 12 Apr 2022 - [Infant bed restraint](#) (35306)
- Modified - 28 Mar 2022 - [Bare-metal biliary stent](#) (43691)
- Obsolete - 10 Mar 2022 - [Surgical/medical face mask, single-use](#) (35177)

My Terms List

The *My Terms* list provide a list of all Terms that are monitored. The *My Terms* list can be found on the Terms dropdown menu at the top of the page.

The screenshot shows the GMDN website navigation bar with 'Home', 'Terms', and 'Help' menus. The 'Terms' dropdown menu is open, showing options like 'Search', 'Explorer', 'My Shortlist', 'My Terms', 'My Archive', 'Proposed', 'My Categories', 'Custom Categories', and 'Shared Custom Categories'. The 'My Terms' option is circled in yellow. Below the menu, the 'My Terms' page is visible, showing a table with columns for 'Purchased', 'Name', 'Code', and 'Status'. The first row shows a term purchased on 01 Mar 2024 with code 56295 and status 'Active'.

The *My Terms* list can be sorted by purchase date, Term name, GMDN Code and status. The below example has been filtered by Obsolete status.

The screenshot shows the 'My Terms' page with the 'Status' dropdown menu set to 'Obsolete'. The table below shows 10 terms, with the first three rows visible. The first row is for a term purchased on 17 Aug 2023 with code 63000 and status 'Obsolete'. The 'Details' link for this term is circled in yellow.

| Purchased | Name | Code | Status | Details |
|-------------|---|-------|----------|-------------------------|
| 17 Aug 2023 | Ligament graft sizer, invasive | 63000 | Obsolete | Details |
| 11 Nov 2020 | Patient/medical device walker, clinical | 46437 | Obsolete | Details |
| 22 Jun 2020 | Surgical/medical face mask, single-use | 35177 | Obsolete | Details |

By clicking on *Details*, you will be taken to the Obsolete Term details page where you will find the list of suggested Alternative Term(s) at the bottom of the page

Term Details

You purchased this term on 17 Aug 2023. [My Terms](#)

Name: Ligament graft sizer, invasive

Definition: A sterile, invasive, surgical device intended to be used to measure the approximate length of graft (autograft or allograft) required to be harvested during an anterior cruciate ligament (ACL) repair. It is typically in the form of a synthetic cord with adjustable beads designed to mark the appropriate length in situ; it is not intended for implantation. This is a single-use device.

Code: 63000

Status: **Obsolete**

Created Date: 05 Sep 2017

Obsoleted Date: 17 Aug 2023

[Get Code](#) [Add to My Shortlist](#) [Add to Enquiry](#) [Move to My Archive](#) [Return to My Terms](#)

Note: Terms in "My Archive" do not generate Alerts.

Translations

Language:

Alternative Terms

If your device is not appropriately described by one of these suggested Alternative Terms please search the database or place an Enquiry.

[Indwelling urethral/percutaneous urinary drainage catheter](#)

Categories

Please use shortcuts to find related Terms.

[Anatomical Specialty](#) / [Orthopaedic devices](#)

[Device Function](#) / [Surgical/invasive procedure instrumentation](#) / [Surgical measurement devices](#)

[Names Index](#) / [Grafts and associated devices](#)

[Names Index](#) / [Sizers and associated devices](#) / [Sizers](#)

Categories at the bottom of the page can also be used to find Alternative Terms via the hierarchical categorisation tool

Term Details

You purchased this term on 17 Aug 2023. [My Terms](#)

Name: Ligament graft sizer, invasive

Definition: A sterile, invasive, surgical device intended to be used to measure the approximate length of graft (autograft or allograft) required to be harvested during an anterior cruciate ligament (ACL) repair. It is typically in the form of a synthetic cord with adjustable beads designed to mark the appropriate length in situ; it is not intended for implantation. This is a single-use device.

Code: 63000

Status: **Obsolete**

Created Date: 05 Sep 2017

Obsoleted Date: 17 Aug 2023

[Get Code](#) [Add to My Shortlist](#) [Add to Enquiry](#) [Move to My Archive](#) [Return to My Terms](#)

Note: Terms in "My Archive" do not generate Alerts.

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[Names Index](#) / [Grafts and associated devices](#)

[Names Index](#) / [Sizers and associated devices](#) / [Sizers](#)

By clicking on a Category, it will open Explorer which provides a listing of all similar devices. The list of alternative Terms and their definitions are displayed.

Advanced [Reset](#) [My Shortlist](#)

Explorer

1-25 of 958 term(s)

| Name | Code |
|--|---|
| Abdominal/ENT/orthopaedic surgical probe, reusable A slender, rod-like, hand-held manual surgical instrument intended to be used to explore cavities, wounds or fistulas during abdominal, ENT and/or orthopaedic surgical interventions. It does not include stereotactic devices and is not dedicated to endoscopy. It may have a blunt bulbous, paddle-like, or pointed tip, may be single- or double-ended, and the shaft may be straight, bent or hooked. It is made of rigid or flexible metallic and/or synthetic polymer material. This is a reusable device. | Shortlist Details |
| Abdominal/ENT/orthopaedic surgical probe, single-use A slender, rod-like, hand-held manual surgical instrument intended to be used to explore cavities, wounds or fistulas during abdominal, ENT and/or orthopaedic surgical interventions; it does not include stereotactic devices and is not dedicated to endoscopy. It may have a blunt bulbous, paddle-like, or pointed tip, may be single- or double-ended, and the shaft may be straight, bent or hooked. It is made of rigid or flexible metallic and/or synthetic polymer material. This is a single-use device. | Shortlist Details |

- ▶ Device Function
- ▶ Anatomical Specialty
 - ▶ CT145 Cardiovascular devices
 - ▶ CT2722 Pulmonary devices
 - ▶ CT1002 Gastro-urological devices
 - ▶ CT1005 Neurological devices
 - ▶ CT230 Ophthalmic devices
 - ▶ CT181 Obstetrical/Gynaecological devices
 - ▶ CT1001 Ear/Nose/Throat (ENT) devices
 - ▶ CT1006 Orthopaedic devices
 - ▶ CT398 Dental/Maxillofacial devices
 - ▶ CT775 Dermatological and soft-tissue reconstructive/cosmetic devices
- ▶ Names Index

Please add the appropriate Alternative Term(s) to your account.

When the Alternative Term has been selected and added to the **My Terms** list the obsolete Term can be moved to the **My Archive**. Click on the Term **Details** to do this.

Term Details

You purchased this term on 17 Aug 2023. [My Terms](#)

Name Ligament graft sizer, invasive

Definition A sterile, invasive, surgical device intended to be used to measure the approximate length of graft (autograft or allograft) required to be harvested during an anterior cruciate ligament (ACL) repair. It is typically in the form of a synthetic cord with adjustable beads designed to mark the appropriate length in situ; it is not intended for implantation. This is a single-use device.

Code 63000

Status **Obsolete**

Created Date 05 Sep 2017

Obsoleted Date 17 Aug 2023

Note: Terms in "My Archive" do not generate Alerts.

An export file with the Obsolete and Alternative Terms is also available for download – please click on the Obsolete button on the My Terms page

My Terms ?

View your purchased GMDN Codes for your devices.

Language
Status

109 term(s)

| Purchased | Name | Code | Status | |
|-------------|---|-------|----------|-------------------------|
| 17 Aug 2023 | Ligament graft sizer, invasive | 63000 | Obsolete | Details |
| 03 Aug 2023 | Microscopy mounting medium IVD | 43550 | Active | Details |
| 08 Mar 2023 | Abdominal binder, reusable | 47217 | Active | Details |
| 08 Mar 2023 | Surgical/medical face mask, antimicrobial, single-use | 66197 | Active | Details |
| 21 Feb 2023 | Coronary angioplasty balloon catheter, basic | 47732 | Active | Details |
| 20 Feb 2023 | Aortic arch branch vessel endovascular stent-graft, basic | 65227 | Active | Details |
| 01 Feb 2023 | Abdominal fluid shunt system programming kit | 65904 | Active | Details |
| 23 Jan 2023 | Antishock wear system | 42840 | Active | Details |
| 23 Jan 2023 | Bone-conduction hearing implant system sound processor | 65093 | Active | Details |

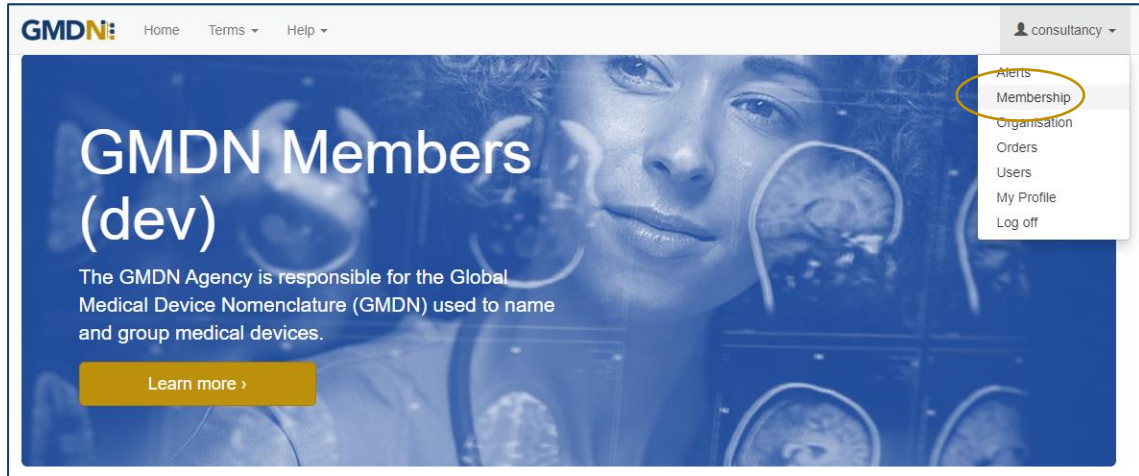
Note: The appropriate Term may not always be found using the Categories link. You may need to initiate a fresh search using alternative wording. The GMDN Agency makes every effort to ensure that Terms that are made obsolete have an existing suitable Term available as a replacement, but if you have any difficulty in finding a suitable replacement please send us an [Enquiry](#).

The replacement Term will need to be sent to your customers that have previously used the obsolete Term to update their records.

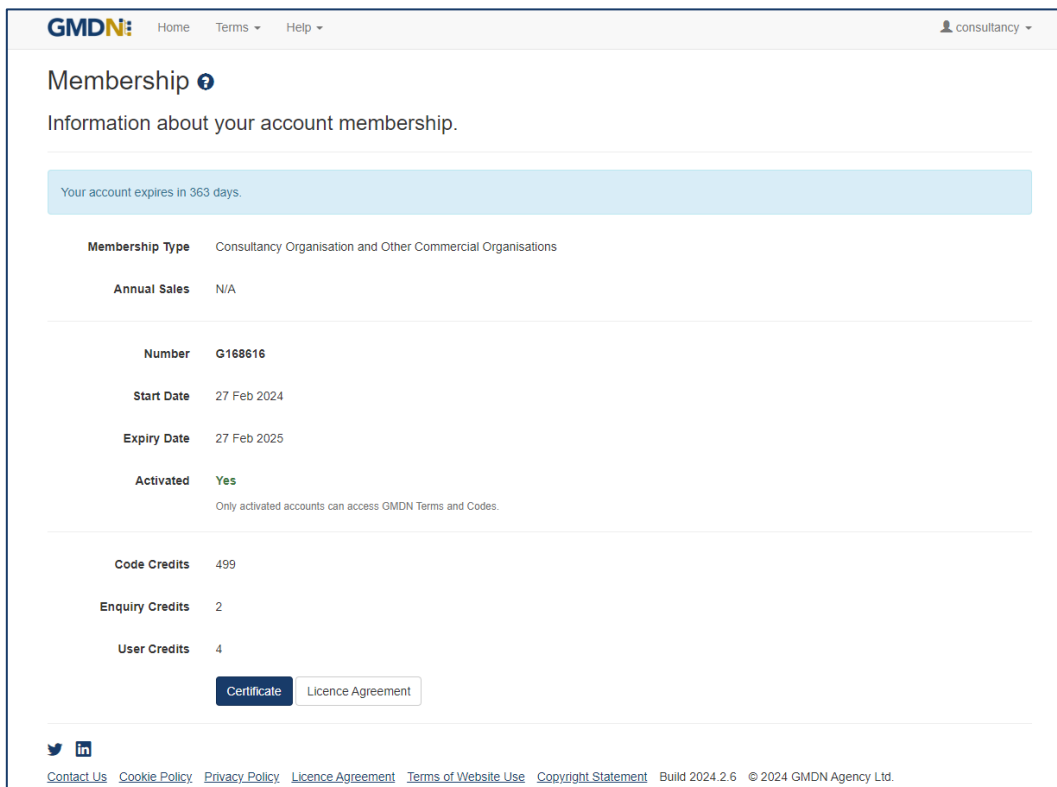
7. GMDN Agency – Membership Renewal Process (paid for membership access)

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

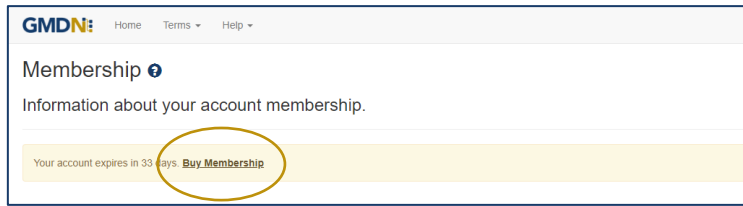
1. The Membership status is always available to view in the *Membership* tab and is found in the Account dropdown menu at the top right of the webpage (with the person icon).



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



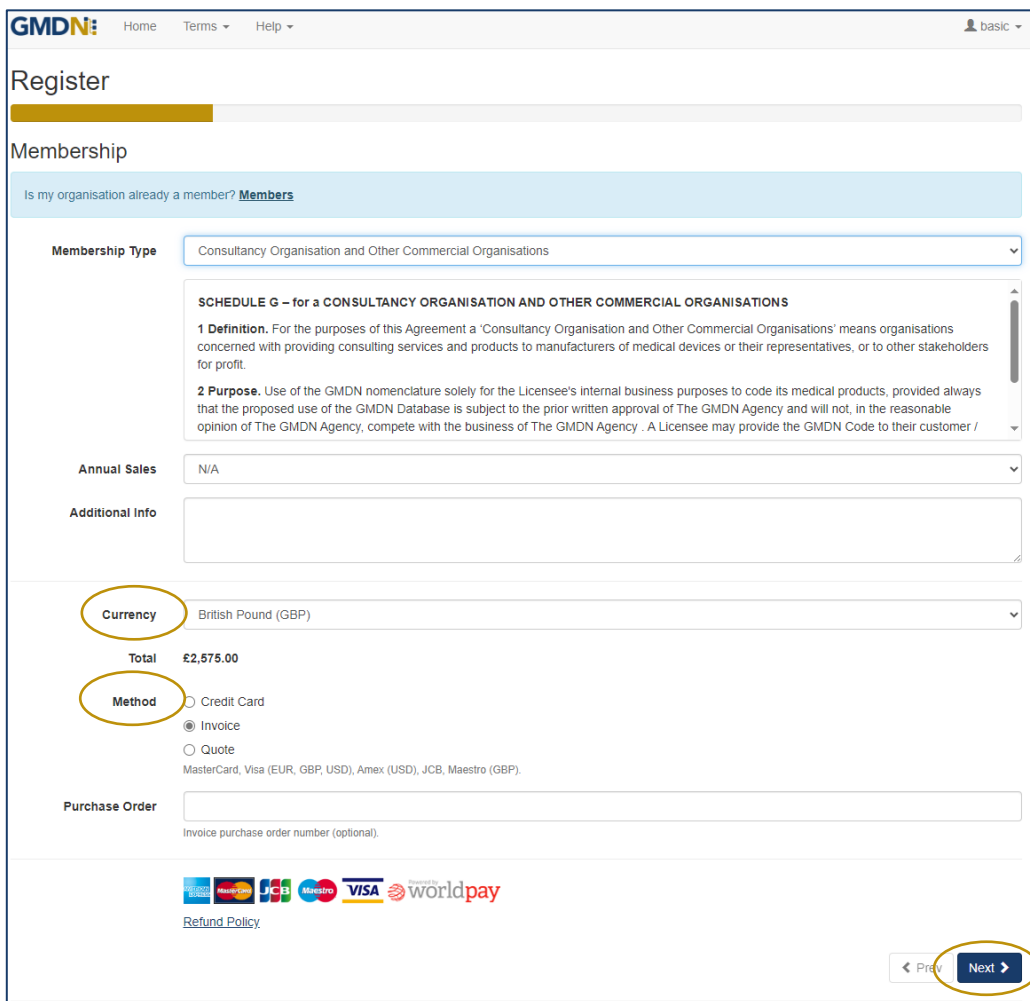
3. Membership can be renewed up to 3 months before it is due to expire and when available will be visible as a *Buy Membership* link on your *Membership* page.



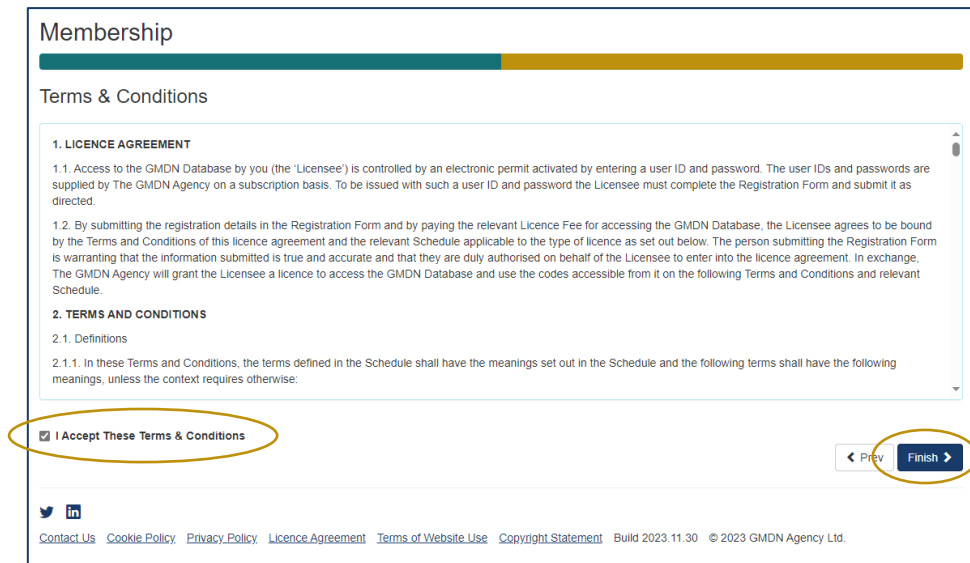
4. When the user clicks the *Buy Membership* button, the *Membership Renewal* screen will be displayed.

You can choose which currency to pay in from \$ (USD), € (EUR) or £ (GBP). The default currency is £ (GBP).

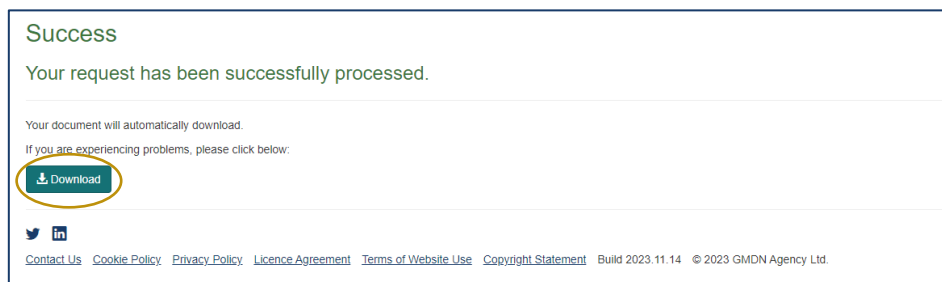
Options for selecting payment method include *Credit Card* and *Invoice* as well as an option for a *Quote* if you need to raise a Purchase Order. A *Quote* can be converted to an Invoice at any time in the future. Once your payment method is selected click on the blue Next button.



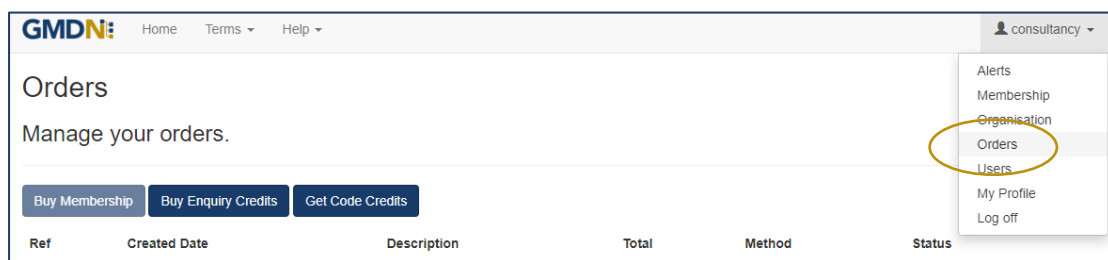
5. At the next screen you must tick the 'I Accept These Terms & Conditions' box and click on the blue Finish button.



6. If an *Invoice* or *Quote* was requested it will automatically appear in the user's computer default 'Downloads' folder or you can download directly from the page.



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 webpage (with the person icon).



8. If a *Credit Card* payment option was selected the user will be redirected to our secure payment area and *Credit Card* details entered.

Credit Card payment options are now MasterCard & Visa for \$ (USD), € (EUR) or £ (GBP) currencies and American Express \$ (USD) only.



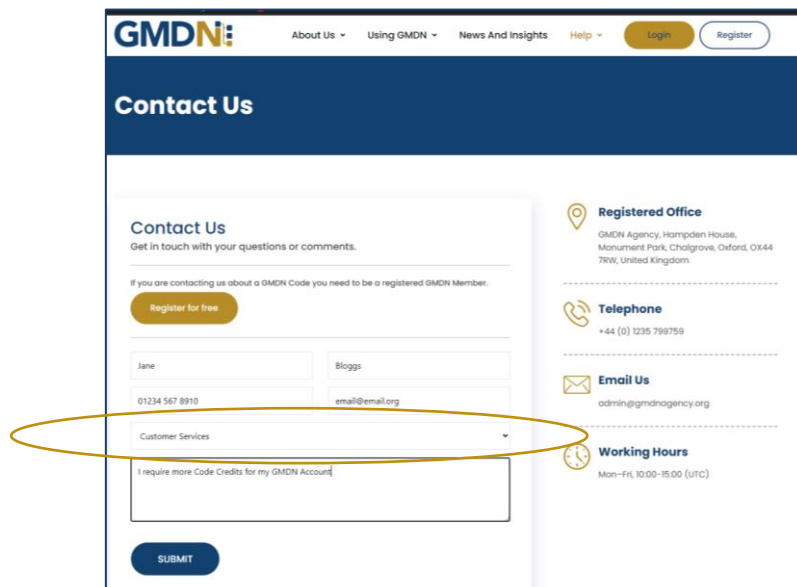
9. The user will be returned to the GMDN Website after the payment has been accepted and will be able to confirm the order has been paid by looking in the *Orders* page.



10. The user can obtain a payment receipt using the *View* button and clicking on *Receipt*.

11. If you run out of Code Credits you can click on *Get Code Credits* at any time from either the *Orders* page or the *Alerts* page or in *My Shortlist* on the *Terms* dropdown menu on the site header.

This will direct you to complete a contact us form. Please select *Customer Services* on the dropdown menu and our Customer Services Team will contact you to discuss options.



8. 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).

The screenshot shows the 'My Profile' page on the GMDN website. The page title is 'My Profile' and the subtitle is 'Modify your personal details.' The form includes fields for Prefix (Mr.), First Name (manufacturer), Middle Name, Last Name (test), Job Title, Group, User Name (manufacturer@gmdnagency.org), Email (manufacturer@gmdnagency.org), and Phone. Below the form is a section titled 'How we communicate with you' with three checkboxes: 'Term Changes' (checked), 'Account Summary' (unchecked), and 'GMDN Focus' (unchecked). The 'Term Changes' checkbox is circled in yellow. At the bottom of the form are three buttons: 'Save' (blue), 'Confirm Email', and 'Change Password'.

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 [LinkedIn](#), where we share news and other interesting articles from within the MedTech industry.

If you have any questions, please contact us at this [link](#).