1. **Search** – How to find device definitions by keyword(s)

2. **Enquiry** – What to do if you can’t find a GMDN Term for your product

3. **Membership** – How to renew your GMDN membership

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1. **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.

2. 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.

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.

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 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.

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.

The GMDN Term Name and Code are displayed. These will need to be printed or copied by the user for their records.
2. **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 account. This page is also used to monitor progress on all outstanding enquiries. As a Basic 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.

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.

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

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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.

[Image of Summary page]

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.

[Image of email example]

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.
3. GMDN Agency - Membership Renewal Process (Basic 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 6 months before it is due to expire and when available will be visible as a **Buy Membership** link on your **Membership** page.

![Membership Renewal Screen](image)

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

6. The GMDN website will now be fully functioning to search for GMDN Terms and Codes.
4. 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).

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.