

# **GMDN – User Guide for Basic Members**

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## 1. GMDN Website – Search – Step-by-Step Guide

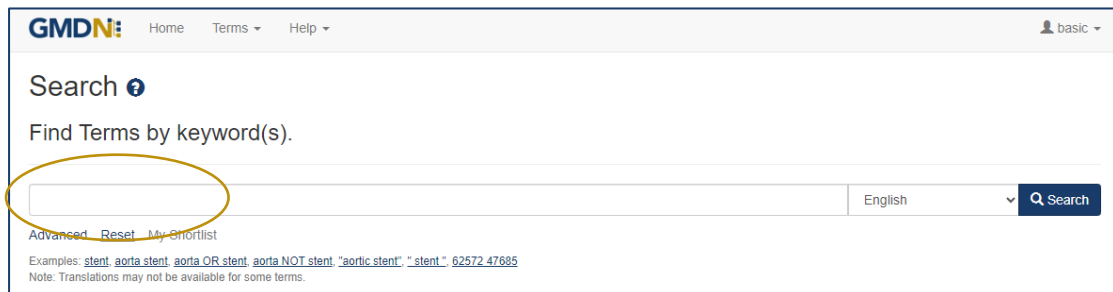
This is a Step-by-Step Guide for searching for GMDN Codes using the GMDN website.

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.

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

- Search input: Stent
- Language: English
- Buttons: Search, Advanced, Reset, My Shortlist
- Filters:
  - 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 page with the following details:

- Search input: stent
- Language: English
- Buttons: Search, Advanced, Reset, My Shortlist
- Filters:
  - 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.
- Obsolete:
- 6 term(s)

Name	Code	Status
Drug-eluting paranasal sinus <b>stent</b> A bioabsorbable device with a drug coating intended to be implanted into a paranasal sinus (e.g., frontal, sphenoidal, ethmoidal, maxillary) to maintain sinus patency in the treatment of chronic sinusitis. The drug coating is intended to reduce inflammation and polyps to facilitate the separation of sinus mucosal tissues. The device is made of synthetic polymer(s) capable of being degraded and absorbed by body tissues, and is designed to allow for the slow release of the drug coating. It is endoscopically implanted via the nasal passageway; disposable devices associated with implantation may be included.		Active

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 the term 'Abdominal aorta endovascular stent-graft deployment aid'. The page includes the following information:

- Name:** Abdominal aorta endovascular stent-graft deployment aid
- Definition:** 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.
- Code:** (Not explicitly shown)
- Status:** Active
- Created Date:** 20 Apr 2010
- Modified Date:** 22 Jan 2021
- Reason for modification/obsolescence:** Term has been edited to remove reference to sterility; distinguishing devices solely on sterility difference is being phased out of the GMDN.

Below the reason for modification, there are four buttons: 'Get Code', 'Add to My Shortlist', 'Move to My Archive', and 'Return to My Terms'. The 'Get Code' button is circled in yellow. A note below the buttons states: 'Note: Terms in "My Archive" do not generate Alerts.'

The 'Translations' section has a dropdown menu for 'Language' set to '- Select -'. At the bottom, there are social media icons for Twitter and LinkedIn, and a footer with links for 'Contact Us', 'Cookie Policy', 'Privacy Policy', 'Licence Agreement', 'Terms of Website Use', 'Copyright Statement', 'Build 2024.1.1', and '© 2024 GMDN Agency Ltd.'

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.

The screenshot shows the 'Confirmation' page. It displays the following text:

Thank you for your purchase.  
The code for term **Abdominal aorta endovascular stent-graft deployment aid** is below.  
Please copy this code, or print this page.

**56295**

At the bottom, there are social media icons for Twitter and LinkedIn, and a footer with links for 'Contact Us', 'Cookie Policy', 'Privacy Policy', 'Licence Agreement', 'Terms of Website Use', 'Copyright Statement', 'Build 2024.1.1', and '© 2024 GMDN Agency Ltd.'

## 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:

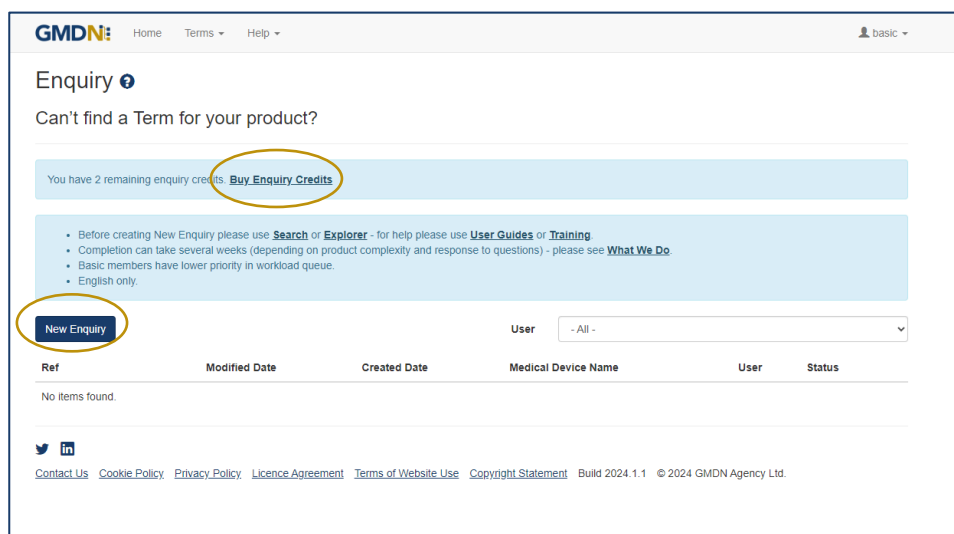
- a. The GMDN Agency identifies an existing GMDN Term.
- b. An existing GMDN Term is modified to include the new product's characteristics.
- c. A new GMDN Term is created.

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 screenshot shows the 'Enquiry' form at 'Step 1: Product details'. The user's email is 'manufacturer@gmdnagency.org'. The form contains several input fields: 'Medical Device Name' (with a subtext 'Brand/Trade/Proprietary Name or Common Name'), 'Manufacturer', 'Model', 'Catalogue / Reference (REF)', 'Files' (with a 'Choose Files' button and subtext 'Please supply documentation (e.g. IFU, brochure) which includes an image. Supports Images, Adobe Acrobat, Microsoft Word.'), and 'Uri' (with a subtext 'http://www.example.com'). A 'Reason' field is also present with the subtext 'Why do you require a GMDN term i.e. which Regulator or other body is asking you to provide a GMDN term?'. Below the form, 'Step 2' offers three radio button options: 'General medical device', 'In Vitro Diagnostic (IVD)', and 'Software'. At the bottom right, there are 'Back', 'Cancel', and 'Next' buttons.

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.

The screenshot shows the 'Enquiry' form for 'General medical device'. It includes a progress bar at the top with 'Step 1' and 'Step 2'. The form fields are: 'Intended Use / Target' (text area), a table with columns 'Components', 'Name', 'Use Frequency', 'Sterility', 'Invasiveness', 'Sold Separately', 'Power', and 'Materials', 'Key Attributes' (dropdown), and 'Additional' (text area). At the bottom right, there are 'Back', 'Cancel', and 'Next' buttons, with the 'Next' button circled in red.

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

The screenshot shows the 'Enquiry' form for 'In Vitro Diagnostic (IVD)'. It includes a progress bar at the top with 'Step 1' and 'Step 2'. The form fields are: 'Nature Of Device' (dropdown), 'Target Analyte' (text area), 'Components' (dropdown), 'Components (Other)' (text area), 'Assay Type / Methodology' (text area), 'Clinical Application' (text area), 'Usage' (dropdown), and 'Additional' (text area). At the bottom right, there are 'Back', 'Cancel', and 'Next' buttons, with the 'Next' button circled in red.

- 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.

The screenshot shows the 'Enquiry' form for 'Software'. It includes a progress bar at the top with 'Step 1' and 'Step 2'. The form fields are: 'Used For' (text area), 'Functionality' (text area), 'Technology' (text area), 'Platform' (dropdown), 'Features' (dropdown), and 'Additional' (text area). At the bottom right, there are 'Back', 'Cancel', and 'Next' buttons, with the 'Next' button circled in red.

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

Step 1      Step 2      Step 3

Summary.

Medical Device Name	Syringe
Manufacturer	Syringe Co
Model	long
Catalogue / Reference (REF)	
Files	Obsolescence 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	

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.

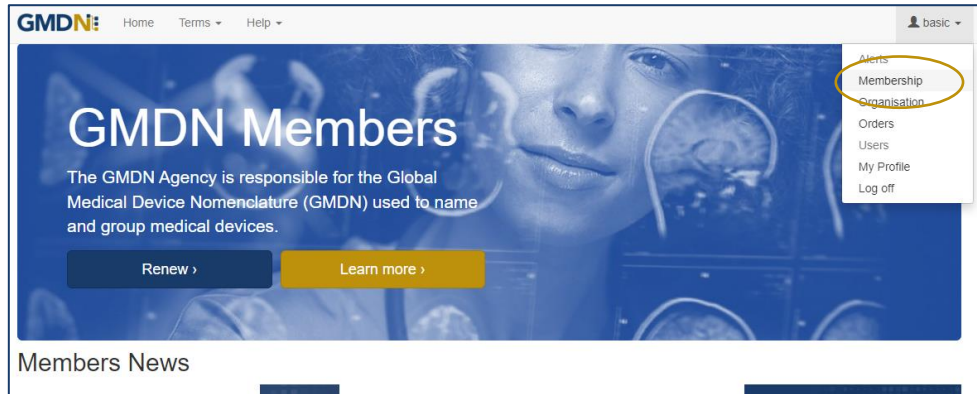
8. Following the satisfactory completion of the Enquiry, it will be closed. The history will still be available for future reference in the *Enquiry* page.



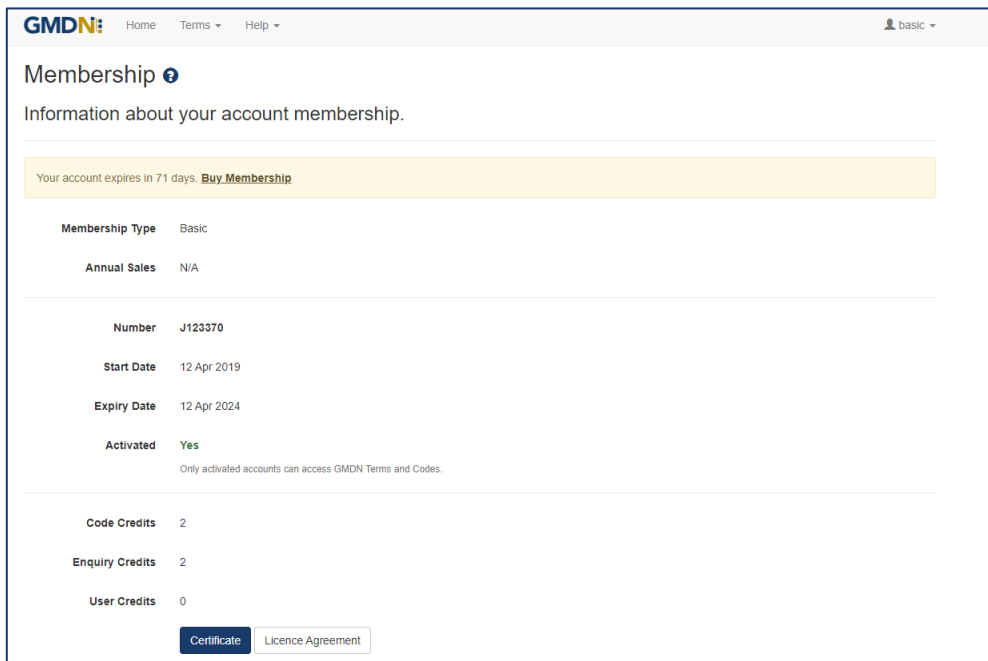
### 3. GMDN Agency – Membership Renewal Process (Basic membership access)

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

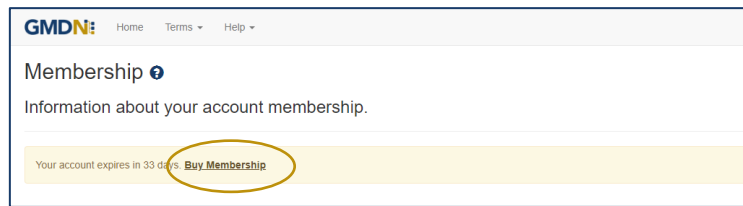
1. The Membership status is always available to view in the *Membership* tab and is found in the Account dropdown menu at the top right of the webpage (with the person icon).



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

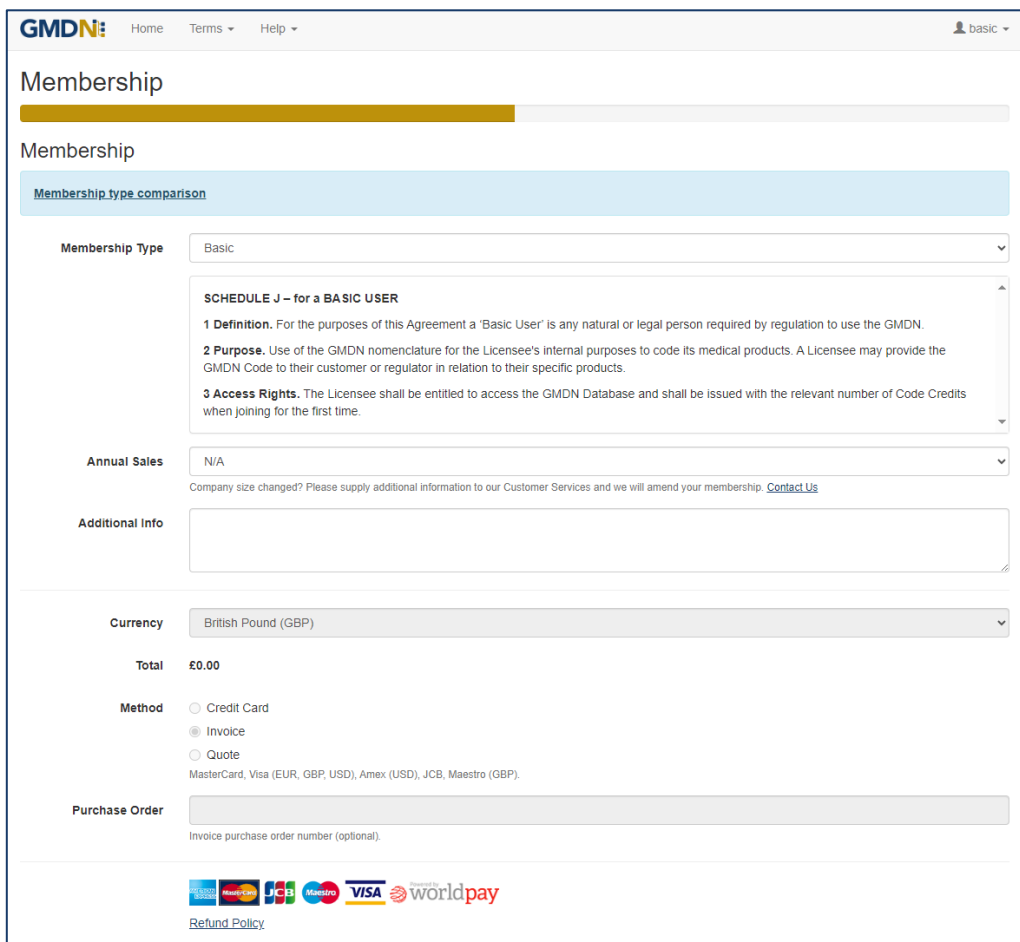


3. Membership can be renewed up to 6 months before it is due to expire and when available will be visible as a *Buy Membership* link on your *Membership* page.

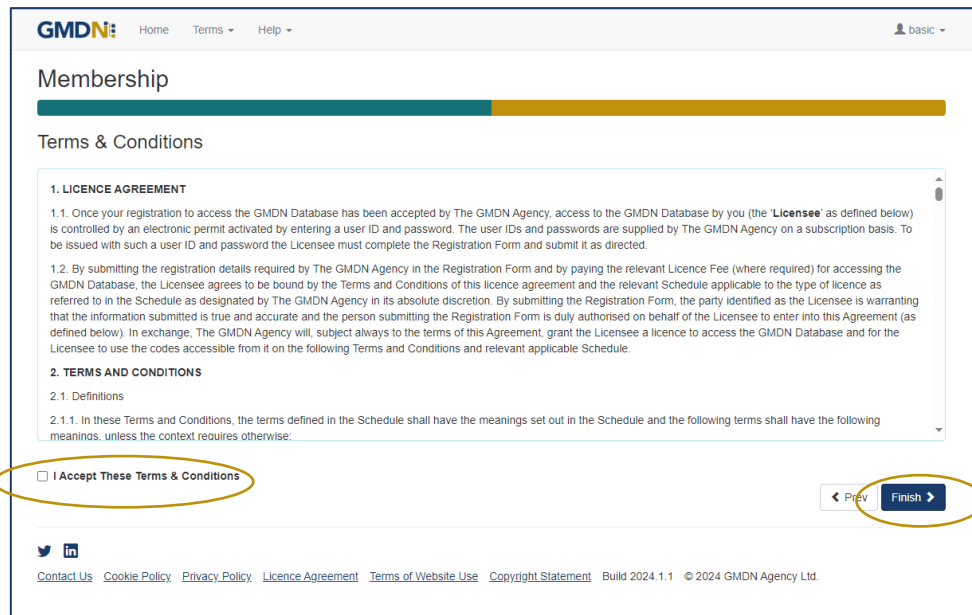


4. When the user clicks the *Buy Membership* button, the *Membership Renewal* screen will be displayed.

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).

**GMDN** Home Terms Help basic

### My Profile

Modify your personal details.

Prefix: - Select -

First Name: basic

Middle Name:

Last Name: test

Job Title:

Group:

User Name: basic@gmdnagency.org

Email: basic@gmdnagency.org

Phone:

#### How we communicate with you

Term Changes   
Real-time email notifications about your purchased terms. See also Alerts

Account Summary   
Periodic email notifications about your account and purchased terms. See also Alerts

**GMDN Focus**   
Periodic email newsletter containing news and marketing material.

Save Confirm Email Change Password

[Contact Us](#) [Cookie Policy](#) [Privacy Policy](#) [Licence Agreement](#) [Terms of Website Use](#) [Copyright Statement](#) Build 2024.1.1 © 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 [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](#).