

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.

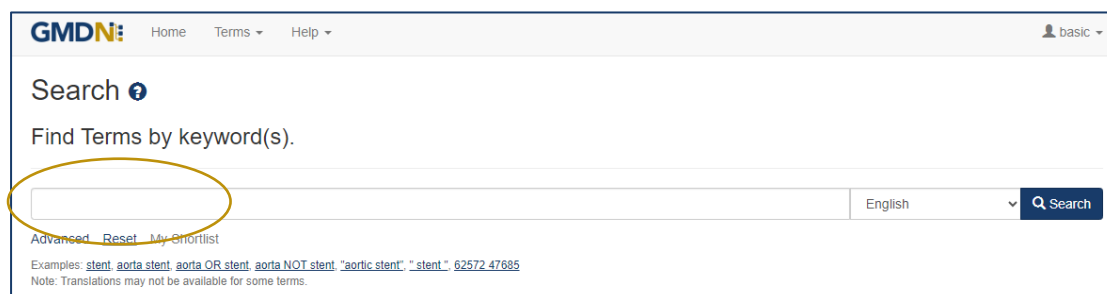
The GMDN Search uses a 'browser like' search algorithm to find GMDN Terms using key words.

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.

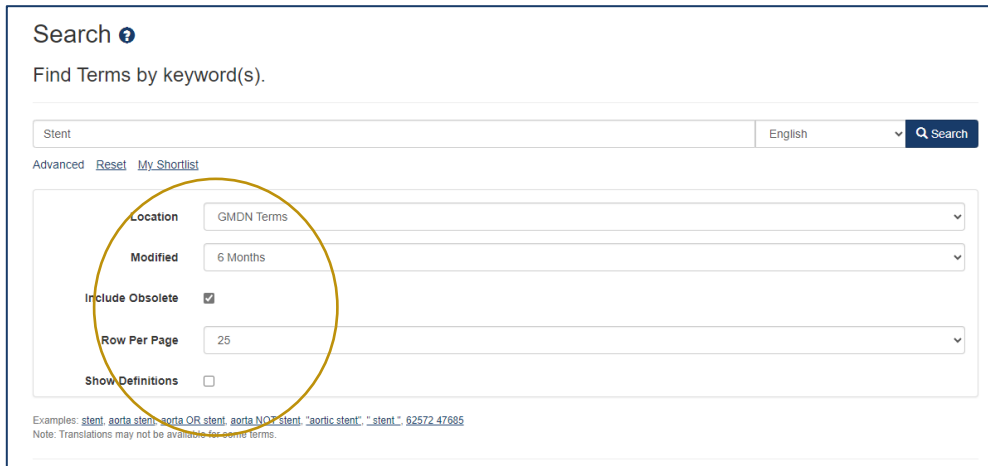
cardiac NOT valve will remove the word 'valve' from the 'cardiac catheter' results.

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.



Search ⓘ

Find Terms by keyword(s).

Stent English **Search**

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

Location: GMDN Terms

Modified: 6 Months

Include Obsolete: ☒

Row Per Page: 25

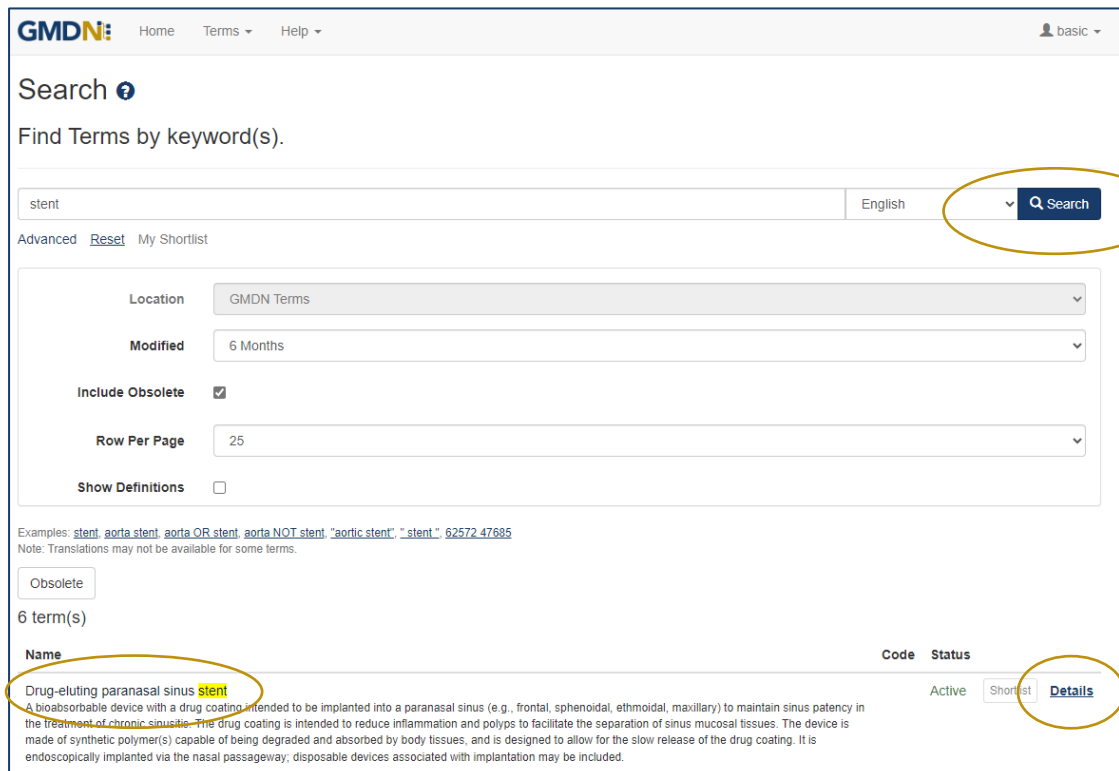
Show Definitions: ☐

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.



GMDN Home Terms Help basic

Search ⓘ

Find Terms by keyword(s).

stent English **Search**

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

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)

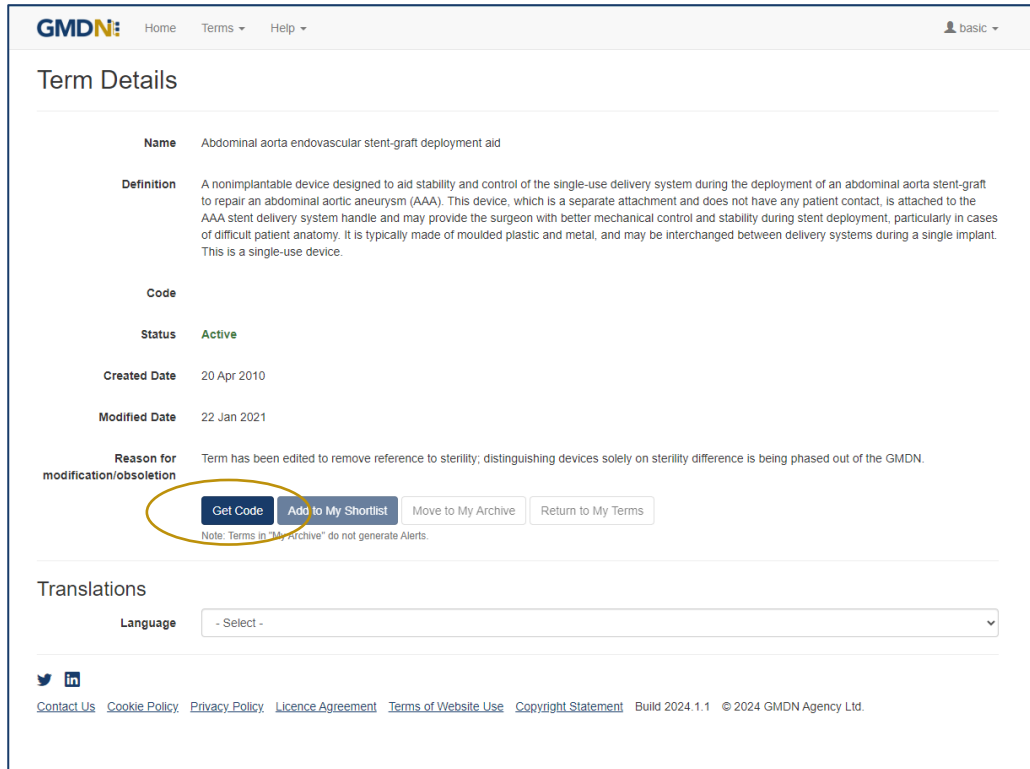
Name	Code	Status
Drug-eluting paranasal sinus stent		Active

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.

[Details](#)

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.

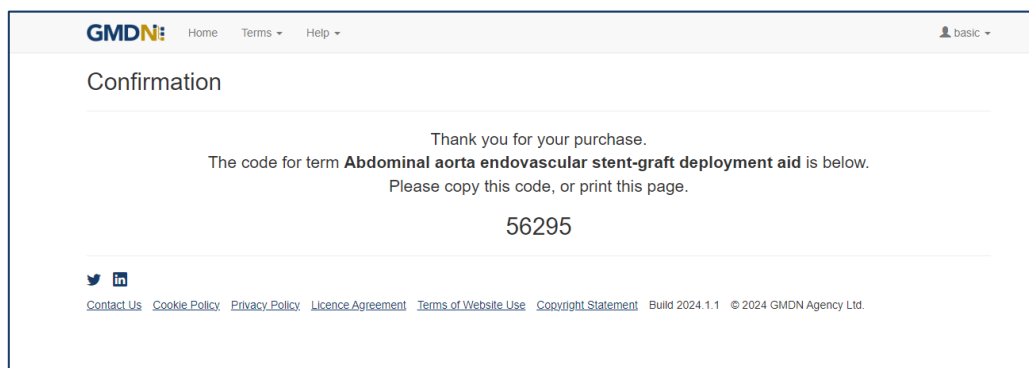
By clicking the Term [Details](#) link, you can see more information belonging to that Term, including a translation of the text, if available.



The screenshot shows the 'Term Details' page for the term 'Abdominal aorta endovascular stent-graft deployment aid'. The page includes fields for Name, Definition, Code, Status (Active), Created Date (20 Apr 2010), Modified Date (22 Jan 2021), and Reason for modification/obsolescence. A yellow circle highlights the 'Get Code' button. Below the buttons is a note: 'Note: Terms in "My Archive" do not generate Alerts.' The 'Translations' section has a language dropdown menu set to '- Select -'. The footer contains social media icons and a list of links: 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: Basic Memberships have an allocated 10 Code Credits.

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 a message: '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.' The 5-digit code '56295' is prominently displayed in the center. The footer is identical to the previous screenshot, including social media icons and the same list of links: 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 (Basic membership)

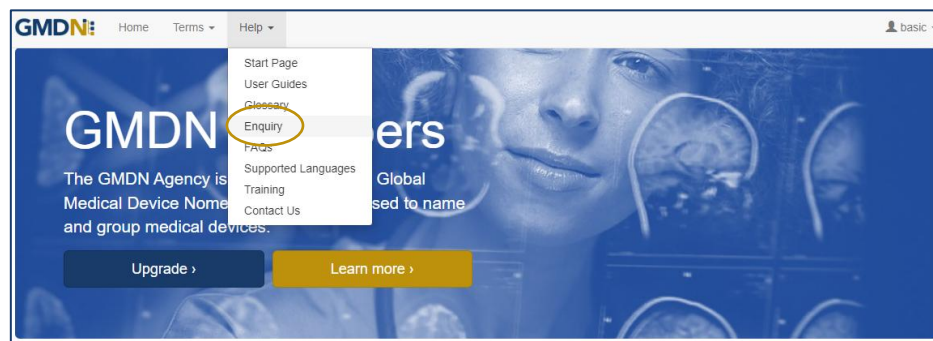
This is a Step-by-Step Guide for submitting an Enquiry for new or modified GMDN Codes using the GMDN website.

If after using the GMDN Search tool 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:

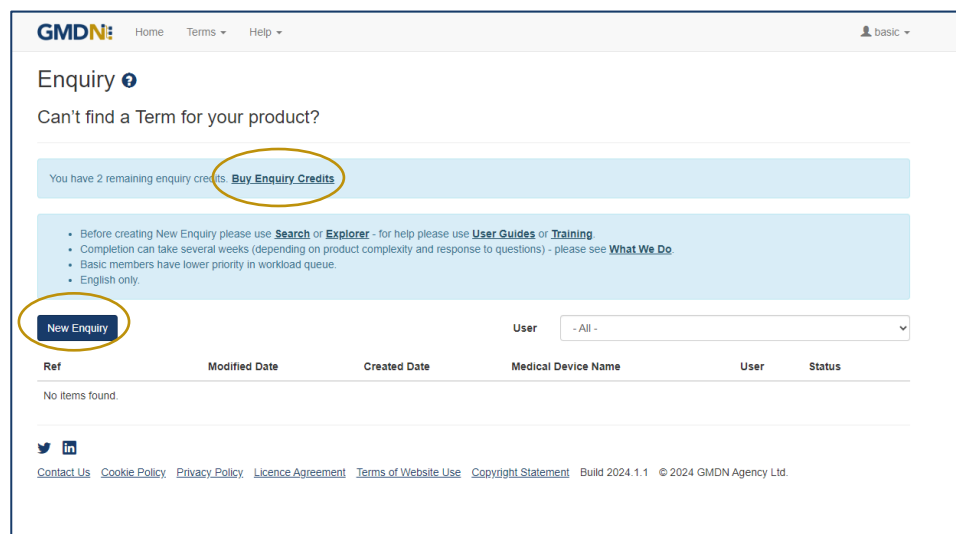
- The GMDN Agency identifies an existing GMDN Term.
- An existing GMDN Term is modified to include the new product's characteristics.
- A new GMDN Term is created.

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, any Enquiries are charged at £105 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 (circled)
Brand/Trade/Proprietary Name or Common Name

Manufacturer (circled)

Model (circled)

Catalogue / Reference (REF)

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

Url: <http://www.example.com>

Reason (circled)

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.

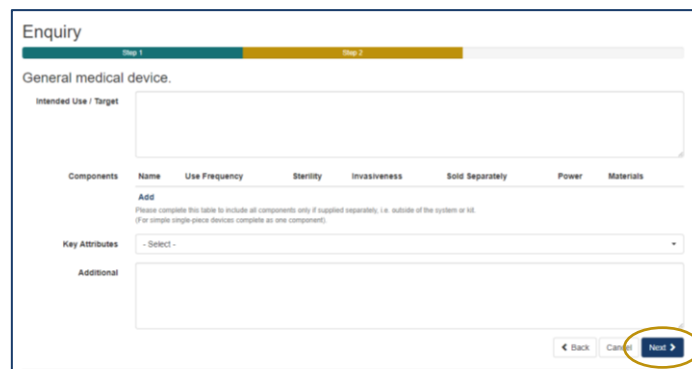
Please also attach a File which contains the product information by using the **Choose File** button. For example, an 'Instruction for Use' (IFU) or product brochure. This is also a mandatory field.

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.

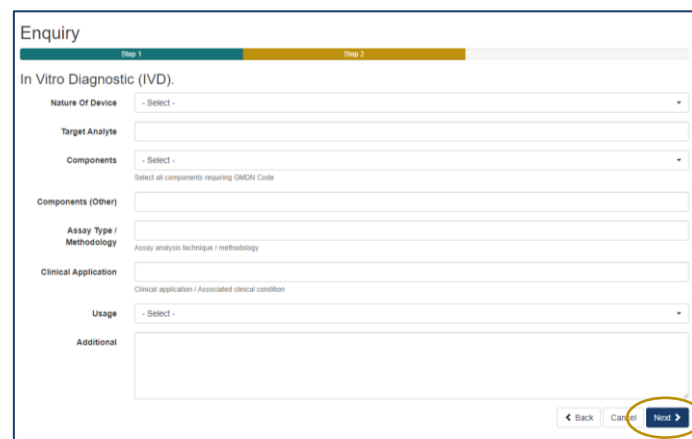
- a. **General medical device** – where the primary product is a general medical device.
- b. **In Vitro Diagnostic (IVD)** – where an IVD is the primary product.
- c. **Software** – where software is the primary product

- 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.



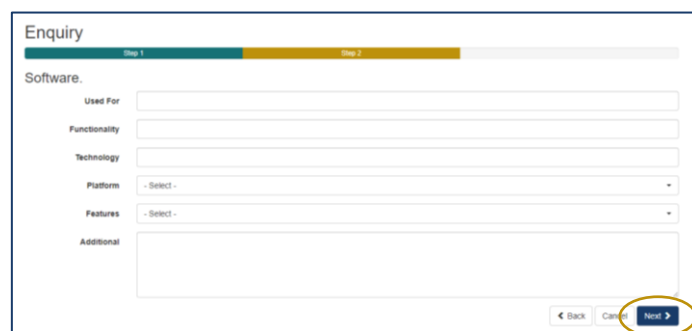
The screenshot shows the 'Enquiry' form for 'General medical device'. It has a progress bar at the top with 'Step 1' and 'Step 2'. The form includes fields for 'Intended Use / Target', a table for 'Components' with columns: Name, Use Frequency, Sterility, Invasiveness, Sold Separately, Power, and Materials,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

- 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 has a progress bar at the top with 'Step 1' and 'Step 2'. The form includes fields for 'Nature Of Device' (a dropdown), 'Target Analyte', 'Components' (a dropdown), 'Components (Other)' (a text area), 'Assay Type / Methodology' (a text area), 'Clinical Application' (a text area), 'Usage' (a dropdown), and 'Additional' (a text area). At the bottom right, there are buttons for 'Back', 'Cancel', and 'Next' (which is circled in yellow).

- 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 has a progress bar at the top with 'Step 1' and 'Step 2'. The form includes fields for 'Used For', 'Functionality', 'Technology', 'Platform' (a dropdown), 'Features' (a dropdown), and 'Additional' (a text area). At the bottom right, there are buttons for 'Back', 'Cancel', and 'Next' (which is circled in yellow).

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	adsdic

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 - [EQ160001](#)

Regards
GMDN Agency

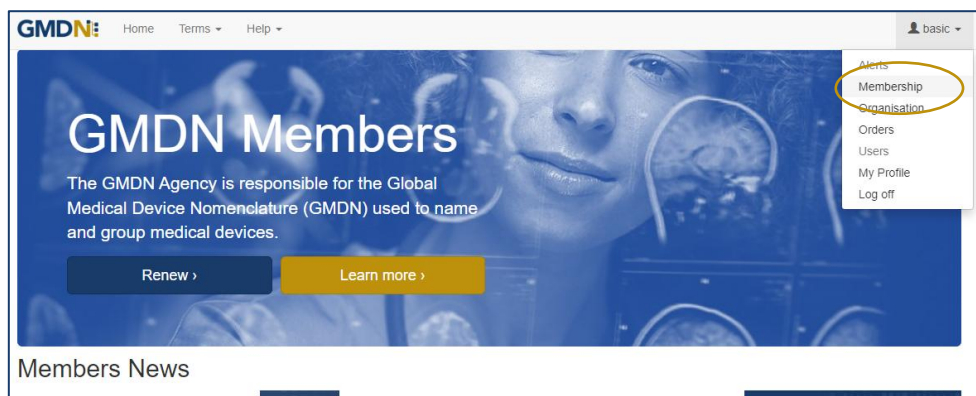
Any change to the status of an **Enquiry** will also be made to the **Alerts** page and is found in the Account dropdown menu at the top right of the webpage (with the person icon). There will always be an opportunity to discuss the outcome of the Enquiry with the GMDN expert.

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.

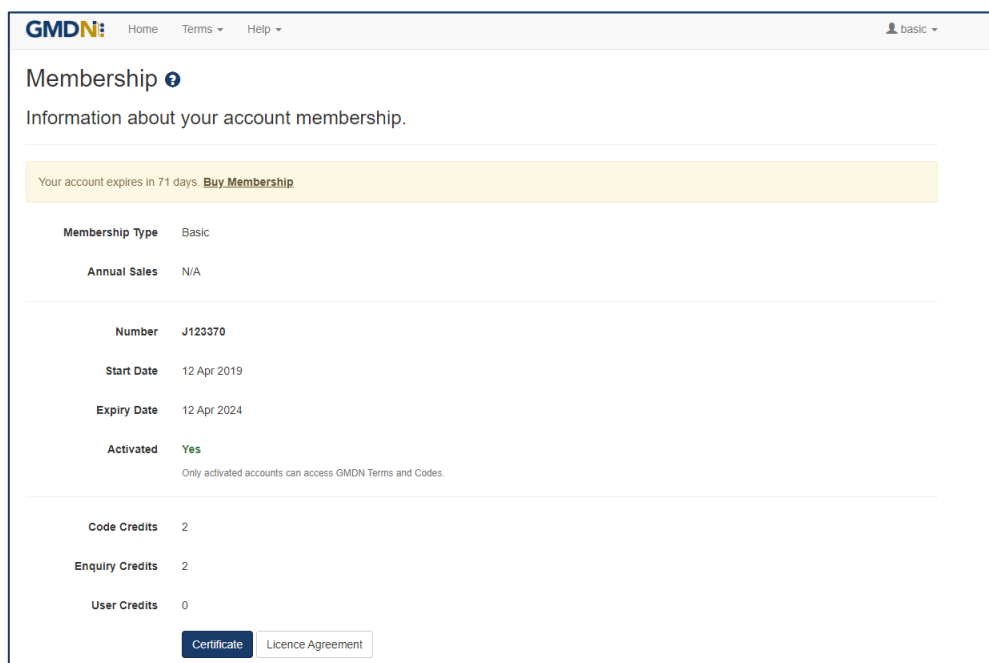
3. GMDN Agency – Membership Renewal Process (Basic membership access)

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

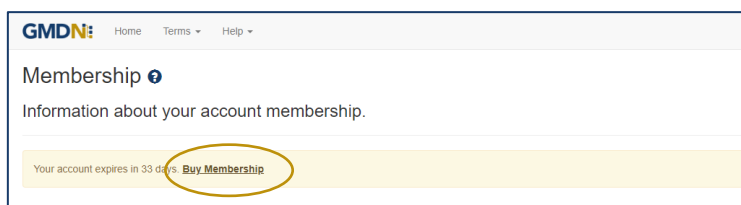
1. The Membership status is always available to view in the **Membership** tab and is found in the Account dropdown menu at the top right of the webpage (with the person icon).



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

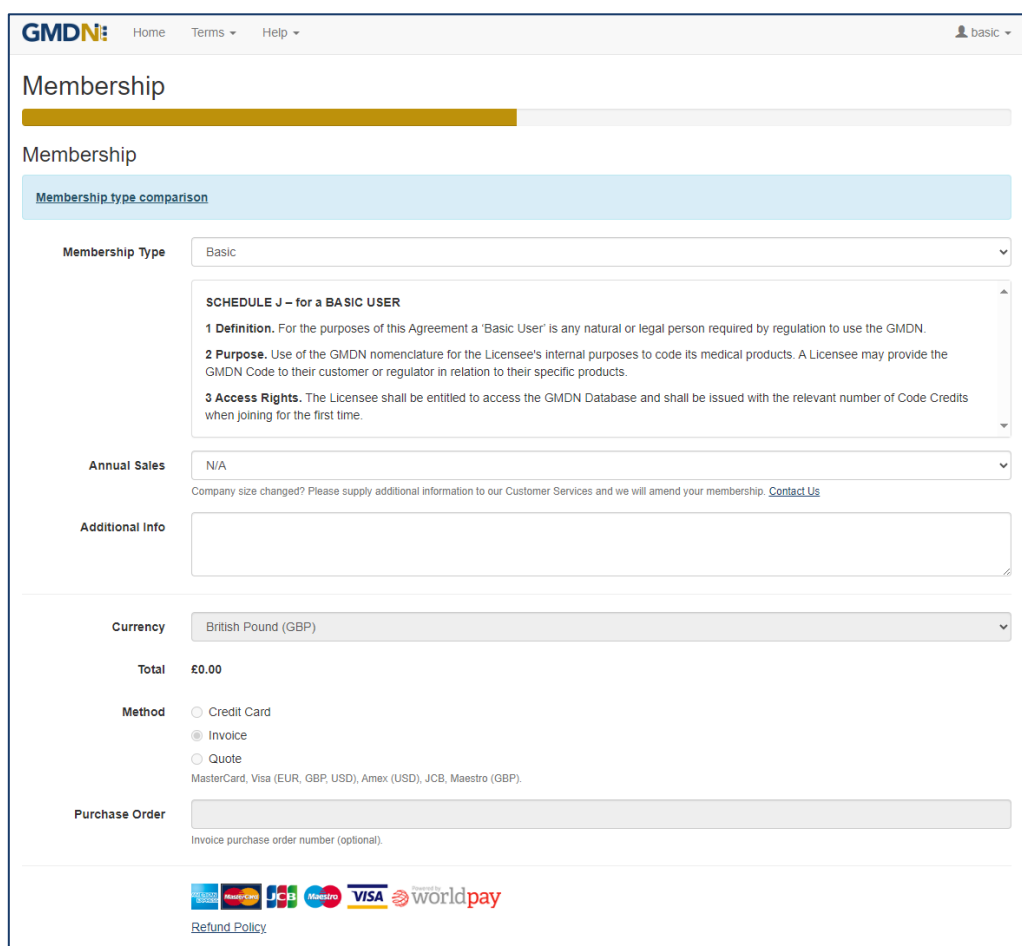


3. Membership can be renewed up to 3 months before it is due to expire and when available will be visible as a **Buy Membership** link on your **Membership** page.



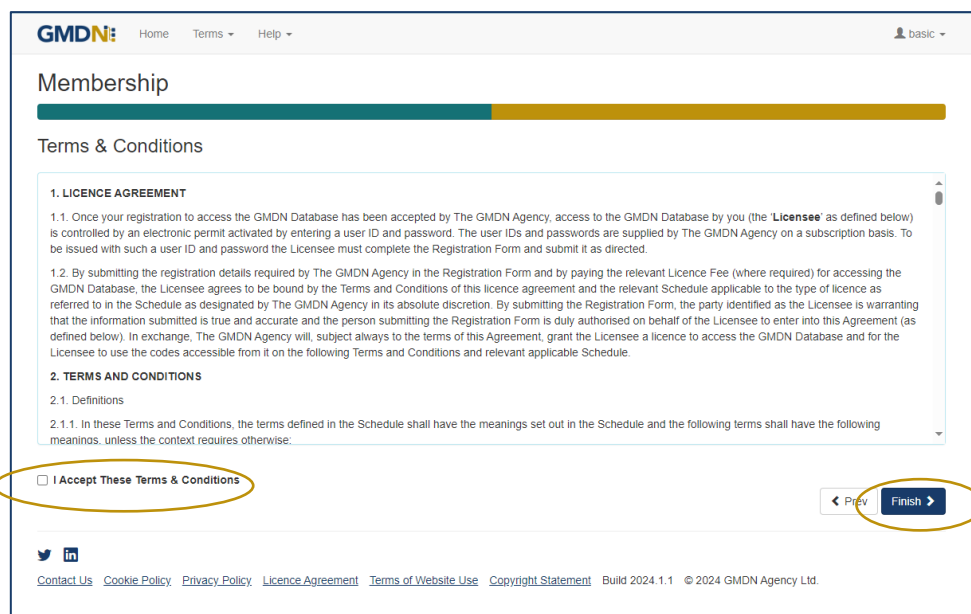
4. When the user clicks the **Buy Membership** button, the **Membership Renewal** screen will be displayed.

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



The screenshot shows the GMDN Membership Renewal screen. The header includes the GMDN logo, 'Home', 'Terms', and 'Help' links, and a user profile icon labeled 'basic'. The main heading is 'Membership'. Below this is a progress bar and a 'Membership' section with a 'Membership type comparison' tab. The 'Membership Type' dropdown is set to 'Basic'. Below this is a section titled 'SCHEDULE J – for a BASIC USER' containing three bullet points: '1 Definition', '2 Purpose', and '3 Access Rights'. The 'Annual Sales' dropdown is set to 'N/A'. Below this is a text box for 'Additional Info'. The 'Currency' dropdown is set to 'British Pound (GBP)'. The 'Total' is displayed as '£0.00'. The 'Method' section has three radio buttons: 'Credit Card', 'Invoice' (selected), and 'Quote'. Below the radio buttons is a note: 'MasterCard, Visa (EUR, GBP, USD), Amex (USD), JCB, Maestro (GBP)'. The 'Purchase Order' section has a text box for 'Invoice purchase order number (optional)'. At the bottom, there are logos for various payment methods: American Express, JCB, MasterCard, Visa, and Worldpay. A 'Refund Policy' link is also present.

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



GMDN Home Terms Help basic

Membership

Terms & Conditions

1. LICENCE AGREEMENT

1.1. Once your registration to access the GMDN Database has been accepted by The GMDN Agency, access to the GMDN Database by you (the 'Licensee' as defined below) is controlled by an electronic permit activated by entering a user ID and password. The user IDs and passwords are supplied 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 directed.

1.2. By submitting the registration details required by The GMDN Agency in the Registration Form and by paying the relevant Licence Fee (where required) 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 referred to in the Schedule as designated by The GMDN Agency in its absolute discretion. By submitting the Registration Form, the party identified as the Licensee is warranting that the information submitted is true and accurate and the person submitting the Registration Form is duly authorised on behalf of the Licensee to enter into this Agreement (as defined below). In exchange, The GMDN Agency will, subject always to the terms of this Agreement, grant the Licensee a licence to access the GMDN Database and for the Licensee to use the codes accessible from it on the following Terms and Conditions and relevant applicable Schedule.

2. TERMS AND CONDITIONS

2.1. Definitions

2.1.1. 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 meanings, unless the context requires otherwise:

☐ I Accept These Terms & Conditions

< Prev Finish >

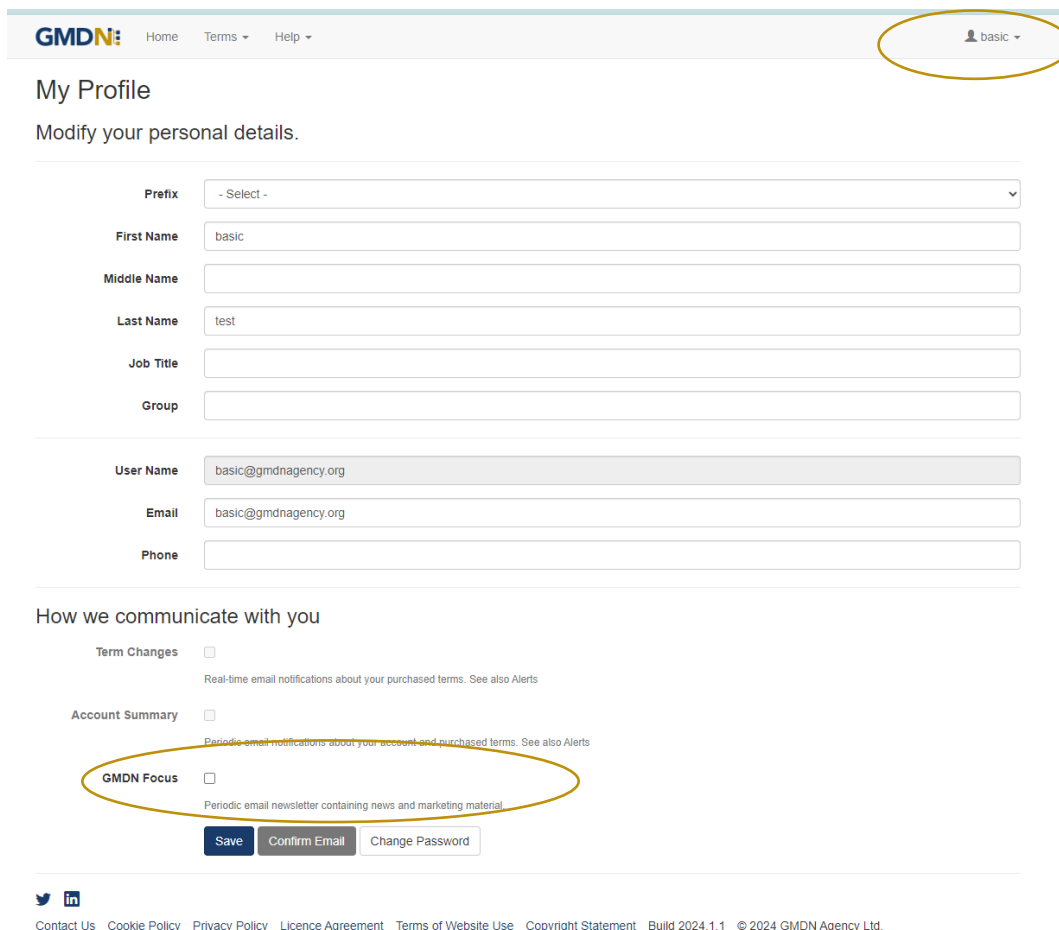
[Contact Us](#) [Cookie Policy](#) [Privacy Policy](#) [Licence Agreement](#) [Terms of Website Use](#) [Copyright Statement](#) Build 2024.1.1 © 2024 GMDN Agency Ltd.

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

Twitter LinkedIn

[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](#).