



Transparent MedTech User Manual

 **MedTech Europe**
from diagnosis to cure

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1. The Transparent MedTech platform

1. Introduction

Transparent MedTech is the central database where Companies are to publish the Educational Grants they provide to Healthcare Organisations based or registered in the MedTech Europe Geographical Area¹² in accordance with the MedTech Europe Code of Ethical Business Practice (“the Code”).

This also includes any financial allocation to medical education provided to for-profit entities such as Professional Conference Organisers.

2. Scope: Educational Grants

Educational Grants are defined in the Code as follows:

- **Educational Grants**: means provision of funding, Member Company or third party products or other in kind support to a Healthcare Organisation by or on behalf of a Member Company on a restricted basis for use solely for the support and the advancement of genuine medical education of Healthcare Professionals, patients and/or the public on clinical, scientific and/or healthcare topics relevant to the therapeutic areas in which the Member Company is interested and/or involved.

Educational Grants are further regulated in Chapter 4, Section 3 of the Code. In particular, the Code notes that Educational Grants can be provided for the following (**non-exhaustive**) purposes:

- a. Support for Third Party Organised Educational Events, including:
 1. Support for HCP Participation at Third Party Organised Educational Events
 2. Support for Third Party Organised Educational Events
- b. Scholarships and Fellowships
- c. Grants for Public Awareness Campaigns

¹ MedTech Europe Geographic Area includes the countries in the European Economic Area as well as those countries where Member Associations are located (Switzerland, Turkey, Russia and the countries covered by Mecomed, the Middle East and North Africa Association).

² The countries covered by Mecomed are not within the scope of the disclosure obligation for the first reporting period (2017).

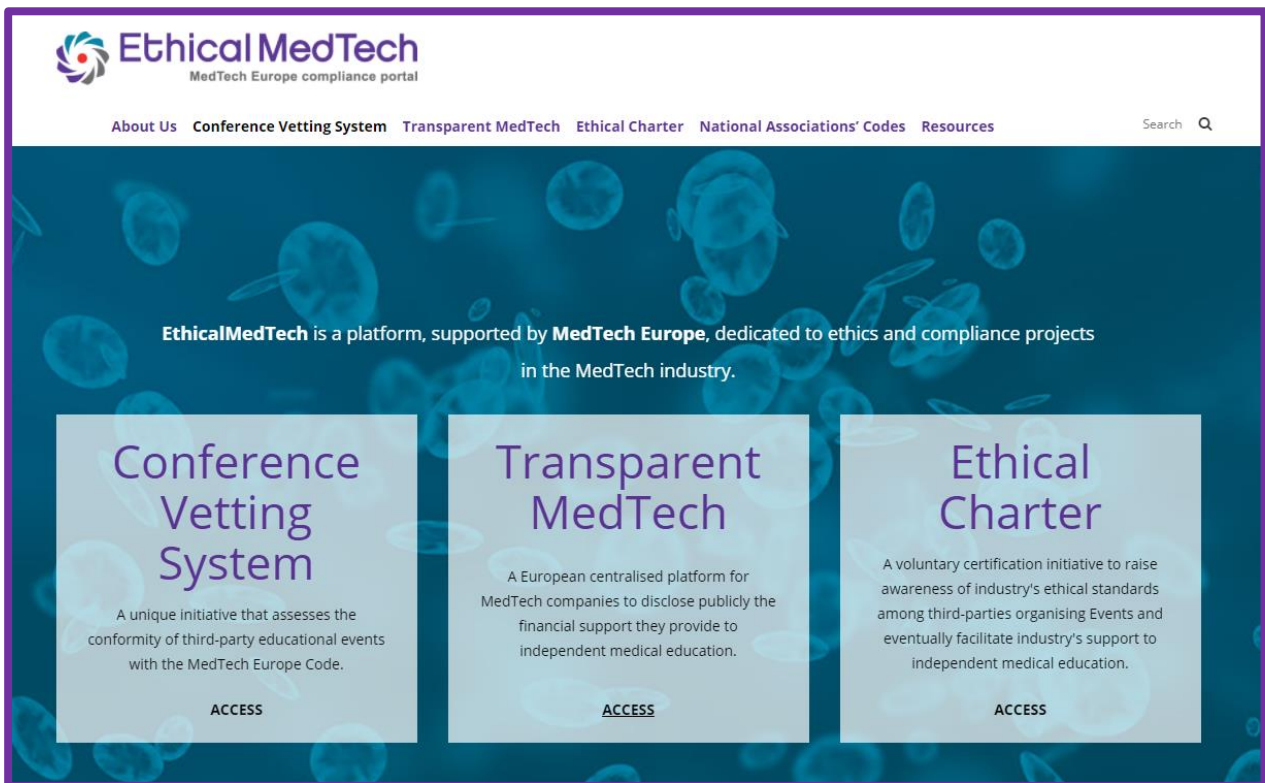
3. Format of the publication

Educational Grants are disclosed in Transparent MedTech under two different categories:

- a. Support for Third Party Organised Educational Events (which includes points a.1 and a.2 above) and,
- b. Any other Educational Grant (including points b and c)

4. Accessing the system

Transparent MedTech, as one of the MedTech Europe initiatives in the Ethics and Compliance area is hosted in www.ethicalmedtech.eu



The screenshot shows the homepage of the Ethical MedTech portal. At the top left is the logo for Ethical MedTech, with the tagline 'MedTech Europe compliance portal'. A navigation menu includes 'About Us', 'Conference Vetting System', 'Transparent MedTech', 'Ethical Charter', 'National Associations' Codes', and 'Resources'. A search bar is located in the top right corner. The main content area features a dark blue background with a pattern of light blue circles. A central text block states: 'EthicalMedTech is a platform, supported by MedTech Europe, dedicated to ethics and compliance projects in the MedTech industry.' Below this are three white boxes, each representing a key initiative: 1. 'Conference Vetting System' with a description: 'A unique initiative that assesses the conformity of third-party educational events with the MedTech Europe Code.' and an 'ACCESS' button. 2. 'Transparent MedTech' with a description: 'A European centralised platform for MedTech companies to disclose publicly the financial support they provide to independent medical education.' and an 'ACCESS' button. 3. 'Ethical Charter' with a description: 'A voluntary certification initiative to raise awareness of industry's ethical standards among third-parties organising Events and eventually facilitate industry's support to independent medical education.' and an 'ACCESS' button.

2. Company Account(s)

1. Account management

Companies are free to choose the internal arrangement they will use to disclose the Educational Grants. The system allows for reporting of Educational Grants at European level (with one single account), or the creation of as many accounts as necessary for subsidiaries, branches, or other dependent entities.

Each Company will nonetheless need to create **one** Master Account which will be approved by the MedTech Europe Secretariat.

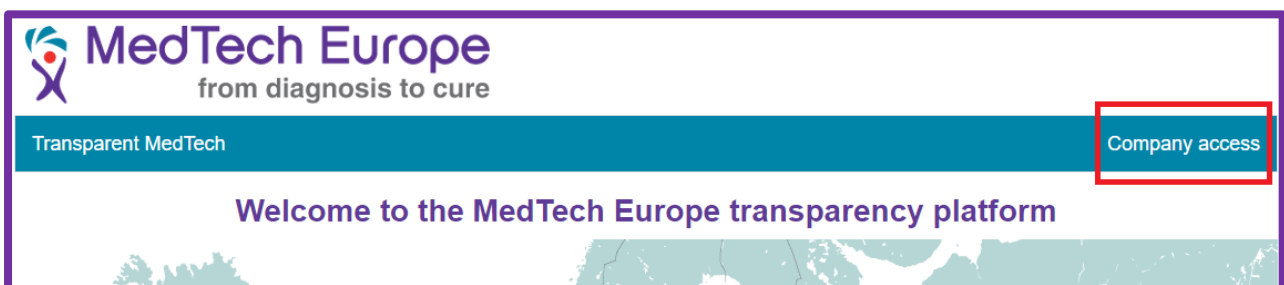
Once this Master Account has been created and approved, Companies are free to create Subsidiaries (please note this is a generic name for accounts dependent on the Master Account, it is not meant to have any legal implication).

2. Master Account creation procedure

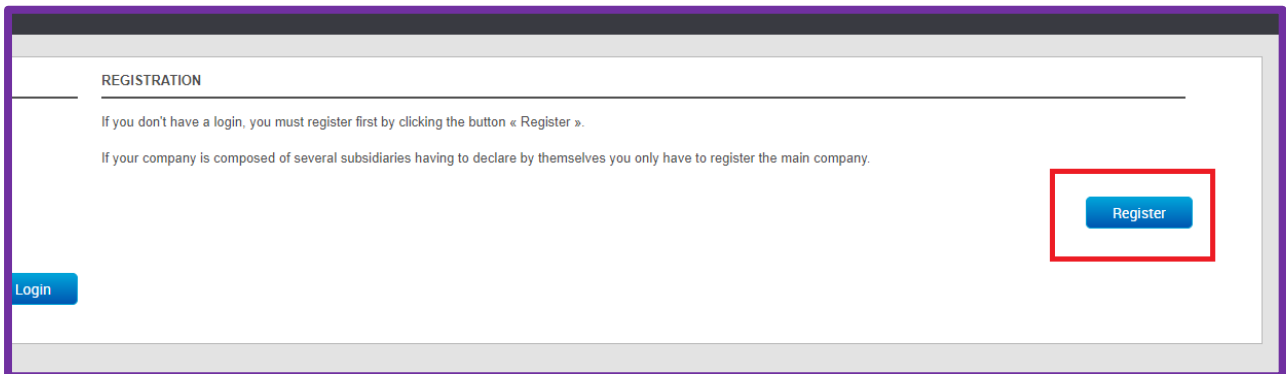
Ideally, your company should create a dedicated e-mail address for transparency purposes. This will make it easier to transfer the account if there is an eventual change of roles in your organisation, and will also help further anonymise interactions related to the Transparency system (such as the contestation of disclosures system). This account can be for instance “transparency@company.com”.

[Account creation steps:](#)

Navigate to the main page of Transparent MedTech (<http://transparentmedtech.eu/medtech-public/#/accueil>) and click on “**Company access**”, on the right top corner of the screen.



Once in the Company Area, click on “Register”

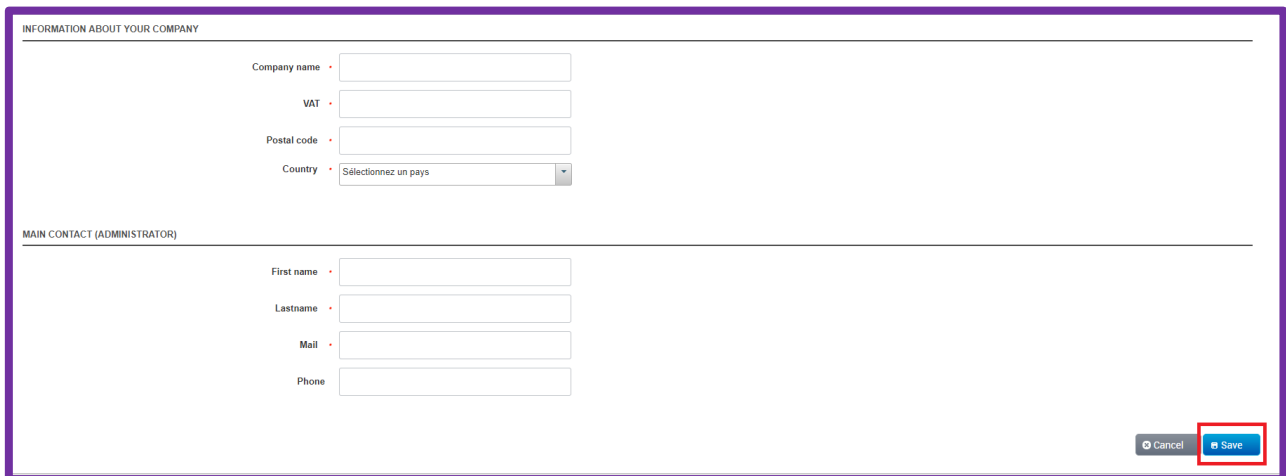


The screenshot shows a web interface titled "REGISTRATION". It contains two lines of text: "If you don't have a login, you must register first by clicking the button « Register »." and "If your company is composed of several subsidiaries having to declare by themselves you only have to register the main company." On the left side, there is a blue "Login" button. On the right side, there is a blue "Register" button, which is highlighted with a red rectangular box.

In the following screen, please enter the requested information to create the Master Account for your Company.

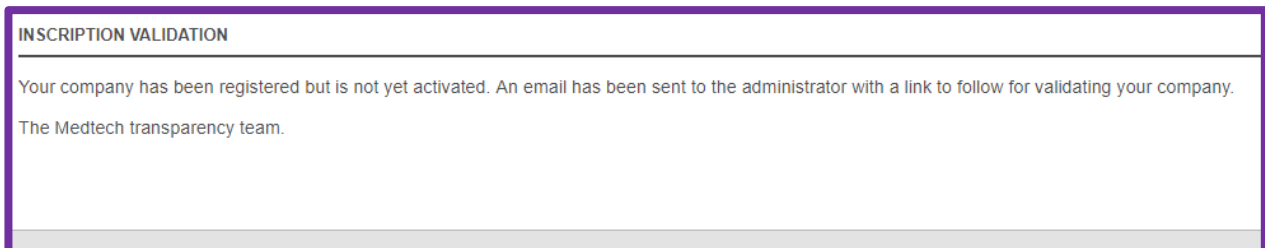
All fields are mandatory except for the Phone of the main contact person.

Important: It is recommended to use the generic transparency account mentioned at the beginning of this section to create this account.



The screenshot shows a form titled "INFORMATION ABOUT YOUR COMPANY". It is divided into two sections. The first section, "INFORMATION ABOUT YOUR COMPANY", contains four fields: "Company name" (text input), "VAT" (text input), "Postal code" (text input), and "Country" (dropdown menu with the text "Sélectionnez un pays"). The second section, "MAIN CONTACT (ADMINISTRATOR)", contains four fields: "First name" (text input), "Lastname" (text input), "Mail" (text input), and "Phone" (text input). At the bottom right of the form, there are two buttons: "Cancel" and "Save", with the "Save" button highlighted by a red rectangular box.

Once you have entered all the required information, click on “**Save**”. You will see the following screen:



The screenshot shows a page titled "INSCRIPTION VALIDATION". It contains two lines of text: "Your company has been registered but is not yet activated. An email has been sent to the administrator with a link to follow for validating your company." and "The Medtech transparency team."

You will receive a verification request e-mail in the address provided as the Main Contact (Administrator). Copy the link you will find in the e-mail and paste it in an internet browser

[Medtech Europe Transparency] Email verification
Transparency MedTech Europe
Sent: Wed 20/09/2017 12:49
To: [REDACTED]

Hello,

You asked an account for Medtech Europe transparency for the company: [REDACTED] ([REDACTED]).

For connecting the application you first have to validate your email. Please click the link provided below or copy paste the url to your navigator.

<http://transparentmedtech.eu/medtech-company/flow/validation?identifiant=pablo.rojasabad&cleActivation=20ed0889801b7a816e9ff288a89601c7d4a37b293f24b57a97a5a5cd91e41415>

The Medtech Europe Transparency team

Please note that in some cases, like the one shown above, your e-mail software may not recognize the full link, and clicking in the hyperlinked part will result in the following error message being displayed.

VALIDATION ERROR

The activation key is incorrect or your account has already been validated

The TransparentMedtech team.

To ensure this does not happen, manually copy and paste the full link in your preferred internet browser. Once you have done this, you will see the following screen:

SUCCESSFUL VALIDATION

Your email address has been validated but the account of your company is not yet active. Your account will be validated by our teams. An email with your password information information will be sent after your account validation.

The TransparentMedtech team.

[Back to main page](#)

You will also receive the following e-mail:

[Medtech Europe Transparency] Account register
Transparency MedTech Europe
Sent: Wed 20/09/2017 12:53
To: [REDACTED]

Dear,

We confirm the registration of your registration for the company : [REDACTED]

Your account must now be approved by the Medtech Europe administration . Once this step is completed, you will receive your password by email.
The validation of your account may take a few days.

You will find below your login allows you to access your business space.

Login [REDACTED]

The Medtech Europe Transparency team

Very Important: This e-mail needs to be saved and kept at hand. Your login **username** is included in it, almost at the bottom of the e-mail (see above). It will be a combination in the following format: "firstname.lastname"

At this stage, please **contact the MedTech Europe Secretariat** (ethics@medtecheurope.org) to let us know that you have successfully validated your Master Account e-mail, and you are awaiting activation. We will only activate a Master Account once we verify the account has been created by the right person within the organisation.

Once we activate your account you will receive the following e-mail:

[Medtech Europe Transparency] Account validation
Transparency MedTech Europe
Sent: Wed 20/09/2017 13:19
To: [REDACTED]

Hello,

We inform you that the Company's registration [REDACTED] was validated .

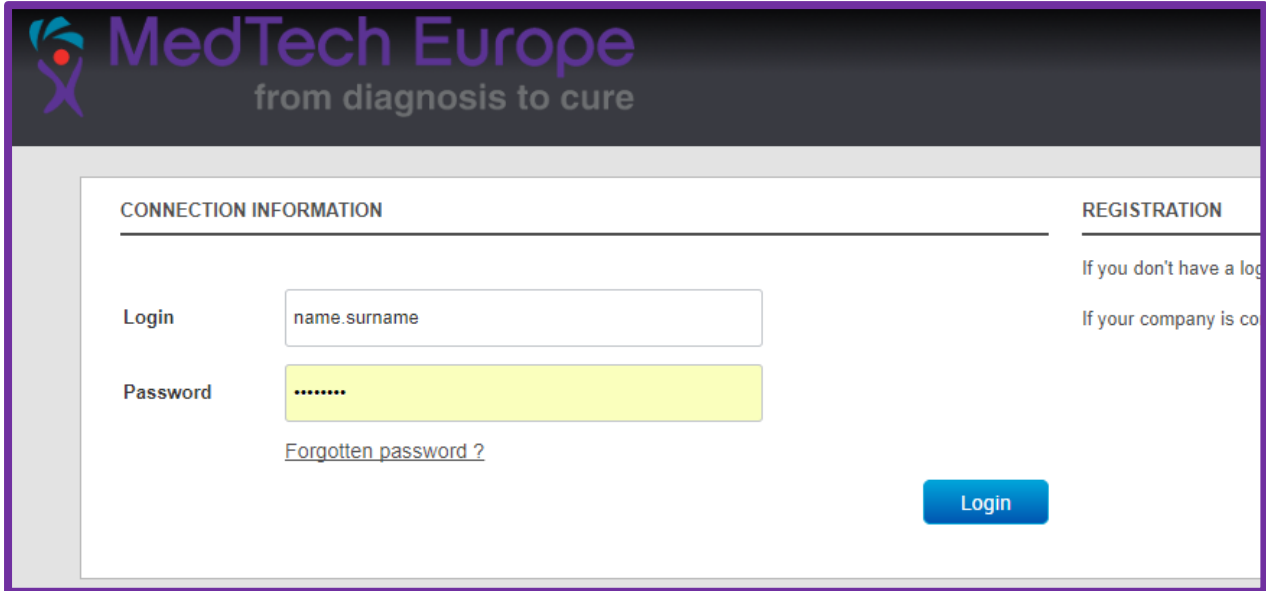
You will find your password for you to access your business space.

password [REDACTED]

The Medtech Europe Transparency team

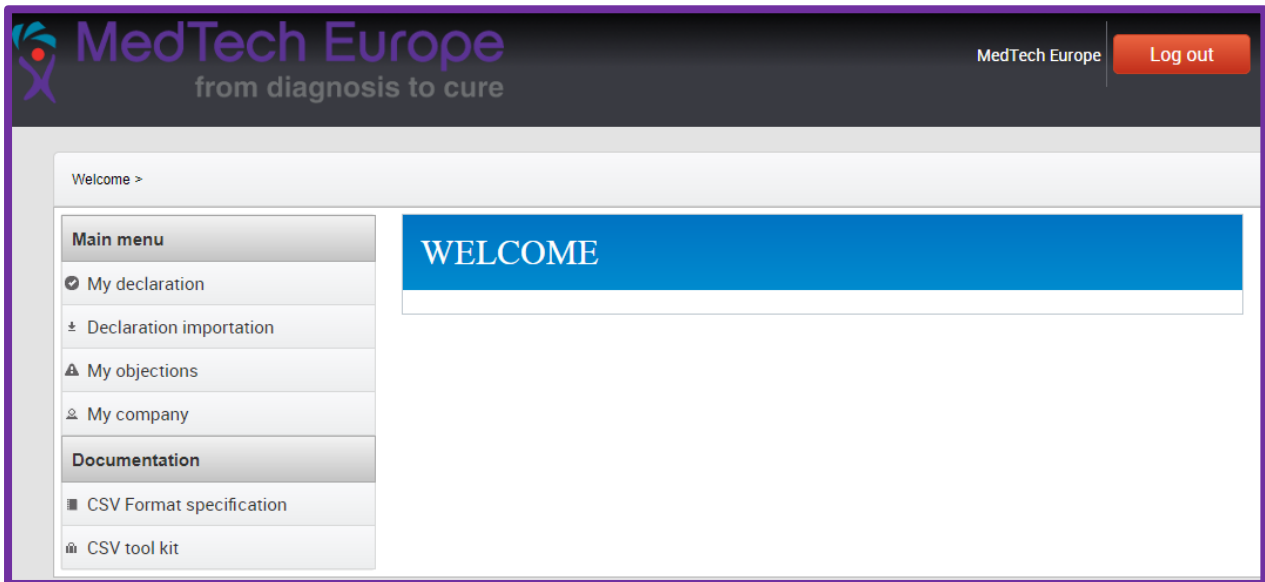
Very Important: This e-mail also needs to be saved and kept at hand. Your login **password** is included in it, almost at the bottom of the e-mail (see above).

You can now log into the system using the combination of the provided username and password in the Company Access page:



The screenshot shows the MedTech Europe login interface. At the top, the logo and tagline 'MedTech Europe from diagnosis to cure' are displayed. Below this, the page is divided into two sections: 'CONNECTION INFORMATION' and 'REGISTRATION'. Under 'CONNECTION INFORMATION', there is a 'Login' field with the placeholder text 'name.surname', a 'Password' field with masked characters '.....', and a link for 'Forgotten password?'. A blue 'Login' button is positioned to the right of the password field. The 'REGISTRATION' section on the right contains the text 'If you don't have a log' and 'If your company is co'.

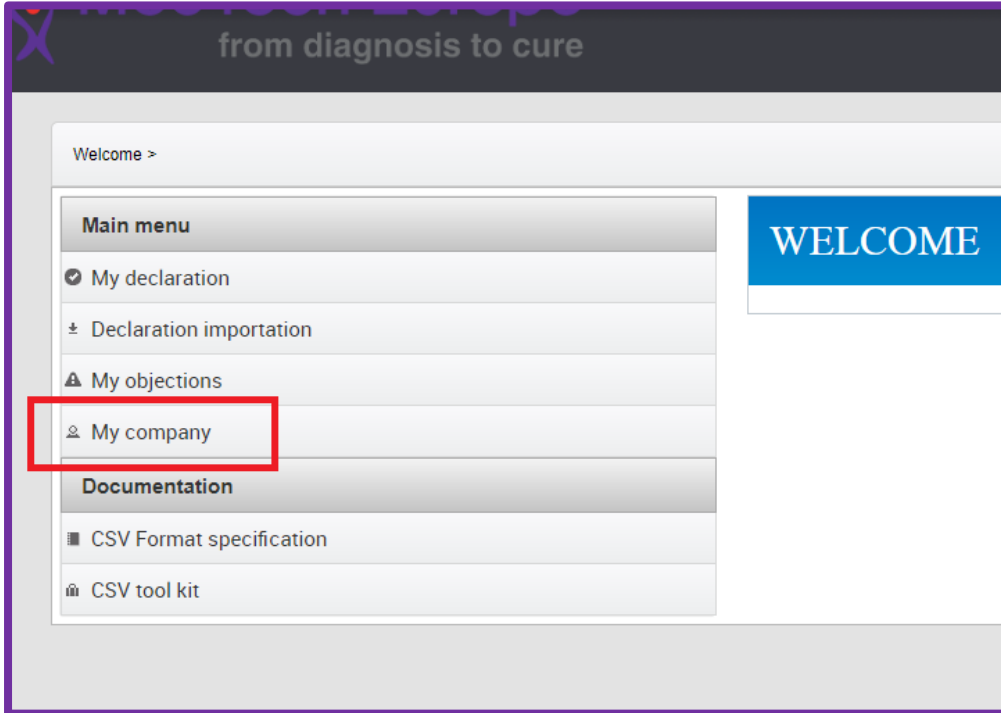
Once logged in, the main Company Site page looks like this:



The screenshot shows the MedTech Europe main Company Site page after login. The top header features the logo and tagline on the left, and 'MedTech Europe' with a 'Log out' button on the right. Below the header, a 'Welcome >' message is displayed. On the left side, there is a 'Main menu' with the following items: 'My declaration' (checked), 'Declaration importation', 'My objections', and 'My company'. Below the main menu is a 'Documentation' section with 'CSV Format specification' and 'CSV tool kit'. The main content area on the right features a large blue banner with the word 'WELCOME' in white capital letters.

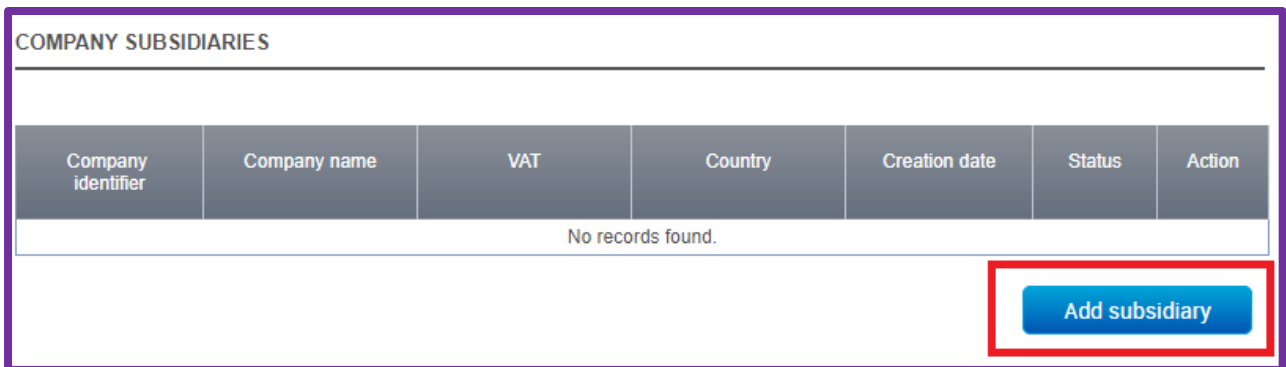
3. Subsidiary Account creation procedure

To create a Subsidiary Account, you will first need to click on **“My company”**



This page contains many different useful options that we'll tackle in the following chapters.

To create a Subsidiary Account, please scroll to the bottom of the page. Click on **“Add subsidiary”**



You will be directed to a page identical to the one used to register your Master Account. Once you have completed the required fields, click on “**Save**”.

INFORMATION ABOUT YOUR COMPANY

Company name

VAT

Postal code

Country

MAIN CONTACT (ADMINISTRATOR)

First name

Lastname

Mail

Phone

Once you have saved the registration, you will be able to see the registered subsidiaries at the bottom of the “My Company” page:

COMPANY SUBSIDIARIES

Company identifier	Company name	VAT	Country	Creation date	Status	Action
FHEYCICS	medtech subsidiary	123456754322	Belgium	20/09/2017	Waiting	<input type="button" value="↑"/>
ZMWXAYYE	medtech subsidiary 2	123132123	Germany	20/09/2017	Waiting	<input type="button" value="↑"/>

Only the administrator of the Master Account can create Subsidiary Accounts. To be able to do this the e-mail addresses provided when creating them need to be verified just as it was done for the Master Account, so an e-mail will be sent to the registered e-mail address:

[Medtech Europe Transparency] Email verification

Transparency MedTech Europe

Sent: Wed 20/09/2017 15:19
To: Pablo Rojas Abad

Dear,

You asked an account for Medtech Europe transparency for the company: medtech subsidiary (FHEYCICS).

For connecting the application you first have to validate your email. Please click the link provided below or copy paste the url to your navigator.

http://transparentmedtech.eu/medtech-company/flow/validation_compte?identifiant=pablo.rojasabad&cleActivation=fb6eab5adde8817b95fcb1daeaff9080ce1c71d7d73951a4e81ce320859e6fc2

one done, you will be able to access your company space with the login below :

Login : pablo.rojasabad

The Medtech Europe Transparency team

Once the e-mail address has been correctly validated you will see the following message (if you receive an Error message please try copying and pasting the link in your browser again):

SUCCESSFUL VALIDATION

Your company has been validated. An email has been sent to the administrator containing the password information.

The medtech transparency team

Back to main page

The Subsidiary Accounts are now active and can be used through the Master Account using the blue action button(s).

COMPANY SUBSIDIARIES

Company identifier	Company name	VAT	Country	Creation date	Status	Action
FHEYCICS	medtech subsidiary	123456754322	Belgium	20/09/2017	Waiting	^
ZMWXAYYE	medtech subsidiary 2	123132123	Germany	20/09/2017	Waiting	^

Add subsidiary

Or they can also be accessed using the specific account created for them at the time of their registration. Subsidiary Accounts have the same functionalities as Master Accounts in terms of reporting, but cannot create further levels of Subsidiary accounts.

To delete a Subsidiary Account, please contact us in ethics@medtecheurope.org.

4. Master Account management

The Master Account details can be changes in the My Company page:

MAIN CONTACT (ADMINISTRATOR)

First name •

Surname •

E-mail • [Reset password](#)

Phone

[Save](#)

Please note that even if the First name and Surname of the administrator is changed, the login details will not.

Changing e-mail is possible by introducing the new desired e-mail address in the E-mail field.
After all changes are introduced, please do not forget to click on “Save”.

5. Creating additional accounts for reporting

You can create additional accounts for users to access the system and report.





To do this, you need to access the “My Company” page and scroll down to the “**CONTACT(S) IN CHARGE OF DECLARATION**” area. Click on “Add new Contact”.

CONTACT(S) IN CHARGE OF DECLARATION

First name	Surname	E-mail	Phone	Status			
No contact in charge of declaration							

[+ Add new contact](#)

Fill the fields and click in the green icon.

CONTACT(S) IN CHARGE OF DECLARATION							
First name	Surname	E-mail	Phone	Status			
[REDACTED]	[REDACTED]	[REDACTED]					
							

[+ Add new contact](#)

An e-mail will be sent to the e-mail address requesting verification of the account:

[Medtech Europe Transparency] User account creation

Transparency MedTech Europe

Sent: Fri 22/09/2017 17:15

To: [REDACTED]

Dear,

A request to create a user account Transparency Health was conducted for the company [REDACTED].

To log in you must first verify your email , click the link below or paste it into your browser .

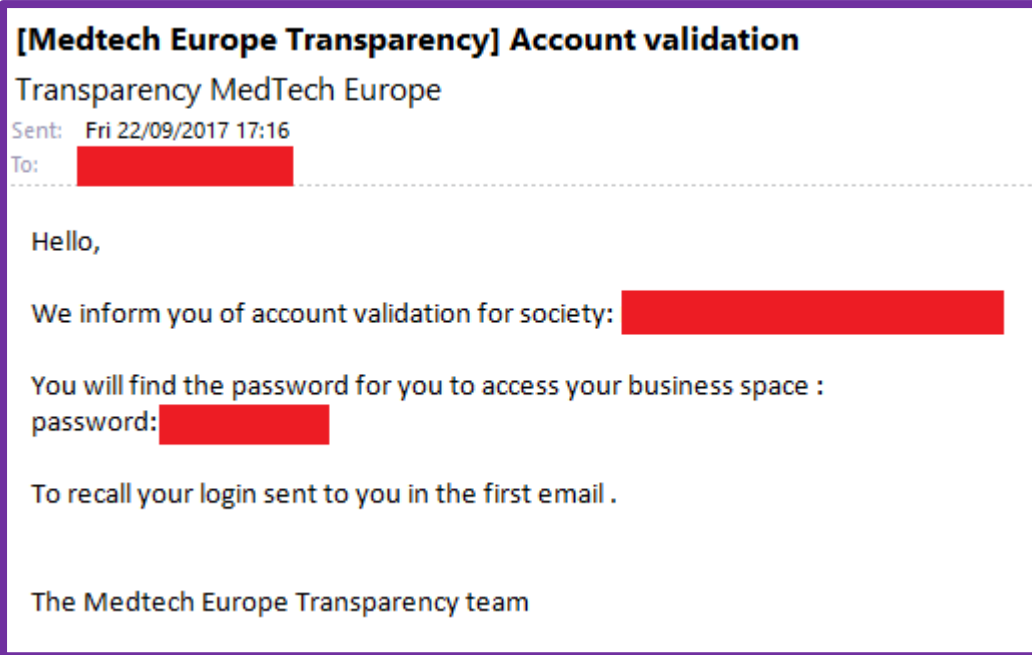
http://transparentmedtech.eu/medtech-company/flow/validation_utilisateur?identifiant=erwre.werwerwr&cleActivation=64443afd87be7517a52053a3a3abdcfd48709e9734de97324895cec09145a48d

After this confirmation, you can then access your enterprise space with login below:

Login : [REDACTED]

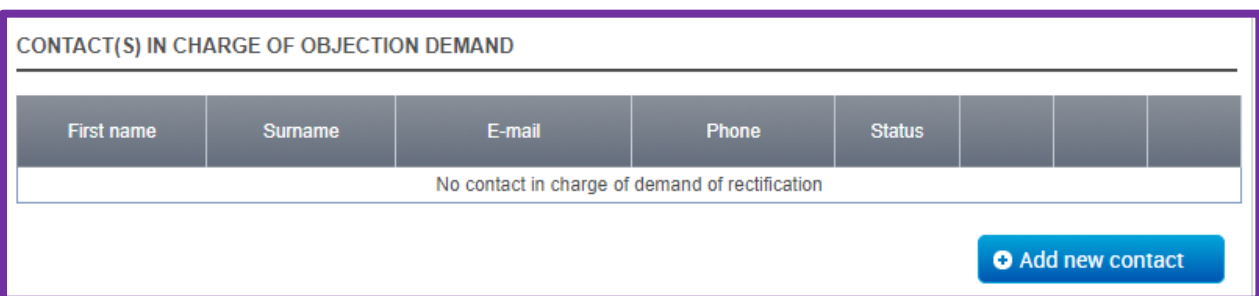
The Medtech Europe Transparency team

Once the account has been verified, the user will receive another e-mail with the password:



6. Creating additional accounts for managing objections

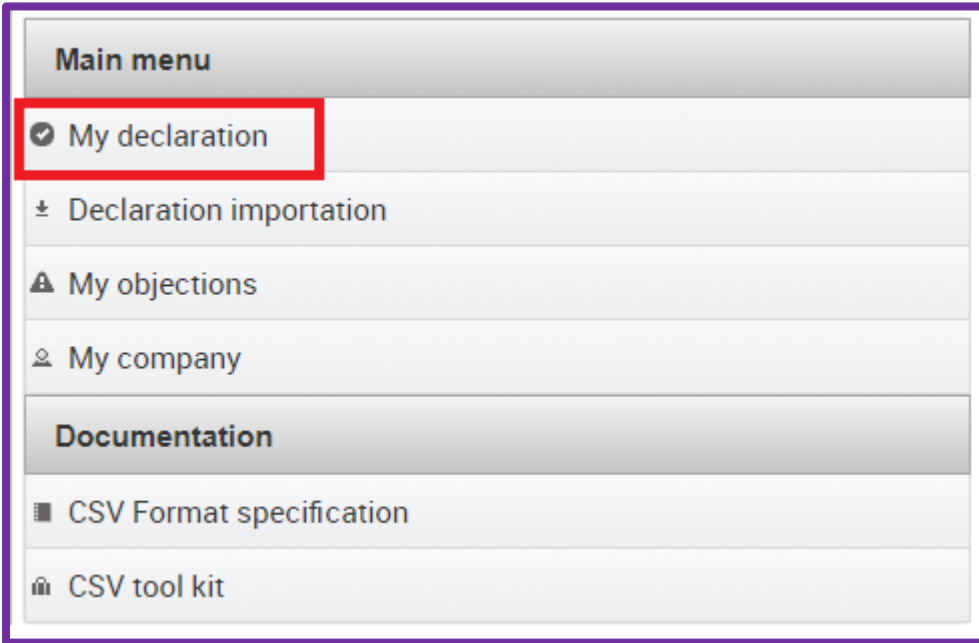
The process to create additional accounts for managing objections raised regarding declarations is essentially identical to the process described above for creating additional reporting accounts (Section 2.5), just click on the “Add new contact” button in the “CONTACT(S) IN CHARGE OF OBJECTION DEMAND” AREA and follow the steps indicated in the section above (2.5).



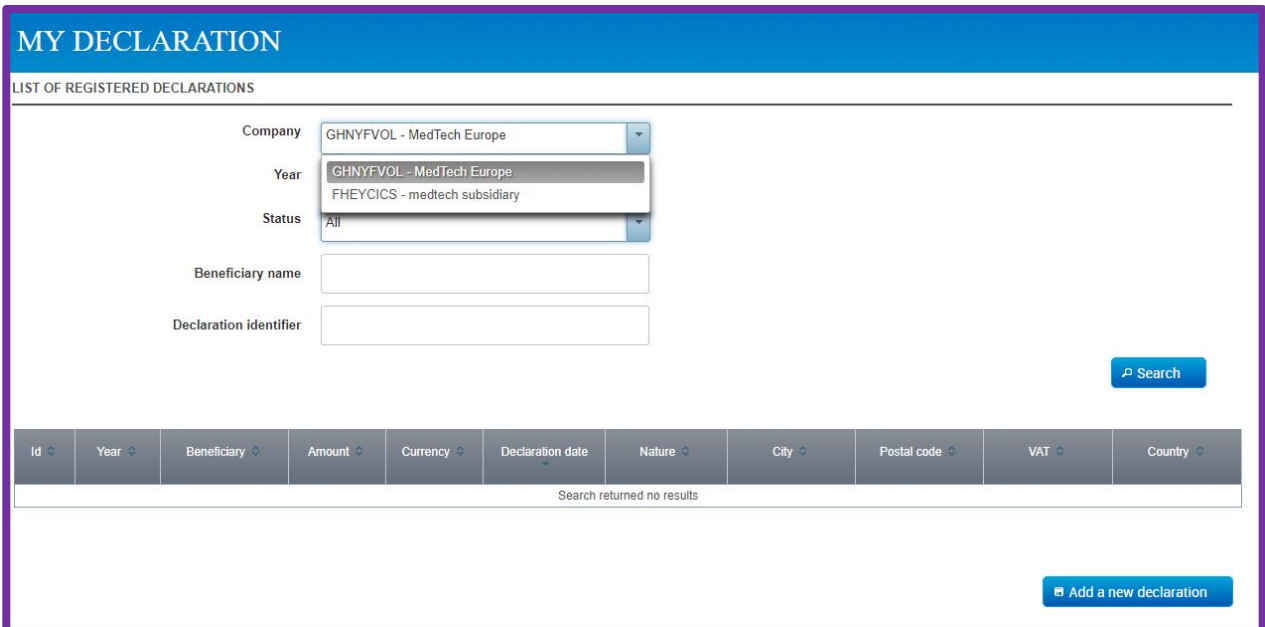
3. Disclosing

1. Manual Disclosure

To manually disclose Educational Grants, please click on “My declaration”.



In the following screen you can search all declarations made by your company or companies.



You can also enter a declaration manually from this screen. Click on “Add a new declaration”

MY DECLARATION

LIST OF REGISTERED DECLARATIONS

Company: GHNYFVOL - MedTech Europe
Year: GHNYFVOL - MedTech Europe
Status: FHEYCICS - medtech subsidiary
Beneficiary name:
Declaration identifier:

[Search](#)

Id	Year	Beneficiary	Amount	Currency	Declaration date	Nature	City	Postal code	VAT	Country
Search returned no results										

[Add a new declaration](#)

The manual declaration page looks like this:

DECLARATION DETAILS

BENEFICIARY INFORMATION

VAT	<input type="text" value="123456"/>
	<input type="checkbox"/> Beneficiary doesn't have VAT
Unique identifier	<input type="text" value="Select unique identifier"/>
Company name	<input type="text" value="Test Company"/>
Address	<input type="text" value="123 Test Street"/>
Postal Code	<input type="text" value="1234"/>
City	<input type="text" value="Testville"/>
Country	<input type="text" value="Belgium"/>

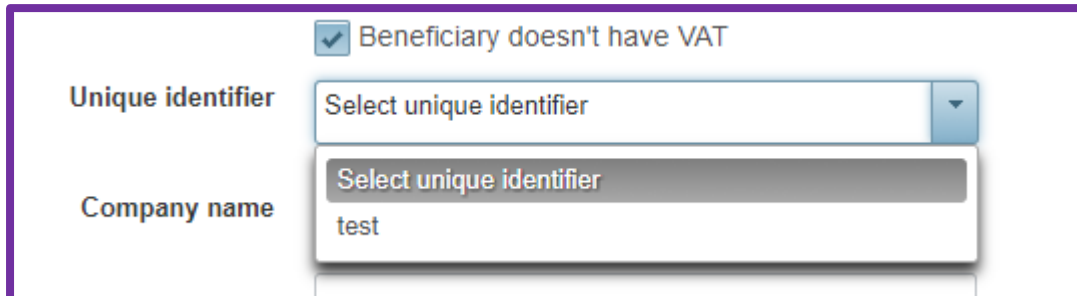
DECLARATION INFORMATION

Date	<input type="text" value="02/04/2015"/>
Amount	<input type="text" value="12345"/>
Currency	<input type="text" value="Euro"/>
Nature	<input type="text" value="Support to Educational Events (inc. attendance)"/>
Object	<input type="text" value="This is just a test."/>
Publication state	<input type="text" value="Not Published"/>

Once you have finished filling the information, click on save.

Important: In case the beneficiary doesn't have a VAT or because of local laws and regulations it cannot be published without the entity's consent, please let us know in transparency@medtecheurope.org. If you

are the first company to encounter this problem in that particular country, you will have the opportunity to propose a different unique identifier. The new category of unique identifier will be added to the drop-down menu that you can access once you click in the “Beneficiary doesn’t have VAT” tick box as shown below.

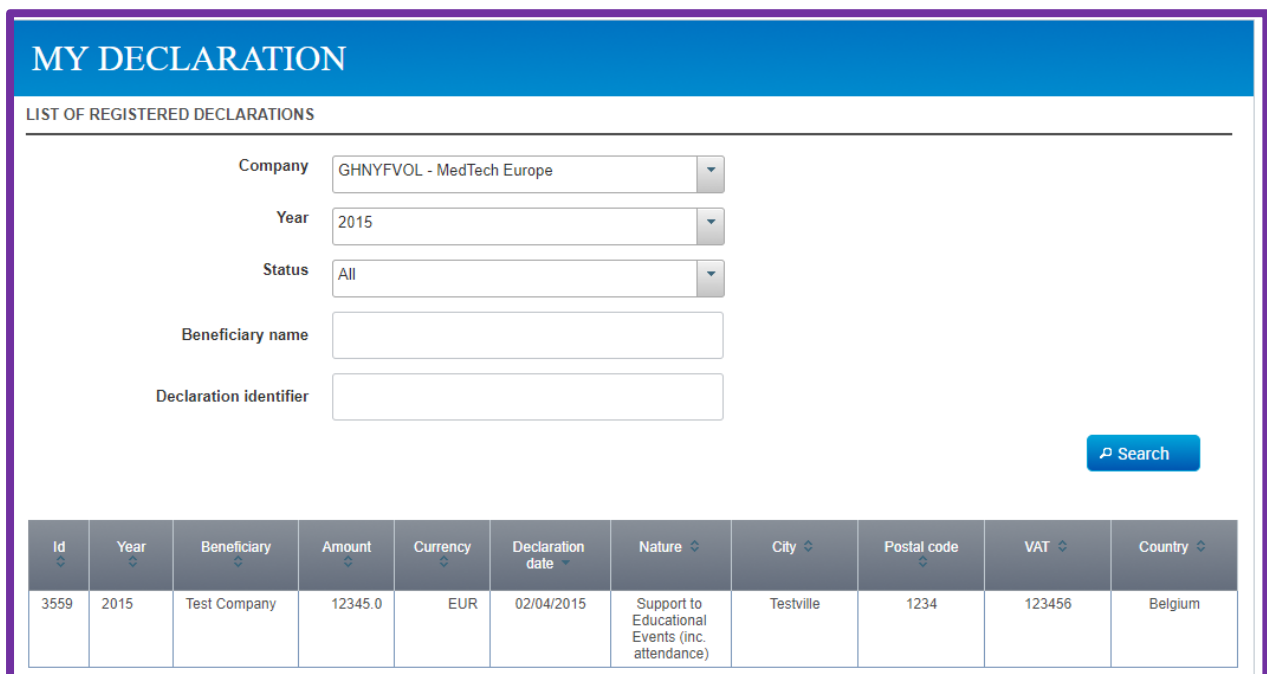


Beneficiary doesn't have VAT

Unique identifier: Select unique identifier

Company name: Select unique identifier
test

The declaration will now be shown in the “My declarations” page once you search in the correct year.



MY DECLARATION

LIST OF REGISTERED DECLARATIONS

Company: GHNYFVOL - MedTech Europe

Year: 2015

Status: All

Beneficiary name:

Declaration identifier:

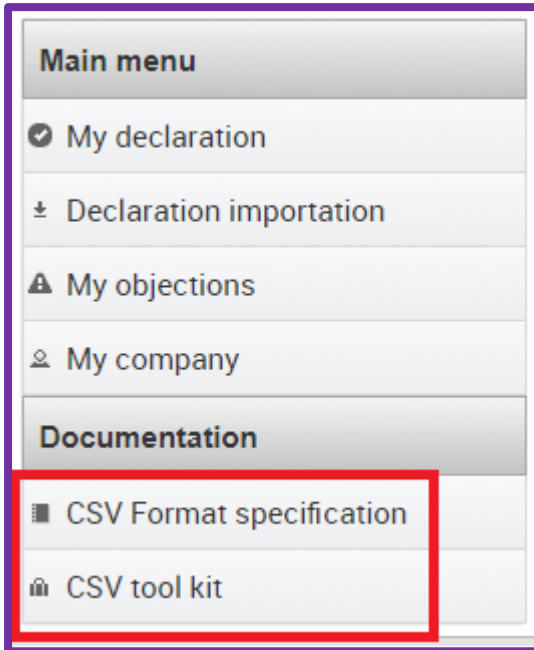
[Search](#)

Id	Year	Beneficiary	Amount	Currency	Declaration date	Nature	City	Postal code	VAT	Country
3559	2015	Test Company	12345.0	EUR	02/04/2015	Support to Educational Events (inc. attendance)	Testville	1234	123456	Belgium

To edit any declaration, just click on it in the list, introduce the changes and save it. You can also deactivate the declarations simply by clicking on “desactivate”.

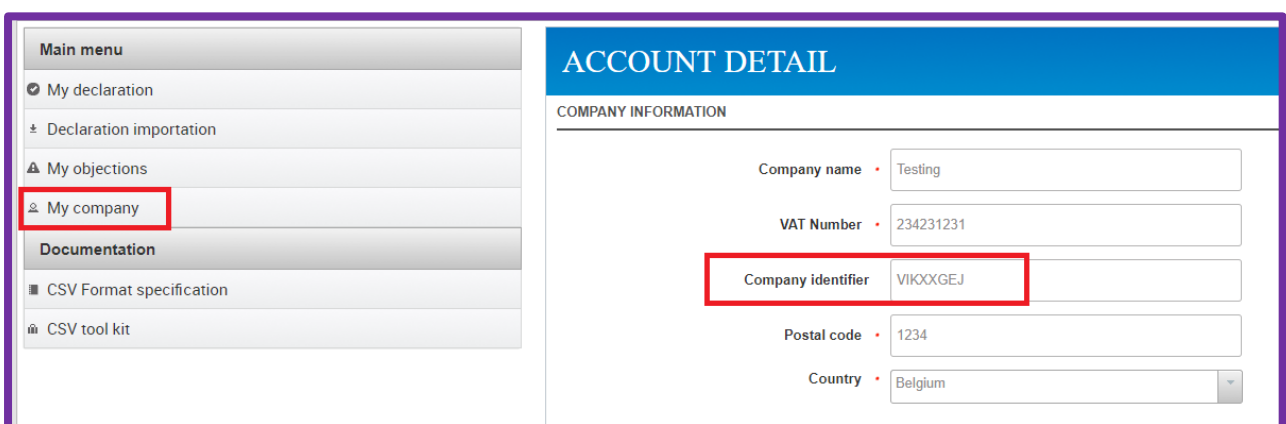
2. Bulk disclosure

To disclose the information for several HCOs at once, a specific excel template must be used. This template can be downloaded from the main menu.



The CSV tool kit includes a small guide on how to use the excel template in different versions of Excel. Proceed filling the Excel template with the required information. **Please note the only optional field is the “Object” field.**

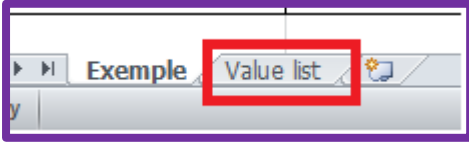
Important: Please make sure you introduce the correct Company ID in the first field of the template. Your Company ID can be found here:



Your subsidiaries will have a different Company ID.

The fields “Currency”, “Country” and “Educational Grant Type” require specific formats for the information in them.

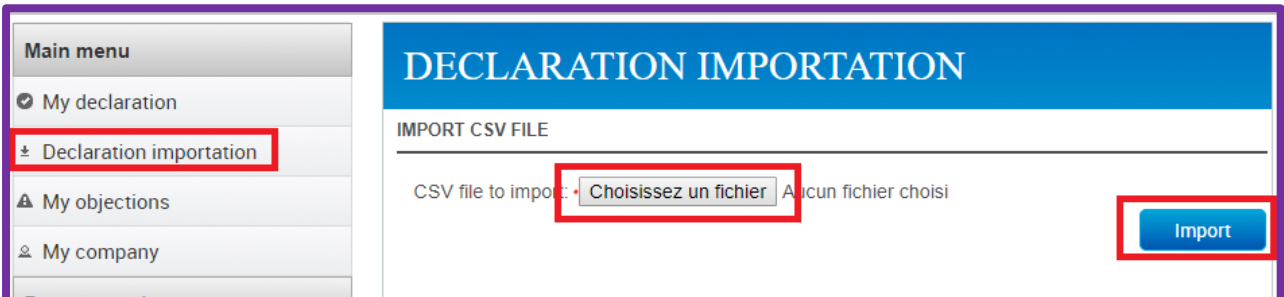
You can find the correct format for these fields in the “Value list” tab.



Once all the information has been filled, click on the “Export to CSV” button on the right of the Excel template and save the resulting csv file.

CURRENCY_CODE	OBJECT
EUR	Test object (please insert your own)

This file has to be uploaded in the “Declaration importation” page, by clicking in the “Select file to upload” button (or equivalent in your browser’s language) and then on “Import”.



Any mistakes in the form will be highlighted in the “Error in the CSV” area. Please fix them, export the file again and re-upload the resulting CSV file.

ERROR FOUND IN CSV

# Lines	Company identifier	Date (dd/MM/yyyy)	Recipient name	Recipient city	Country code	Postal code	Address	VAT / Identifier	Grant type	Amount	Currency code
lines successfully controlled											