

COURSE MATERIAL GUIDELINES

Dear colleagues,

This document is meant to inform you on the definition, availability, and the ordering process of course materials.

Definition course material consumables:

“Course Material” is for hands-on courses. It can also be used as demonstration material for sales representatives or at exhibitions. It is not intended to be sold to customers (except models and macro models) and is not to be used on patients.

Nomenclature:

For better understanding, please use only the term “Course Material”. This helps for clear communication.

Article numbers:

“Course Material” comes in a 1xx.xxx or 4xx.xxx number. This article number may only be used for “Course Material” (except brochures)! This allows a smoother material set up and easier handling by Regulatory Affairs, Customs and Pricing.

“Course Material” identification:

For regulatory issues and compliance handling, “Course Material” has to be identifiable as such:

- Implants are color-coded
- Prosthetic components that could potentially remain in the patient’s mouth get a “C” laser marking
- Prosthetic components that will not remain in the patient’s mouth such as impression/ temporary components, plastic components and other components used in the dental lab with no risk for the patient do not get a specific marking

Packaging:

“Course Material” gets a specific package and label. Models and 5:1 Models normally come as single units. Most of the other course components are packed in units of 5, marked xxx.xx V5 or xxx.xxxx-05. For details, please see the reference to packaging unit in the course material catalog.



For any questions or comments, please do not hesitate to contact us. Thank you very much for the collaboration. We wish you many successful courses!

Best regards,

Global Medical Education