

Transparency **Playbook**

Title: ICM SOP template
Version: 1
Effective date: January 1, 2024

Process

1. Entering the data into excel template

1.1 User completes simplified MedPro template for Indirect Channels. When Field Description says “Collect up front and refer to registry” – this means you will have to make sure to collect the credentials from the HCP during the interaction to avoid contacting them after the event to collect these details. At a minimum, HCP last name and NPI number are required to successfully submit the template.

Required	Field Name	Field Logic	Field Description
Required	Division	Dropdown	Identifies the source of the transaction by Stryker Division
Required	Spend Date	YYYYMMDD	Format (YYYYMMDD)
Required	Spend Location or Destination City	Free text	Required for travel-related expenses
Required	Spend Location or Destination State	Dropdown	Required for travel-related expenses
Required	Product 1	Dropdown	One Product Required per line
	Product 2	Dropdown	
	Product 3	Dropdown	
	Product 4	Dropdown	
	Product 5	Dropdown	
Required	Spend Purpose	Dropdown	The purpose or type of payment or transfer of value
Required	Expense Type	Dropdown	Need to Enter Spend Purpose to activate Drop Down
Required	Spend - Total Cost	Amount	The total value or amount provided; for a meal, the total cost of the meal for all participants, including Stryker employees and no-shows
Required	Total Recipients	Number	Total number of recipients for a specific expense; for a meal, this number includes Stryker employees and no-shows
	Recipient License State	Dropdown	Collect up front and refer to registry
	Recipient State License Number	Free text	Collect up front and refer to registry
Required	Recipient (Last) Name	Free text	Collect up front and refer to registry
	Recipient First Name	Free text	Collect up front and refer to registry
	Recipient Type	Dropdown	Collect up front and refer to registry
	Recipient City	Free text	Collect up front and refer to registry
	Recipient State/Province	Dropdown	Collect up front and refer to registry
	Recipient Zip Code/Postal Code	Number	Collect up front and refer to registry
Required	Recipient NPI Number	Number	Collect up front and refer to registry
	Detail Flex Field 1	Free text	Enter applicable Agency

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1.2 Below are the required fields that must be entered by the user. Continue to 1.3 to see the options for fields with dropdown lists. When Field Description says “Collect up front and refer to registry” – this means you will have to make sure to collect the credentials from the HCP during the interaction to avoid contacting them after the event to collect these details. HCP last name and NPI number are required to successfully submit the template.

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Required	Total Recipients	Number	Total number of recipients for a specific expense; for a meal, this number includes Stryker employees and no-shows
Required	Recipient (Last) Name	Free text	Collect up front and refer to registry
Required	Recipient NPI Number	Number	Collect up front and refer to registry

1.3 Below are the available options for the required fields:

Spend Location or Destination State	See US state list
Product 1	See product list*

Division	Spend Purpose	Expense Type
CMF	Company-Conducted Product Training and Education	Education Items and Tools
Corporate	Consulting Agreements	Evaluation Products
Endoscopy	Educational Items and Patient Resources	HCP Airfare
Instruments	Sales, Promotional, and Other Business Meeting	HCP Breakfast
Medical		HCP Dinner
Neurovascular		HCP Educational Materials for HCP's
Orthopaedics		HCP Educational Materials for Patients
Spine		HCP Ground Transportation
Sustainability Solutions		HCP Hotel/Lodging
International		HCP Lunch

*At least one product must be entered for each interaction. US product list is the current product list by division.

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- 1.4 Be mindful of the following:
- 1.4.1 You must add all related products from the interaction (up to 5).
 - 1.4.2 You must provide recipient NPI number – best practice is to collect this information during the interaction to avoid follow-ups with the HCP.
 - 1.4.3 Make sure to include the total cost and total number of recipients per interaction. For example, if there was a meal for \$400 with 1 employee, 1 agent, and 2 doctors, you must disclose the total amount (\$400) and total recipients (4). Keep in mind you only need to submit 2 lines (1 for each HCP).
 - 1.4.4 You must complete all the required fields in the format disclosed in the **field descriptions in 1.2** and can also enter additional fields if necessary (e.g., if more than one product was discussed – enter multiple products).
- 1.5 If you are unsure of how to enter the data, please contact transparencyshedservices@stryker.com.

2. Submitting the data

- 2.1 Once the template is complete, you must submit quarterly data to transparencyshedservices@stryker.com **within 10 business days of each quarter end.**