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Form Approved: OMB No. 0910-0291, Expires: 03/31/05
See OMB statement on reverse.

U.S. Department of Health and Human Services

MEDWATCH

The FDA Safety Information and Adverse Event Reporting Program

For use by user-facilities, importers, distributors and manufacturers for MANDATORY reporting

General Instructions

Page ____ of ____

Mfr Report #

UF/Importer Report #

FDA Use Only

A. PATIENT INFORMATION — Section A - Help

1. **Patient Identifier** — In confidence

2. **Age at Time of Event:** or **Date of Birth:**

3. **Sex** — Female / Male

4. **Weight** — lbs or kgs

B. ADVERSE EVENT OR PRODUCT PROBLEM — Section B - Help

1. Adverse Event and/or Product Problem *(e.g., defects/malfunctions)*

2. **Outcomes Attributed to Adverse Event** *(Check all that apply)*
- Death: *(mo/day/yr)*
- Life-threatening
- Hospitalization - initial or prolonged
- Disability
- Congenital Anomaly
- Required Intervention to Prevent Permanent Impairment/Damage
- Other:

3. **Date of Event** *(mo/day/year)*

4. **Date of This Report** *(mo/day/year)*

5. **Describe Event or Problem**

6. **Relevant Tests/Laboratory Data, Including Dates**

7. **Other Relevant History, Including Preexisting Medical Conditions** *(e.g., allergies, race, pregnancy, smoking and alcohol use, hepatic/renal dysfunction, etc.)*

C. SUSPECT MEDICATION(S) — Section C - Help

1. **Name** *(Give labeled strength & mfr/labeler, if known)* — #1, #2

2. **Dose, Frequency & Route Used** — #1, #2

3. **Therapy Dates** *(If unknown, give duration from/to (or best estimate)* — #1, #2

4. **Diagnosis for Use** *(Indication)* — #1, #2

5. **Event Abated After Use Stopped or Dose Reduced?** — #1 Yes / No / Doesn't Apply; #2 Yes / No / Doesn't Apply

6. **Lot #** *(if known)* — #1, #2

7. **Exp. Date** *(if known)* — #1, #2

8. **Event Reappeared After Reintroduction?** — #1 Yes / No / Doesn't Apply; #2 Yes / No / Doesn't Apply

9. **NDC#** *(For product problems only)* – –

10. **Concomitant Medical Products and Therapy Dates** *(Exclude treatment of event)*

D. SUSPECT MEDICAL DEVICE — Section D - Help

1. **Brand Name**

2. **Type of Device**

3. **Manufacturer Name, City and State**

4. **Model #** | **Lot #**

Catalog # | **Expiration Date** *(mo/day/yr)*

Serial # | **Other #**

5. **Operator of Device**
- Health Professional
- Lay User/Patient
- Other:

6. **If Implanted, Give Date** *(mo/day/yr)*

7. **If Explanted, Give Date** *(mo/day/yr)*

8. **Is this a Single-use Device that was Reprocessed and Reused on a Patient?** Yes / No

9. **If Yes to Item No. 8, Enter Name and Address of Reprocessor**

10. **Device Available for Evaluation?** *(Do not send to FDA)* Yes / No / Returned to Manufacturer on: *(mo/day/yr)*

11. **Concomitant Medical Products and Therapy Dates** *(Exclude treatment of event)*

E. INITIAL REPORTER — Section E - Help

1. **Name and Address** | **Phone #**

2. **Health Professional?** Yes / No

3. **Occupation**

4. **Initial Reporter Also Sent Report to FDA** Yes / No / Unk.

PLEASE TYPE OR USE BLACK INK

Submission of a report does not constitute an admission that medical personnel, user facility, importer, distributor, manufacturer or product caused or contributed to the event.

FORM FDA 3500A (9/03)

Save Data | Print | Previous Page | Retrieve Data | Reset Form

Medication and Device Experience Report

(Continued)

Submission of a report does not constitute an admission that medical personnel, user facility, importer, distributor, manufacturer or product caused or contributed to the event.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service • Food and Drug Administration

FDA USE ONLY

Refer to guidelines for specific instructions. Section F - Help

Page ____ **of** ____

F. FOR USE BY USER FACILITY/IMPORTER *(Devices Only)*

1. **Check One**
   - ☐ User Facility
   - ☐ Importer

2. **UF/Importer Report Number**

3. **User Facility or Importer Name/Address**

4. **Contact Person**

5. **Phone Number**

6. **Date User Facility or Importer Became Aware of Event** *(mo/day/yr)*

7. **Type of Report**
   - ☐ Initial
   - ☐ Follow-up # ____

8. **Date of This Report** *(mo/day/yr)*

9. **Approximate Age of Device**

10. **Event Problem Codes** *(Refer to coding manual)*
    - Patient Code ____ – ____ – ____
    - Device Code ____ – ____ – ____

11. **Report Sent to FDA?**
    - ☐ Yes ____ *(mo/day/yr)*
    - ☐ No

12. **Location Where Event Occurred**
    - ☐ Hospital
    - ☐ Home
    - ☐ Nursing Home
    - ☐ Outpatient Treatment Facility
    - ☐ Outpatient Diagnostic Facility
    - ☐ Ambulatory Surgical Facility
    - ☐ Other: ____ *(Specify)*

13. **Report Sent to Manufacturer?**
    - ☐ Yes ____ *(mo/day/yr)*
    - ☐ No

14. **Manufacturer Name/Address**

G. ALL MANUFACTURERS

Section G - Help

1. **Contact Office - Name/Address *(and Manufacturing Site for Devices)***

2. **Phone Number**

3. **Report Source** *(Check all that apply)*
   - ☐ Foreign
   - ☐ Study
   - ☐ Literature
   - ☐ Consumer
   - ☐ Health Professional
   - ☐ User Facility
   - ☐ Company Representative
   - ☐ Distributor
   - ☐ Other:

4. **Date Received by Manufacturer** *(mo/day/yr)*

5.
   - (A)NDA # ____
   - IND # ____
   - PLA # ____
   - Pre-1938 ☐ Yes
   - OTC Product ☐ Yes

6. **If IND, Give Protocol #**

7. **Type of Report** *(Check all that apply)*
   - ☐ 5-day
   - ☐ 15-day
   - ☐ 10-day
   - ☐ Periodic
   - ☐ Initial
   - ☐ Follow-up #

8. **Adverse Event Term(s)**

9. **Manufacturer Report Number**

H. DEVICE MANUFACTURERS ONLY

Section H - Help

1. **Type of Reportable Event**
   - ☐ Death
   - ☐ Serious Injury
   - ☐ Malfunction
   - ☐ Other:

2. **If Follow-up, What Type?**
   - ☐ Correction
   - ☐ Additional Information
   - ☐ Response to FDA Request
   - ☐ Device Evaluation

3. **Device Evaluated by Manufacturer?**
   - ☐ Not Returned to Manufacturer
   - ☐ Yes ☐ Evaluation Summary Attached
   - ☐ No *(Attach page to explain why not)* or provide code:

4. **Device Manufacture Date** *(mo/yr)*

5. **Labeled for Single Use?**
   - ☐ Yes ☐ No

6. **Evaluation Codes** *(Refer to coding manual)*
   - Method ____ – ____ – ____ – ____
   - Results ____ – ____ – ____ – ____
   - Conclusions ____ – ____ – ____ – ____

7. **If Remedial Action Initiated, Check Type**
   - ☐ Recall
   - ☐ Repair
   - ☐ Replace
   - ☐ Relabeling
   - ☐ Notification
   - ☐ Inspection
   - ☐ Patient Monitoring
   - ☐ Modification/ Adjustment
   - ☐ Other:

8. **Usage of Device**
   - ☐ Initial Use of Device
   - ☐ Reuse
   - ☐ Unknown

9. **If action reported to FDA under 21 USC 360i(f), list correction/ removal reporting number:**

10. ☐ **Additional Manufacturer Narrative** and / or 11. ☐ **Corrected Data**

The public reporting burden for this collection of information has been estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:

Department of Health and Human Services
Food and Drug Administration
MedWatch; HFD-410
5600 Fishers Lane
Rockville, MD 20857

OMB Statement:
"An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number."

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Go Back to Form

SECTION A: PATIENT INFORMATION

Complete a separate form for each patient, unless the report involves a medical device where multiple patients were adversely affected through the use of the same device.

In that case:

- Indicate the number of patients in block B5 *(Describe event or problem)*.

- Complete separate section A and blocks B2, B5, B6, B7, D10, F2 and F10 for each additional patient

Enter the corresponding patient identifier in block A1 for each patient involved in the event.

Note: When a newborn baby is found to have a congenital anomaly that the initial reporter considers possibly associated with a product administered to the mother during pregnancy, the patient is the newborn baby.

Parent-child/fetus report(s) are those cases in which either a fetus/suckling infant or the mother, or both, sustain an adverse event that the initial reporter considers possibly associated with a product administered to the mother during pregnancy. Several general principles are used for filing these reports:

- If there has been no event affecting the child/fetus, report only on the parent.

- For those cases describing fetal demise or spontaneous abortion, only a parent report is applicable.

- When only the child/fetus has an adverse reaction/event (other than spontaneous abortion /fetal demise), the information provided in section A applies to the child/fetus, and characteristics concerning the parent who was the source of exposure to the product is to be provided in section C.

If both the parent and the child/fetus sustain adverse events, two reports should be provided and linked using the narrative (*include the manufacturer control numbers in block B5).*

Note: Submitted adverse event/product problem report forms can be obtained under the Freedom of Information (FOI) Act, with patient and reporter identifying information deleted.

- Thus, when a patient is the reporter, there should be no reason not to provide the patient name as initial reporter, since such information is NOT releasable under FOI. However, a company can use the term "Consumer-Confidential", provided that should FDA request to contact that patient, the information would be made available to FDA.

A1: Patient identifier

Provide the patient's initials, some other unique code numbers or identifier that will allow both the submitter and the initial reporter (if different) to locate the case if contacted for follow-up. Do not use the patient's name or social security number.

The patient's identity is held in strict confidence by FDA and protected to the fullest extent of the law.

If no patient was involved, enter none (for product problems).

A2: Age at time of event or date of birth

Provide the most precise information available.

Enter the patient's birthdate, if known, or the patient's age at the time of event onset. For age, indicate time units used (e.g., years, months, and days).

- If the patient is 3 years or older, use years (e.g., 4 years).

- If the patient is less than 3 years old, use months (e.g., 24 months).

- If the patient is less than 1 month old, use days (e.g., 5 days).

- Provide the best estimate if exact age is unknown.

A3: Sex

Enter the patient's gender.

If the adverse event is a congenital anomaly, report the sex of the child.

A4: Weight

Indicate whether the weight is in pounds (lbs.) or kilograms (kgs). Make a best estimate if exact weight is unknown.

Go Back to Form
Section B (Page 2)

SECTION B: ADVERSE EVENT OR PRODUCT PROBLEM

B1: Adverse event *and/or* Product problem

Choose the appropriate box. Both boxes should be checked if a product problem may have caused or contributed to the adverse event.

Adverse event (for drugs or biologics): See regulatory definitions in 21CFR 314.80(a) and 21 CFR 600.80(a).

Adverse event (for devices): Any incident where the use of a medical device (including in vitro diagnostics) is suspected to have resulted in an adverse outcome in a patient.

Product problem (e.g., defects/malfunctions): Any report regarding the quality, performance, or safety of any medical product. This category is selected when reporting device malfunctions that could lead to a death or serious injury if the malfunction were to recur. Additionally, this applies to drugs and/or biologics when questions about the integrity of the product arise (e.g., unexpected precipitate in reconstituted product, lack of vacuum seal when stopper removed).

B2: Outcomes attributed to adverse event

Drugs and Biologics: Only mark a box in this section if the adverse event meets the regulatory definition of serious in 21 CFR 314.80(a) and 21 CFR 600.80(a).

Indicate all that apply to the reported event.

Death: Check only if the death was an outcome of the adverse event, and include the date if known. Do not check if:

- The patient happened to die while using a medical product, but there was no suspected association between the death and the use of the product.
- A fetus is aborted because of a congenital anomaly, or is miscarried.

Life-threatening: Check if suspected that the patient was at substantial risk of dying at the time of the adverse event, or use or continued use of the device might have resulted in the death of the patient .

Hospitalization (initial or prolonged): Check if admission to the hospital or prolongation of hospitalization was a result of the adverse event.

Do not check if a patient in the hospital received a medical product and subsequently developed an otherwise non-serious adverse event, unless the adverse event prolonged the hospital stay.

Do check if a patient is admitted to the hospital for one or more days, even if released on the same day or an emergency room visit results in admission to the hospital. Emergency room visits that do not result in admission to the hospital should be evaluated for one of the other serious outcomes (e.g., life-threatening; required intervention to prevent permanent impairment or damage).

Disability: Check if the adverse event resulted in a substantial disruption of a person's ability to conduct normal life functions.

Congenital anomaly: Check if suspected that exposure to a medical product prior to conception or during pregnancy may have resulted in an adverse outcome in the child.

Required intervention to prevent permanent impairment or damage: if either situation may be due to the use of a medical device and medical or surgical intervention was necessary to preclude permanent impairment of a body function, or prevent permanent damage to a body structure. Additionally, the supplies to drugs and/or biologics when the adverse event or its complications required intervention to preclude impairment of a body function or prevent damage to bodily structure.

Other: Check only if the other categories are not applicable to the event. Briefly describe the patient outcome in the space provided. The actual narrative of the event will be entered in block B5. Drugs and Biologics: Check only if the alternate categories for a serious outcome are not applicable to the event, but the event is considered an "important medical event" as defined in the regulations 21 CFR 314.80. And 21 CFR 600.80(a). Do not use this box to indicate non-serious outcomes.

B3: Date of event

Provide the actual or best estimate of the date of first onset of the adverse event. If day is unknown, month and year are acceptable. If day and month are unknown, year is acceptable.

When a newborn baby is found to have a congenital anomaly, the event onset date is the date of birth of the child.

When a fetus is aborted because of a congenital anomaly, or is miscarried, the event onset date is the date pregnancy is terminated.

If information is available as to time during pregnancy when exposure occurred, indicate that information in narrative block B5.

B4: Date of this report

Drugs and Biologics: The date the report is filled out.

Devices: The date the initial reporter provided the information about the event [i.e., the first person or entity who initially provided the information to the user facility, manufacturer, or distributor (importer)].

B5: Describe event or problem

For an adverse event: Describe the event in detail using the reporter's own words, including a description of what happened and a summary of all relevant clinical information (medical status prior to the event; signs and/or symptoms; differential diagnosis for the event in question; clinical course; treatment; outcome, etc.).

(continued on next page)

SECTION B: ADVERSE EVENT OR PRODUCT PROBLEM *(continued)*

If available and if relevant, include synopses of any office visit notes or the hospital discharge summary. To save time and space (and if permitted by the institution), attach copies of these records with any confidential information deleted. DO NOT identify any patient, physician, or institution by name. The initial reporter's identity should be provided in full in section E.

Information as to any environmental conditions that may have influenced the event should be included, particularly when (but not exclusive to) reporting about a device.

Results of relevant tests and laboratory data should be entered in block B6 (see instructions for B6).

Preexisting medical conditions and other relevant history belong in block B7. Be as complete as possible, including time courses for preexisting diagnoses (see instructions for B7).

For a product problem: Describe the problem (quality, performance, or safety concern) in sufficient detail so that the circumstances surrounding the defect or malfunction of the medical product can be understood. If available, the results of any evaluation of a malfunctioning device and, if known, any relevant maintenance/service information should be included in this section.

B6: Relevant tests/laboratory data, including dates and times:

Provide all appropriate information, including relevant negative test and laboratory findings, in order to most completely convey how the medical work-up/assessment led to strong consideration of medical product-induced disease as etiology for clinical status, as other differential diagnostic considerations were being eliminated.

Include:

- Any relevant baseline laboratory data prior to the administration or use of the medical product.
- All laboratory data used in diagnosing the event.
- Any available laboratory data or engineering analyses (for devices) that provide further information on the course of the event.
- Dates and times of tests/laboratory data, particularly when reported multiple times on a given date.
- Reference ranges for laboratory data that do not have a generally "universal" reference range between and among institutions and/or specimen types (e.g., cardiac/hepatic enzymes, serum vs. spinal fluid glucose).

If available, include any pre- and post-event medication levels and dates (if applicable) and synopses of any relevant autopsy, pathology, engineering, or lab reports.

If preferred, copies of any reports may be submitted as attachments, with all confidential information deleted. Do not identify any patient, physician or institution by name. The initial's reporter's identity should be provided in full in section E.

B7: Other relevant history, including preexisting medical conditions

If available, provide information on other known conditions in the patient (e.g. hypertension, diabetes mellitus, renal/hepatic dysfunction), significant history (e.g. allergies, pregnancy history, smoking, and alcohol use, drug abuse, etc.) and/or race and ethnicity.

Go Back to Form

SECTION C: SUSPECT MEDICATION(S)

For adverse event reporting, a suspect medication is one that the initial reporter suspected was associated with the adverse event. This form and instructions are to be used to report all drugs and biologics (e.g. blood components or derivatives, allergenics, cellular, tissue, and gene products/therapies) except vaccines. The VAERS form (see General Instructions) are to be used to report vaccine adverse events. In block C10 enter other concomitant medical products (drugs, biologics, medical devices, etc.) that the patient was using at the time of the event but that are not thought by the initial reporter to be involved in the event.

Up to two (2) suspect medications may be reported on one form (#1=first suspect product, #2=second suspect product). Attach an additional form if there were more than two suspect medications for the reported adverse event.

C1: Name

Use the trade name as marketed. If unknown or if no trade name, use the drug or biologic product generic name or active ingredient, respectively (with the manufacturer or labeler's name, if known). For foreign reports, use both the foreign trade name and the U.S. generic name.

C2: Dose, frequency & route used

Describe how the product was used by the patient (e.g., 500 mg QID orally or 10 mg every other day IV). For reports involving overdoses, the amount of product used in the overdose should be listed, not the prescribed amount. See APPENDIX I for list of Routes of Administration.

C3: Therapy dates

Provide the date administration was started (or best estimate) and the date stopped (or best estimate). If no dates are known, an estimated duration is acceptable (e.g., 2 years) or, if therapy was less than one day, then duration is appropriate (e.g., 1 dose or 1 hour for an IV).

C4: Diagnosis for use

Provide the indication for which the product was prescribed or used in this particular patient.

C5: Event abated after use stopped or dose reduced

In addition to checking the appropriate box, provide supporting lab tests and dates, if available, in block B6.

C6: Lot #

If known, include the lot number(s) with all product problem reports, or any adverse event report with a biologic or drug.

C7: Expiration date

Include with all product problem reports only.

C8: Event reappeared after reintroduction

In addition to checking the appropriate box, provide supporting lab tests and dates, if available, in block B6.

C9: NDC #

The national drug code is required when reporting drug and biologic (blood derivative and allergenic) product problem. It can be found on the product label and/or packaging. Zeros and dashes should be included as they appear on the label.

C10: Concomitant medical products and therapy dates

List and provide therapy dates for any other medical products (drugs, biologics, medical devices, etc.) that a patient was using at the time of the event. Do not include products used to treat the event.

Appendix I - ROUTES OF ADMINISTRATION: ICH LIST AND CODES
Description ICH-M2 Numeric Codes

Auricular (otic) 001
Buccal 002
Cutaneous 003
Dental 004
Endocervical 005
Endosinusial 006
Endotracheal 007
Epidural 008
Extra-amniotic 009
Hemodialysis 010
Intra corpus cavernosum 011
Intra-amniotic 012
Intra-arterial 013
Intra-articular 014
Intra-uterine 015
Intracardiac 016
Intracavernous 017
Intracerebral 018
Intracervical 019
Intracisternal 020
Intracorneal 021
Intracoronary 022
Intradermal 023
Intradiscal (intraspinal) 024
Intrahepatic 025
Intralesional 026
Intralymphatic 027
Intramedullar (bone marrow) 028
Intrameningeal 029
Intramuscular 030
Intraocular 031
Intrapericardial 032
Urethral 065
Intraperitoneal 033
Intrapleural 034
Intrasynovial 035
Intratumor 036
Intrathecal 037
Intrathoracic 038
Intratracheal 039
Intravenous bolus 040
Intravenous drip 041
Intravenous (not otherwise specified) 042
Intravesical 043
Iontophoresis 044
Occlusive dressing technique 045
Ophthalmic 046
Oral 047
Oropharingeal 048
Other 049
Parenteral 050
Periarticular 051
Perineural 052
Rectal 053
Respiratory (inhalation) 054
Retrobulbar 055
Sunconjunctival 056
Subcutaneous 057
Subdermal 058
Sublingual 059
Topical 060
Transdermal 061
Transmammary 062
Transplacental 063
Unknown 064
Vaginal 066

Go Back to Form

SECTION D: SUSPECT MEDICAL DEVICE

D1: Brand name

The trade or proprietary name of the suspect medical device as used in product labeling or in the catalog (e.g., Flo-Easy Catheter, Reliable Heart Pacemaker, etc.). This information may 1) be on a label attached to a durable device, 2) be on a package of a disposable, or 3) appear in labeling materials of an implantable device.

Single use reprocessed devices may bear the OEM's brand name. If the suspect device is a reprocessed single-use device, enter "NA".

D2: Type of device

The generic or common name of the suspect medical device or a generally descriptive name (e.g., urological catheter, heart pacemaker, patient restraint, etc.). Please Do not use broad generic terms such as "catheter", "valve", "screw", etc.

D3: Manufacturer name, city and state

If available, enter the full name and mailing address of the manufacturer of the suspect medical device. If Block D8 below is 'Yes", enter the name and address of the reprocessor.

D4: Product identification number/expiration date

If available, provide any expiration date or any or all identification numbers associated with the suspect medical device exactly as they appear on the device or device labeling. This includes spaces, hyphens, etc.

Model #: The exact model number found on the device label or accompanying packaging.

Catalog #: The exact number as it appears in the manufacturer's catalog, device labeling, or accompanying packaging.

Serial #: This number can be found on the device label or accompanying packaging; it is assigned by the manufacturer and should be specific to each device.

Lot #: This number can be found on the label or packaging material.

Expiration date: If available; this date can often be found on the device itself or printed on the accompanying packaging.

Other #: Any other applicable identification number (e.g., component number, product number, part number, barcoded product ID, etc.).

D5: Operator of device

Indicate the type (not the name) of person operating or using the suspect medical device on the patient at the time of the event as follows:

- Health professional = physician, nurse, respiratory therapist, etc.
- Lay user/patient = person being treated, parent/spouse/friend of the patient
- Other = nurses aide, orderly, etc.

D6: If implanted, give date

For medical devices that are implanted in the patient, provide the implant date or best estimate. If day is unknown, month and year are acceptable. If month and day are unknown, year is acceptable.

D7: If explanted, give date

If an implanted device was removed from the patient, provide the explant date or best estimate. If day is unknown, month and year are acceptable. If month and day are unknown, year is acceptable.

D8: Is this a Single-use Device that was Reprocessed and Reused on a Patient?

Indicate "Yes" or "No"

If the original equipment manufacturer (OEM) is unable to determine if their single use device was reprocessed and reused on a patient, then the OEM should enter 'UNK' in Block D8 and in Block H10 (Additional Manufacturer Narrative) describe the efforts made to obtain the information and any responses.

D9: If Item No.8 is "Yes", Enter Name and Address of Reprocessor

Enter the name and address of the reprocessor of the single-use device. Any entity that reprocesses single-use devices for reuse in humans is the manufacturer of the reprocessed single-use device.

D10: Device available for evaluation?

Indicate whether the device is available for evaluation by the manufacturer. Indicate if the device was returned to the manufacturer and, if so, the date of the return. Do not send the device to FDA.

D11: Concomitant medical products and therapy dates

List and provide product names and therapy dates for any other medical products (drugs, biologics, medical devices, etc.) that the patient was using at the time of the event. Do not include products used to treat the event.

Go Back to Form

SECTION E: INITIAL REPORTER

Indicate the person who initially reported the adverse event to the user facility, distributor (importer), or manufacturer.

E1: Name, address & phone #

Please provide the name, mailing address including country, and phone number of the person who initially reported the adverse event to the user facility, manufacturer, or distributor (importer), and who can be contacted to provide information on the event if follow-up is necessary. If available, provide reporter's E-mail address and/or fax number.

For medical device reporting by user facilities, this person may or may not be the designated medical device reporting (MDR) contact

E2: Health professional?

Indicate whether the initial reporter is a health professional (e.g., physician, pharmacist, nurse, etc.) or not. If not a health professional, complete block E3 by filling in NA.

E3: Occupation

Indicate the initial reporter's occupation (particularly type of health professional), and include specialty if appropriate.

E4: Initial reporter also sent report to FDA

Indicate whether the initial reporter also notified or submitted a copy of this report to FDA.

Go Back to Form

SECTION F: FOR USE BY USER FACILITY/IMPORTER - DEVICES ONLY

F1: Check one

Indicate whether the report is from a user facility or importer.

F2: UF/Importer report number

Enter the complete number of the report exactly as entered in the upper right corner of the front page. For a follow-up report, the UF/Importer report number must be identical to the number assigned to the initial report. See instructions on front page for further explanation of UF/Importer report number.

F3: User facility or importer name & address

Enter the full name and address of the user facility or importer reporting site.

F4: Contact person

Enter the full name of the medical device reporting (MDR) contact person. This is the person designated by the facility's most responsible person as the device user facility/importer contact for this requirement. FDA will conduct its MDR correspondence with this individual. The contact person may or may not be an employee of the facility. However, the facility and its responsible officials will remain the parties ultimately responsible for compliance with the MDR requirements.

F5: Phone Number

Enter the phone number of the MDR contact person.

F6: Date user facility/importer became aware of event

Enter the date that the user facility's medical personnel or the importer became aware that the device has or may have caused or contributed to the reported event.

F7: Type of report

Check the appropriate box to identify the type of report being filed, i.e., an initial report of an event or a follow-up to a previously submitted report. If a follow-up report, make sure that the UF/Importer report number for the previously submitted initial report is recorded in block F2. In the blank provided in block F7, record the appropriate sequence of follow-up to that particular initial report (e.g., first follow-up report= follow-up #1, second follow-up report=follow-up #2, and so on). Follow-up reports should not repeat material that was submitted in the initial report, but should only provide additional or corrected information on the previously reported event.

F8: Date of this report

Enter the date that the report was forwarded to the manufacturer and/or the FDA.

F9: Approximate age of device

Enter the age of the device or a best estimate *(*include unit of time used: e.g., month, year).

F10: Event problem codes (refer to Device Coding Manual for Form 3500A)

Enter up to 3 "patient" and 3 "device" codes from the *Codes Manual* that most accurately describe the event. Patient codes describe what happened to the patient as a result of the event and device codes describe device failures or problems encountered during the event. If more than 3 "patient" codes or more than 3 "device" codes are needed, record them on a separate sheet, mark it "F10", and provide the report number and page number.

If a user facility or an importer has reason to believe that a reused device has or may have caused or contributed to an adverse event, the device problem code 1537 ("Reuse") should be entered in F10 along with any other applicable device and/or patient-related codes.

F11: Report sent to FDA?

Check yes or no and indicate the date sent, if applicable.

F12: Location where event occurred

Check the location of the actual occurrence of the event. If none of the designated location options apply, check the other box and provide the location.

F13: Report sent to manufacturer?

Check yes or no and indicate the date sent, if applicable.

F14: Manufacturer name/address

Enter full name and address of the device manufacturer, if available. If the manufacturer is a reprocessor of a single-use device, the name and address should be identical to the information in Block D9.

SECTION G: ALL MANUFACTURERS

This section is to be filled out by ALL manufacturers.

NOTE: If a drug or biologic manufacturer is reporting an adverse event in which no suspect medical device is involved, section G may be identically reproduced in place of Section D on the front of the form so that a one page form may be submitted.

G1: Contact office - name/address (& mfring site for devices)

Enter the full name and address of the manufacturer reporting site [contact office], including contact name. If the manufacturing site of the device is not the same as the contact office, enter site and the name and address of the manufacturing site after the contact office name and address.

G2: Phone number

Enter the telephone number of the contact office (devices) or a representative knowledgeable about the report (drugs; biologics).

G3: Report source

Check the box(es) that most accurately describe(s) how the manufacturer [contact office] became aware of the reported adverse event or from where the information about the adverse event originated.

Foreign: Foreign sources include foreign governments, foreign affiliates of the application/ license holder, foreign licensors and licensees, foreign medical facilities, etc. The country of origin should be included.

Study: Postmarketing clinical trials, surveillance or other observational studies that involve systematic collection of data including solicitation of adverse experience information.

Drugs and Biologics: This also includes information derived from planned contacts or active solicitation of information from patients (e.g., company-sponsored patient support programs and disease management programs).

Applicants, manufacturers, and licensed manufacturers should not report safety information obtained through these types of patient contacts unless the adverse event meets the regulatory definitions of serious and unexpected and there is a reasonable possibility that the drug or biological product caused the adverse experience.

Literature: If the report source for a serious and unexpected adverse event is scientific literature or an unpublished manuscript, a copy of the article or manuscript must be attached. Foreign language articles should be translated into English. Record the date of the article as the date of the event (block B3), and provide a full literature citation in block H10.

Drugs and Biologics: A separate 3500A form must be completed for each identifiable patient described in the article or manuscript.

Consumer (including attorneys): Additional information, whenever possible, should be sought from the treating healthcare provider. A determined effort should be made to obtain additional detailed information from health professionals for all serious reactions, adverse events & product problems initially reported by consumers. When this additional information is obtained, the follow-up report should check health professional rather than consumer in block G3.

Health professional: Physician, pharmacist, nurse,etc.

User facility: User facility should be checked if the manufacturer received the report from the MDR contact in a user facility as identified in section F. The health professional should be listed as the initial reporter on the front page of the form.

Company representative: This check box would be selected if a company representative reported the event to the contact office based on information received from a health professional. The health professional should be listed as the initial reporter in Section E.

Distributor: This check box would be selected for a report received from the distributor (importer) of the suspect product. The health professional or other reporter should be listed as the initial reporter on the front page of the form.

Other: Any source not covered by the previous categories. For drug and biologic manufacturers, this check box would be selected when submitting a followup to a report originally obtained from FDA through a MedWatch to Manufacturer program transmission of a serious direct report, and the FDA-assigned report number entered into the space provided.

Other may also be used to identify when the source is another manufacturer - include the Manufacturer Report Number of the other manufacturer.

G4: Date received by manufacturer

This means the date when the applicant,manufacturer, corporate affiliate, etc. receives information that an adverse event or medical device malfunction has occurred. This would apply to a report received any-where in the world.

Follow-up reports: Use the date that the follow-up information was received.

(continued on next page)

SECTION G: ALL MANUFACTURERS *(continued)*

G5: This block is for use by drug and biologic manufacturers only

Provide whatever information is applicable to the suspect medication identified in section C.

If the report lists two products by the same applicant as suspect, the report should be submitted to the application file of the product thought by the initial reporter to be the more likely cause of the adverse event. If they are equally suspect, the report should be submitted to the application file of the product that is first alphabetically.

(A)NDA #: The abbreviated new drug application or the new drug application (NDA) number. The report should be filed to the first approved NDA if a product has several NDAs and the specific one cannot be determined.

IND #: The investigational new drug (IND) application number.

PLA #: Biologics manufacturers should enter the product's STN # instead of the PLA #.

Pre-1938: Check the box if the suspect medication was marketed prior to 1938 and does not have an NDA #.

OTC: Check the box if the suspect medication can be purchased over-the-counter (without a prescription).

G6: If IND, protocol #

This block is for use by drug and biologic manufacturers only. If the form is being used as a written IND safety report, enter the protocol number.

G7: Type of report

Select all the check boxes that apply to reported event.

5-day: As specified in the device regulations, for reports of adverse events that necessitate remedial action to prevent an unreasonable risk of substantial harm to the public health, or are required by FDA by written notice.

10-Day: As specified in the device regulations, for adverse event reports of death and serious injury from user facilities.

15-day: As specified in the drug and biologic regulations, for reports of serious and unexpected adverse events.

Periodic: As specified in the drug and biologic regulations, for reports of serious labeled and non-serious (labeled and unlabeled) adverse events

Initial: Check if the report is the first submission of a manufacturer report. For devices, this is the 30-day report.

Follow-up: Check if the report is a follow-up to a previously submitted report. Follow-up reports on devices should not repeat material that was submitted in the initial report, but should only provide additional or corrected information on the previously reported event. Follow-up reports on drugs and biologics should contain information that was submitted in the original report if the information is still correct.

If a follow-up report, make sure that the identical manufacturer report number for the previously submitted initial report is recorded in block G9. In the blank provided in block G7 after follow-up, record the appropriate sequence of follow-up to that particular initial report (e.g., first follow-up report=follow-up #1, second follow-up report=follow-up #2, and so on).

For drug and biologic manufacturers: If submitting a follow-up to a report originally obtained from FDA through a MedWatch to Manufacturer program transmission of a serious direct report, check the other box in block G3 and enter the FDA-assigned report number there.

G8: Adverse event term(s) (for use by drug and biologic manufacturers only)

Include a list of adverse event terms that most accurately characterize the adverse event described in narrative format in block B5. Terms should be listed with the most important term(s) first. The terminology may be an accepted standard (e.g., MEDDRA or WHOART), a verbatim term, or the manufacturer's own terminology.

G9: Mfr. report number

Enter the Manufacturer report number exactly as it appears in the upper right corner of the front page. For a follow-up report, the Manufacturer report number must be identical to the number assigned to the initial report.

For drug and biologic manufacturers: The report number (referred to as the control number on the old 1639 reporting form) can be any number the manufacturer chooses to uniquely identify the report. If submitting a follow-up to a report originally obtained from FDA through a MedWatch to Manufacturer program transmission of a serious direct report, check the other box in block G3 and enter the FDA-assigned report number there.

SECTION H: DEVICE MANUFACTURERS ONLY

H1: Type of reportable event

Check the appropriate box. These choices represent the categories of events that device manufacturers are required to report.

Death: Check only if the death was an outcome of the adverse event.

Serious injury: An adverse event that is life-threatening; results in permanent impairment of a body function or permanent damage to a body structure; or necessitates medical or surgical intervention to preclude permanent impairment of a body function or permanent damage to a body structure.

Malfunction: See the applicable sections in 21 CFR Part 803 reporting guidelines associated with device malfunctions.

Other: This option is intended to capture reports that the manufacturer believes the agency should be aware of that are not covered by death, serious injury, or malfunction as these terms are defined by the statute, regulation, or guidelines. This type of event category should be rarely used.

H2: If follow-up, what type?

Check the box(es) that most accurately describes the nature of the follow-up report.

Correction: Changes to previously submitted information.

Additional information: Information concerning the event that was not provided in the initial report because it was not known/available when the report was originally submitted.

Response to FDA request: Additional information requested by FDA concerning the device/event.

Device evaluation: Evaluation/analysis of device.

H3: Device evaluated by mfr?

Check the box marked not returned to mfr. if an evaluation could not be made because the device was not returned to, or made available to, the manufacturer. Check the box marked yes if an evaluation was made of the suspect or related medical device. If an evaluation was conducted, attach a summary of the evaluation and check the box marked evaluation summary attached.

If an evaluation of a returned suspect or related medical device was not conducted, check the box marked no and attach a page to explain why not or provide the appropriate code from the codes manual in the space provided.

H4: Device manufacture date

Enter the month and year of manufacture of the suspect medical device using a MM/YYYY date format.

H5: Labeled for single use?

Indicate whether the device was labeled for single use or not. If the question is not relevant to the device being reported (e.g., an X-ray machine), check no.

H6: Evaluation codes

Enter the applicable codes from the codes manual for one or more of the categories listed. Conclusion codes must be entered even if the device was not evaluated.

If the reuse of a device may have caused or contributed to the adverse event, then the appropriate manufacturer Result codes are to be entered from the codes manual. Applicable reuse codes are 230-233 and may be used alone or with any other applicable results codes. (see H8).

H7: If remedial action initiated, check type

Indicate the applicable action(s). If other, specify the type of action in the space provided. Most of these terms are defined or further explained in the Act or in the FDA regulations concerning remedial action (see 21 USC 360h and 21 CFR Parts 7, 803 and 806).

H8: Usage of device

If a manufacturer receives an adverse event report that indicates that the event was caused by or contributed to by reuse of a device it manufactured, this block is to be appropriately marked and the facts of the firm's investigation provided with an explanation of how the reuse of the product contributed to the outcome. The appropriate manufacturer Result codes for reuse are also to be entered into H6.

H9: If action reported to FDA under 21 uSC 360i(f), list correction/removal reporting number:

Enter the number that FDA assigned to the corrective action. If a number has not been assigned by FDA, the number assigned by the firm for the action may be used.

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SECTION H: DEVICE MANUFACTURERS ONLY *(continued)*

H10: Additional manufacturer narrative

Enter any additional information, evaluation, or clarification of data presented inprevious sections. Do not duplicate information that has already been provided elsewhere.

H11: Corrected data

Provide the following additional, corrected, or missing information, identifying each data item by the applicable section and block number.

Any information missing on the user facility or distributor (importer) report, including any missing or incomplete event codes required by block F10.

Information corrected on the user facility or distributor (importer) report form after verification, including any corrected event codes required by section D (e.g., D6 model number).

For each event provided in block F10, an indication of whether the type of event represented by the code is addressed in the device labeling, and an explaination of why any required information was not provided and the steps taken to obtain such information.

GENERAL INSTRUCTIONS

- All entries must be typed and printed in a font no smaller than 10 point.

- Complete all sections that apply.

- To complete an item when information is not available, use the following as appropriate:

  - NA for not applicable
  - NI for no information at this time (but may become available later)
  - UNK for unknown

- Dates should be entered as month/day/year (e.g., June 3, 1999 = 06/03/1999).

  If exact dates are unknown, provide the best estimate.

  For narrative entries, if the fields do not provide adequate space, attach an additional page(s).

The following specific information is to be incorporated:

- Include the phrase *continued* at the end of each field of FDA Form 3500A that has additional information continued onto another page

- Identify all attached pages as *Page __ of __*. Enter the TOTAL number of pages submitted in the 2nd blank space (not only the number of pages in the attachment).

- Indicate the appropriate section and block number next to the narrative continuation

- Display the User Facility, Importer, or Manufacturer report number in the upper right corner as applicable

- If the case report involves more than two (2) suspect medications or more than one (1) suspect medical device, submit another copy of FDA Form 3500A, with only section C or section D filled in as appropriate.

If the event involves more than one suspect medical device, complete all applicable sections of FDA Form 3500A for the first device and a separate section D (Suspect Medical Device) and Blocks F9, F10, F13, and F14 for each additional device. Identify each report as device 1, device 2, etc.

Manufacturers must complete and submit a separate FDA Form 3500A for each different suspect device. Each 3500A will be given a separate Manufacturer Report Number.

- If the suspect medical device is a single use device that has been reprocessed for use in humans, then the reprocessor is the manufacturer. The manufacturer can be either an Original Equipment Manufacturer (OEM), or a Reprocessor of Single-Use Devices, which also can be a User Facility that reprocesses Single-Use Devices. See the table on the following column.

Subject Device	Manufacturer
Single Use Device	Original Equipment Manufacturer (OEM)
Device designed to be reused	Original Equipment Manufacturer (OEM)
Single Use Device, reprocessed for reuse	Reprocessor
Single Use Device, reprocessed by Hospital or Health Care Facility	Hospital or Health Care Facility

- If no suspect medical device is involved in a reported adverse event (i.e., when reporting ONLY a suspect drug or biologic), ONLY sections A, B, C, E, and G are to be filled out:

  - Section G (All manufacturers) may be substituted for section D (Suspect medical device) on the front of the form to enable the submission of a one page form
  - If section G is reproduced on the front of the form it must be an identical reproduction of the original section G

- All submissions must be made in English, including foreign literature reports.

- Vaccines: Events involving vaccines should be reported to the Vaccine Adverse Event Reporting System (VAERS) on form VAERS-1(PDF format), available on the MedWatch website or by calling 1-800-822-7967.

- Devices: Federal law provides that user facility reports that are required by law may not be used in private civil litigation actions unless the party who made the report had knowledge the report contained false information 21 USC 360i(b)(3).

FRONT PAGE
At the top of the front page

Enter the page number and total number of pages submitted (include attachments in the total) where the words *Page __ of __* are indicated.

On the top-right corner of the front page

Enter the Manufacturer report number, User Facility report number, or Importer report number in the correspondingly labeled box. Enter both report numbers, if applicable, to cross-reference this report with a report from another source on the same event.

Mfr report #

This is the unique identifier used by the manufacturer for this report. For a follow-up report, the Manufacturer report number must be identical to the number assigned to the initial report. The Manufacturer report number is also entered in block G9 on the back of the form.

For device manufacturers: The report number consists of three components: the manufacture's

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GENERAL INSTRUCTIONS *(continued)*

FDA registration number for the manufacturing site of the reported device, the 4-digit calendar year, and a consecutive 5-digit number for each report filed during the year by the manufacturer (e.g., 1234567-1997-00001, 1234567-1997-00002). If the manufacturing site does not have a registration number, then FDA will assign a temporary one to be used until the site is officially registered.

For drug and biologic manufacturers: The report number (referred to as the control number on the old 1639 reporting form) can be any number the manufacturer chooses to uniquely identify the report. If submitting a follow-up to a report originally obtained from FDA through a MedWatch to Manufacturer Program transmission of a serious direct report, check the other box in block G3 and enter the FDA-assigned report number there.

UF/Importer report #

This is the unique identifier used by the user facility or the importer for this report. For a follow-up report, the UF/Importer report number must be identical to the number assigned to the initial report. The UF/Importer report number is also entered in block F2 on the back of the form.

The user facility report number consists of three components: the facility's 10-digit Health Care Financing Administration (HCFA) number, the 4-digit calendar year, and a consecutive 4-digit number for each report filed during the year by the facility (e.g., 1234567890-1997-0001, 1234567890 -1997-0002). If the HCFA number has fewer than 10 digits, enter ONLY these numbers, leaving the remainder blank (zeros will be automatically filled in by the system). If a facility does not have a HCFA number, the first report and any subsequent reports should be submitted with all zeros in the HCFA space (e.g., 0000000000-1997-0001), and FDA will assign a number to be used in future reports. If a facility has more than one HCFA number, the facility must select one of those numbers as the primary number and use it for subsequent submissions.

If a user facility has multiple sites, the primary site can report centrally and use one reporting number for all sites IF the primary site provides the name, address, and HCFA number for each respective site.

If a user facility has multiple sites, the primary site can report centrally and use one reporting number for all sites IF the primary site provides the name, address, and HCFA number for each respective site. The importer report number consists of three components: the FDA-assigned registration or identification number for the importer of the device, the 4-digit calendar year, and a consecutive 5-digit number for each report filed during the year by the importer (e.g., 1234567-1997-00001, 1234567-1997-00002). If an importer does not have an assigned identification number, it should use all zeros in the appropriate space on the initial report, and continue to use zeros on subsequent reports until the FDA-assigned number is received. The importer would still enter the 4-digit calendar year and 5-digit sequence number.

Note: In cases where a reporting site is registered as both as a manufacturer and a importer, and the registration and/or FDA-assigned identification numbers are identical for both, then the 5-digit sequence number for reports submitted during the year by either one may NOT be duplicated. For example, for devices manufactured by the firm, the report number would consist of the registration number, calendar year, and a consecutive 5-digit number (e.g., 1234567-1997-00001, 1234567-1997-00002, and so on). For devices imported by the firm, the registration number and year would remain the same, but the 5-digit sequence number must be different (e.g., 1234567-1997-00003, 1234567-1997-00004, and so on).

BACK PAGE

At the top of the back page, enter the page number and total number of pages submitted (include attachments in the total) where the words *Page __ of __* are indicated.