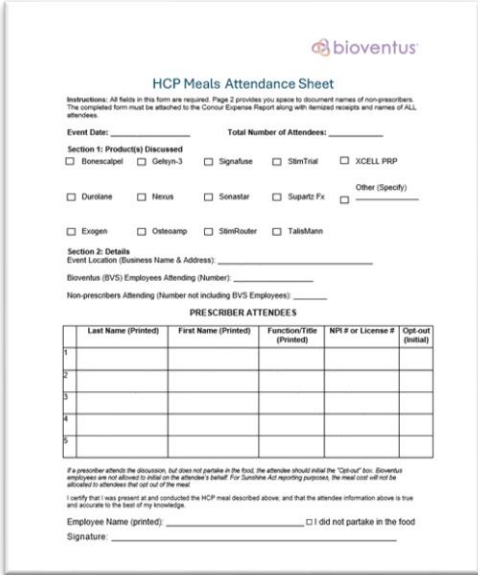



# How to Fill Healthcare Professional (HCP) Meal Attendance Sheet

Attendance sheets **are required** for every HCP meal. All fields in the Attendance sheet are mandatory and must be completed.

Step	Action
<p><b>Step 1</b></p>	<p><b>Access the HCP Meal Attendance Sheet via:</b>            BioNet&gt;&gt; Departments&gt;&gt;Compliance&gt;&gt;Resources Tab &gt;&gt;HCP Meal Attendance Sheet</p> <p><b>Result:</b> The Attendance Sheet will Display</p> <div data-bbox="651 800 1125 1371" style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;">  </div>
<p><b>Step 2</b></p>	<p>On the top, enter:</p> <ol style="list-style-type: none"> <li>1. For the <b>Event Date</b> field: date of the HCP Meal</li> <li>2. For the <b>Total Number of Attendees</b> field: enter all attendees including business guests. (<i>Prescribers + Non-Prescribers + Bioventus Employees</i>) in attendance. This number must match the number in Concur.</li> </ol> <div data-bbox="532 1631 1252 1787" style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;">  </div>

<b>Step 3</b>	<p>For the <b>Product(s) Discussed</b> section: Select all the products discussed.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <p><b>Section 1: Product(s) Discussed</b></p> <p> <input type="checkbox"/> Bonescalpel              <input type="checkbox"/> Gelsyn-3              <input type="checkbox"/> Signafuse              <input type="checkbox"/> StimTrial              <input type="checkbox"/> XCELL PRP         </p> <p> <input type="checkbox"/> Durolane              <input type="checkbox"/> Nexus              <input type="checkbox"/> Sonastar              <input type="checkbox"/> Supartz Fx              <input type="checkbox"/> Other (Specify) _____         </p> <p> <input type="checkbox"/> Exogen              <input type="checkbox"/> Osteoamp              <input type="checkbox"/> StimRouter              <input type="checkbox"/> TalisMann         </p> </div>																																				
<b>Step 4</b>	<p>For <b>Section 2:</b></p> <ol style="list-style-type: none"> <li>1. <b>Event Location:</b> Fill out the <b>complete name and address</b> of the venue where you had the discussion and meal.</li> <li>2. <b>Bioventus Employees Attending:</b> Enter the <b>number of Bioventus employees</b> attending.</li> <li>3. <b>Non-Prescribers Attending:</b> Enter the <b>number of Non-Prescribers</b> (e.g., RNs, LPNs, office staff, etc.).</li> </ol> <p><i>Note: These attendees must be listed individually in Concur. Document the names on page 2 of the Attendance sheet to assist you when completing your Concur Expense report. In Concur, use the Business guest option and type in their names in Concur</i></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <p><b>Section 2: Details</b></p> <p>Event Location (Business Name &amp; Address): _____</p> <p>Bioventus (BVS) Employees Attending (Number): _____</p> <p>Non-prescribers Attending (Number not including BVS Employees): _____</p> </div>																																				
<b>Step 5</b>	<p>For the <b>Prescribers Attendee Section</b>, List the names, titles, and NPI#s of all prescribers in attendance.</p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. Use the search function in Concur to find the prescriber details.</li> <li>2. For best results, use the NPI#.</li> </ol> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center; font-weight: bold; font-size: small;">PRESCRIBERS ATTENDING</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 20%;">Last Name (Printed)</th> <th style="width: 20%;">First Name (Printed)</th> <th style="width: 20%;">Function/Title (Printed)</th> <th style="width: 15%;">NPI # or License #</th> <th style="width: 20%;">Opt-out (Initial)</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p style="font-size: x-small; margin-top: 5px;">If a prescriber attends the discussion, but does not partake in the food, the attendee should initial the "Opt-out" box. Bioventus employees are not allowed to initial on the attendee's behalf. For Sunshine Act reporting purposes, the meal cost will not be allocated to attendees that opt out of the meal.</p> </div>		Last Name (Printed)	First Name (Printed)	Function/Title (Printed)	NPI # or License #	Opt-out (Initial)	1						2						3						4						5					
	Last Name (Printed)	First Name (Printed)	Function/Title (Printed)	NPI # or License #	Opt-out (Initial)																																
1																																					
2																																					
3																																					
4																																					
5																																					

<p><b>Step 6</b></p>	<p>For the <b>Attestation Section</b>,</p> <ul style="list-style-type: none"> <li>• Print your name so that it is legible</li> <li>• Check the box if you did not partake in the food</li> <li>• Insert your signature to certify that information on the attendance sheet is true.</li> </ul> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>I certify that I was present at and conducted the HCP meal described above; and that the attendee information above is true and accurate to the best of my knowledge.</p> <p>Employee Name (printed): _____ <input type="checkbox"/> I did not partake in the food</p> <p>Signature: _____</p> </div>
<p><b>Step 7</b></p>	<p>For the <b>Non-Prescriber Attendee Section</b> on Page 2</p> <ul style="list-style-type: none"> <li>• List the last name, first name, and the title for all non-prescribers who attended the HCP Meal discussion.</li> </ul>
<p><b>Step 8</b></p>	<p><b>Upload</b> the completed attendance sheet as attachment to your Concur Expense Report for HCP Meal.</p>