



## SURGEON VISITATION PROGRAM | GUIDELINES

### INTRODUCTION AND PURPOSE

TJO is privileged to work with a number of outstanding surgeons who are willing to share their expertise by inviting visiting surgeons to observe how they use TJO products. To facilitate this education and dissemination of knowledge, TJO has set up the Surgeon Visitation Program. To schedule a visitation, follow the steps listed on the next page.

### WHAT TO EXPECT FROM YOUR VISIT

TJO wants to ensure that this is a valuable learning experience. As such, an approved surgeon visit will always include pre- and post-operative time with the surgeon to discuss the subject cases. Access to the host surgeon via email and phone will be available for any questions that arise following the visit.

For half day visits, visiting surgeons will be able to observe at least two TJO surgeries.

For full day visits, at least three TJO surgeries will be observed, and the host surgeon will be available for dinner to discuss subject cases either the night before or the day of surgery. The cost of dinner and all travel expenses are the responsibility of the organizing Sales Representative or Agent.

### WHO IS RESPONSIBLE FOR WHAT?

The organizing Sales Representative or Agent is responsible for all travel arrangements and costs associated with travel. This includes, but is not limited to, airfare, hotels, and meal costs. If a full day visit is requested, the Sales Representative or Agent is additionally responsible for dinner with host surgeon.

## SURGEON VISITATION PROGRAM | HOW TO SCHEDULE A VISIT

### 1. SELECT A SITE AND SURGEON

Browse the Surgeon Bios (available on [tjoinc.com](http://tjoinc.com), Sharefile, and the TJO App) to find a site and surgeon that you would like to visit. A half day consists of at least two TJO surgeries, time before and after procedures, and email phone access with the host surgeon following the visit. A full day includes at least three TJO surgeries, the same access to the host surgeon, and dinner with host surgeon either the day before or the day of surgery. Note that the organizing Sales Representative or Agent is responsible for cost of the dinner as well as transportation and housing costs associated with the visit. TJO provides the consultation fee for the host surgeon.

TJO will provide written confirmation of approval to the visiting surgeon/agent.

### 2. AGREE UPON TIME FOR VISITATION

The visiting surgeon/agent should work directly with the host site to find a time that works for all parties.

### 3. SEND SURGEON VISIT REQUEST FORM TO TJO

Fill out a Request Form with host site, date, and expected goals of visit. TJO will review and approve the visitation in a timely manner and send an official schedule to both you and the host surgeon. The visit is not considered approved until TJO receives and responds to this form.

### 4. VERIFY AND FULFILL REQUIRED CREDENTIALING

Work directly with the host site to determine what credentialing or other permissions are required for observation of surgery.

### 5. CONDUCT YOUR VISIT

Make your travel arrangements, watch surgery, ask questions, and learn something new!

### 6. LET TJO KNOW HOW IT WENT

TJO wants to maintain high standards and make sure that the surgeon visits are useful. Please fill out the Surgeon Visit Report for the host surgeon as well as the host sales rep.

If you have a particularly good experience, or anything that you would like to share following your visit, please let us know by calling us at 801.486.6070 or emailing [surgeonvisit@tjoinc.com](mailto:surgeonvisit@tjoinc.com).