



## **Home Oxygen Therapy Patient Handbook**

***Office Hours 8:30 a.m. to 5:00 p.m. Monday-Friday  
Emergency Answering Service 24 hours a day, 7 days a week***



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## READ THESE SAFETY INSTRUCTIONS BEFORE USING YOUR OXYGEN AT HOME

# Oxygen Safety in The Home

\*\*\*These are general safety guidelines. These guidelines are not all inclusive. Care and general safety should be observed at all time. \*\*\*

**No Smoking.** Do not allow smoking around the oxygen equipment, if smoking is permitted around the oxygen equipment, the company may remove the equipment from the home. Smoke damaged equipment is NOT covered by manufactures warranty or the company repair policy. Keep cigarettes or any other burning tobacco away from the area when home oxygen equipment is used. Do not strike matches or lighters while using oxygen equipment.

Keep your oxygen equipment away from open flames (i.e. candles) or any other heating sources, such as stoves, furnaces, and fireplaces.

**Oxygen and Oil Do Not Mix.** Keep flammable materials, such as oil and grease away from equipment, including oily hands or gloves. Do not use Petroleum-based gels (i.e. Vaseline) on face or hands when using oxygen.

Do not store oxygen containers in closed vehicles or car trunks.

When traveling with oxygen, it is advisable to keep windows slightly open for proper ventilation.

Never allow the oxygen tubing, cannula, or mask, under clothing, bed sheets, blankets, comforters, carpet, etc. This can cause a dangerous buildup of oxygen concentration and allow the patient to forget the oxygen is running.

**It is Required to post No Smoking Signs** when oxygen is in use. Always keep all oxygen warning signs within view, especially in the room where equipment is being used.

Do not bend, kink, or set anything on oxygen tubing. This may obstruct oxygen flow.

Do not perform any maintenance on the home oxygen tank, regulator, flow meter, stand, or oxygen concentrator cabinet.

Do not pour or spill liquids on home oxygen equipment or concentrator.

Prevent possible electrical overload by not using an extension cord with concentrator or plugging into an outlet that has other appliances plugged into it.

Secure home oxygen cylinders in a proper stand, or place tanks on the floor.

## Oxygen Safety Instructions

The Oxygen Concentrator must be plugged into a grounded outlet-no extension cords.

Do not change the liter flow without an order from the doctor- call the HME provider if your doctor changes your oxygen prescription.

Keep the concentrator 6-8 inches from the wall, away from the heating ducts, drapes, and 5 feet from any open flames such as wood burning stoves, lit cigarettes, cooking ranges, and electrical appliances.

Turn oxygen off when not in use. If cannulas left on and the oxygen concentrator is running in a bed or on other furniture it may make that material flammable.

Store cylinders without carts on their side in a well-ventilated area. Do not store cylinders in a closet or under beds.

Do not store cylinders in a closed vehicle when not in use, or in the trunk at any time. Cylinders must be stored at temperatures below 120 F.

Do not use Petroleum-based products or other oily skin preparations while using oxygen.

Clean and disinfect humidifier bottle/water trap weekly. Change nasal cannula weekly. Change extension tubing monthly. Clean inlet filter 1-2 times per week.

# Oxygen Tank Refill Guidelines

OxyMed provides oxygen patients with portable oxygen tanks when ordered by their doctor to meet their daily living and **mobility needs outside their home**, for example, going to the doctor, church, outpatient therapy, chemo therapy, and trips to the grocery store. To provide our oxygen patients excellent care and service the following guidelines shall apply regarding oxygen tank refills.

**Oxygen tank refills will not be provided on weekends, holidays, or after normal business hours.**

**Please contact our office during normal business hours M-F 8:30am-5pm**

**Tanks that exceed what your insurance allows will have to be paid for in advance.**

1. Patients may come to our office to pick up needed refills. Patients must notify the office at least 2 hours in advance, to ensure tank availability. Patients must bring all empty tanks in exchange for filled tanks. **Tank delivery is available only when the delivery tech is in your area.** Please call our office with any questions regarding tank delivery.
2. OxyMed does have a 24-hour answering service. All refill requests left with the answering service will be followed up with on the next business day.
3. OxyMed may provide patients with extra tanks to make extended outings, vacations, or lengthy doctor visits. Patients must call with a **minimum of 5 days'** notice to arrange for the needed number of tanks. Tanks that exceed what your insurance allows will have to be paid for in advance.
4. Patients traveling out of state for an extended period, and need oxygen service at their destination, must call with a **minimum of 14 days'** notice so that arrangements can be made for service with another oxygen provider in that area.
5. It is recommended that patients always have 24 hours of portable oxygen in their home for power outages or emergencies. **OxyMed will not deliver extra tanks in the event of a power outage.**

# Oxygen Supplies Tip Sheet

The following instructions provide the guidelines for routine cleaning procedures and use of supplies for the oxygen equipment provided to you.

Cannulas	Change the cannula(nosepiece) every 2 weeks
Re-Usable Humidifier Bottles	Clean the humidifier bottle and re-sterilize in a solution of vinegar and water every week. Fill the bottle with distilled water
Tubing	Change every 2 months. Never use more than 50 ft. of extension tubing, plus your cannula. If you do, you may not get the proper flow of oxygen that your doctor has prescribed for you.
Water Traps	Clean and Re-Sterilize in a solution of vinegar and water monthly. Replace as necessary.
Large Oxygen Cylinder	This tank is provided for EMERGENCY use only. It should be used when the concentrator is unavailable, such as during a power outage or equipment malfunction. The tank will be replaced as necessary.
Concentrator Filter	The non-disposable filter should be cleaned and checked at least once per week. The actual need for cleaning is dependent on the amount of dust in the air. The filter may be cleaned by rinsing with warm water. Make sure the filter is dry before replacing.

# Instructions for Cannula Use

Connect the nasal cannula to the oxygen tank via the regulator stem (a device that allows oxygen to pass from the tank to the tubing more easily).

After connecting the nasal cannula to the oxygen tank, turn on the oxygen tank. Oxygen flows in liter amounts. Supplier will set appropriate oxygen liter flow per minute.

When the oxygen tank is on, make sure oxygen is freely flowing through the nasal cannula. Two prongs are in the middle of the tubing. Wave your hand in front of the prongs. You should feel oxygen flow.

If you do not feel oxygen flow, check the equipment. Sometimes, the nasal cannula can be filled with mucus, the oxygen tank is empty, or the parts are not connected right.

Once oxygen is flowing through the nasal cannula, place the two middle prongs inside the person's nose and follow the rest of the tubing and place behind the patient's ears. Cannula prongs should be pointing downward, at this point.

Once the nasal cannula is placed, move the slide bolo up the cannula to tighten, comfortably. Additionally, you may tape the nasal cannula to the skin to make sure it is secure.

## Using a Humidifier with your Oxygen System

**\*\*\*Humidifiers must be prescribed by your doctor\*\*\***

A humidifier bottle holds clean water. The water is mixed with the oxygen before you breathe it. This helps prevent your nose, mouth, and throat, from becoming too dry. You may need a humidifier if you receive oxygen at a flow rate over 1 or 2 LPM. Your caregiver may want you to be on humidified oxygen depending on your illness.

## Maintaining your concentrator

Check the air filter on the concentrator every week to make sure it is in place and clean. Wash it in soapy water if it is dirty. Then rinse it, pat it dry, and put it back in the machine.

If your oxygen concentrator has an alert buzzer, check it weekly. Turn the unit off, unplug it, and then push the power switch to "on". The alarm buzzer should sound, which tells you there is no power supply. If the buzzer does not sound, use a different oxygen source and call the oxygen company.

Push the power source switch to turn on the unit. The power light should come on. With some concentrators, the alert buzzer may alarm for a few seconds.

Turn off your oxygen concentrator and call the oxygen supply company if you have any of the followings problems. Use a backup oxygen supply until your concentrator is fixed or replaced.

- The alert buzzer does not sound when it should.

- The power light goes out and the buzzer sounds while you are using the oxygen concentrator. Check your electrical outlet and your fuse box before you call your oxygen supply company.

- The alert buzzer sounds even though the power supply and oxygen flow has not stopped.

# Oxygen Conserving Devices

The conserving device is primarily for conservation of oxygen by providing a bolus, or volume, of oxygen during the inspiratory phase of typical breathing cycle. This bolus is provided to a patient with a respiratory disorder as a supplemental source of breathing oxygen.

## How the Device Works

An Oxygen Conserving Device dramatically extends the use time from a supply of oxygen, offering increased mobility with improved comfort, and increased efficiency. The reliability and safety of pulse dose oxygen delivery has been proven effective in clinical testing as well as through independent tests performed by physicians and respiratory therapists.

An Oxygen Conservation Device is based on the fact that a normal breathing pattern is inhalation for one-third of the time, and exhalation about two-thirds of the time. As a result, an oxygen conservation device extends the use time of an oxygen system by an average of three to one. The device senses the start of inhalation and instantly releases a short “pulsed” dose at the beginning of the breathing cycle. Since all the “pulsed” oxygen finds its way deep into the lungs, less oxygen is required to accomplish the same effect than with traditional continuous flow oxygen systems. This means that an oxygen conserving device in pulse mode will last two to four times longer than a continuous flow oxygen system, yet still provide the same therapeutic relief.

Because oxygen is released only during inhalation, the constant flow of oxygen into the nostril is eliminated. Many users find an oxygen conserving device more comfortable than continuous flow delivery systems. The short “pulse” of oxygen delivered during inhalation is almost undetectable, and the humidity in the room air helps maintain a normal level of moisture in the nasal cavity. This greatly reduces the discomfort of dehydration associated with continuous flow oxygen.