

Scenic City Medical Equipment

423-847-1202

Oxygen Concentrator and Oxygen Cylinder

Patient Guidelines

YOUR PRESCRIPTION

Oxygen is a drug and has been prescribed by your doctor. An exact flow rate in liters per minute has been ordered to increase the oxygen level in your blood. This flow rate must never vary from what your doctor prescribes. Your doctor may have prescribed your oxygen for 24-hour use, use only during sleep, use only during exercise, or use only during episodes of shortness of breath. Always use your oxygen according to your prescription.

ABOUT OXYGEN

The more you comply with your prescription, the more you will benefit from it. Oxygen is not flammable, nor does it explode. However, it will make a fire burn quicker. To avoid the chances of fire:

- Never smoke while using your oxygen concentrator.
- Don not use open fire or flames near the oxygen concentrator.
- Keep all electrical equipment (electric razors, heaters, electric blankets) at least 5 feet from your oxygen.
- Keep away from sources of heat (stove, space heater, radiator, fireplace). Do not store on or near a heater, or any enclosed space.
- Never use grease or oil on oxygen equipment. Keep equipment away from all flammable materials, such as, grease, oil, aerosols, paints, gasoline and solvents. Do not use petroleum jelly with oxygen. Use water based lubricants to moisten your lips and nostrils, if needed.
- Never store any cylinder in closet or unventilated space. Do not place your oxygen equipment in a small or unventilated storage area. Any venting oxygen could create a fire hazard. Large, unventilated storage areas can be dangerous as well.
- Oxygen cylinder should never be stored or transported in the trunk of a car.
- Tanks should be secured in a carrier and by a seat belt when in transit.
- Never use oil based face or hair creams, aerosol sprays, a hair dryer or electric razor. It is possible in certain conditions that the combination of oxygen, oil based toiletries and a spark from an electrical appliance, such as, an electric blanket, hair dryer, or heating pad, could ignite and cause burns. Always use water based cosmetics or creams.
- Secure cylinder at all times in a base or cart. Oxygen cylinders need to be secured in a special base to keep the cylinder from falling over. The weight of the cylinder can damage property and people if it were to fall on something or someone. The cylinder valve could also be knocked off if the cylinder were to fall over. The high pressure coming out of the valve opening could then cause the cylinder to move about the room in a destructive, uncontrolled manner.
- NO SMOKING.... Do not permit smoking in the same room as your oxygen equipment, and room where it in use. Place "No Smoking" signs on the front and back door of your

residence and at the entryway to the room where you will be using your oxygen. It is possible for you to be in a large room where smoking is permitted as long as lighted smoking materials are not within 5 feet.

USING SUPPLEMENTAL OXYGEN

The 21% concentration of oxygen in the air around us is enough for people with normal functioning lungs and hearts. However, a person with lung or heart problems may often benefit from breathing air that has a higher concentration of oxygen in it. When the body does not get enough oxygen, a person may have trouble in breathing, fatigue, loss of memory, headaches and/or confusion. Using supplemental oxygen may help provide relief from these symptoms.

COOKING SAFEGUARDS

It is best to use a microwave oven or make other arrangements, but if you must cook, you may:

STEP 1: Secure the cannula over your ears and behind your head instead of under your chin.

STEP 2: Secure the oxygen tubing to the side of your clothing at your waist with a large safety pin, being careful not to puncture the tubing. This method will keep oxygen tubing away from the source of heat. Do not bend down close to the burner.

HAND WASHING TECHNIQUE

Hands must be clean prior to handling supplies and solutions. Wash hands before beginning any procedure.

STEP 1: Wet hands thoroughly with warm water.

STEP 2: Use antibacterial soap.

STEP 3: Wash hands for 1-2 minutes using a rotary motion and friction. Wash: Back of palm of each hand and between all fingers.

STEP 4: Rinse hands under running water.

STEP 5: Dry on clean cloth or paper towel.

THE OXYGEN CONCENTRATOR

The oxygen concentrator is an electrically operated device which takes room air and separates the oxygen from the other gases and delivers more “concentrated” oxygen to you.

1. Plug the concentrator’s cord into an outlet.
 - Keep back and sides of the concentrator at least 6 inches from drapes and walls.
 - Locate concentrator at least 3 inches from wall.
 - Use an outlet which is not controlled by a wall switch.
2. Attach up to a maximum 50 feet of tubing to the oxygen outlet on the front of the machine.
3. Turn the concentrator switch to “ON”. It is normal for the unit to sound an alarm for a few seconds as an electric test. Alarm will silence, and green oxygen light remains on.
4. Adjust the oxygen flow by turning the liter control knob until the flow rate is set according to your doctor’s order.
5. Next, fit the nasal cannula on your face, making sure the prongs face upward and curve INTO your nostrils.

CONCENTRATOR ROUTINE MAINTENANCE

The rear intake should be cleaned twice weekly. Remove rear intake cover, vacuum the intake opening grill and inside cover.

The nasal cannula should be replaced at least once a month.

The extension tubing should be no longer than 50 feet and replaced every 12 weeks.

CONCENTRATOR TROUBLESHOOTING

Your concentrator has alarms which will tell you if the machine is not functioning properly. If you hear or see one of the alarms call Scenic City Medical immediately.

If there is a power outage or machine malfunction turn the circuit breaker reset is necessary. Check that tubing is securely attached to the oxygen outlet and is not crimped, pinched, or obstructed by heavy furniture, chairs, etc.

THE OXYGEN CYLINDER SYSTEM (for back-up &/or portability)

With this system, oxygen gas is pressurized to a high level and stored in steel or aluminum cylinders. The pressure is measured in pounds per square inch (PSI). A full cylinder may have between 1800-2200 PSI when first turned on. The pressure gauge will show pressure gradually dropping as the oxygen is used.

Two different size cylinders are available: The E cylinder and the M6 cylinder. The M6 cylinder is the smaller of the two. It is used with a carrying case with a shoulder strap. The E cylinder is a bit larger and is often used with a wheeled cart. The oxygen is delivered to you through a nasal cannula or face mask. The tubing on the cannula or mask is attached to the outlet on the regulator.

Be sure the cylinder is secured in a pouch, on a cart or stand, away from heat, open flames, smoking or combustible materials. If you have extra portable cylinders, they should be stored out of the way.

TO ATTACH REGULATOR TO OXYGEN CYLINDER

Remove the seal from the post valve of the full cylinder. Save the washer inside the seal.

- Attach the regulator to the cylinder by slipping the regulator yoke down over the post valve and aligning the 2 pegs inside the yoke with the 2 holes in the post valve.
- Tighten the "T" bolt handle firmly. If the "T" bolt isn't secure or if the washer is faulty there will be a loud hissing sound when the valve is turned on. **THERE IS NO DANGER.** Turn the cylinder valve off and tighten the "T" bolt. If the hissing noise continues after you have tightened the "T" bolt and turn the valve back on then replace the washer inside the yoke.

TO TURN ON OXYGEN CYLINDER

Turn the flow adjustment knob OFF. Using the cylinder wrench directly on top of the tank, slowly turn the valve counter-clockwise (left) all the way. This will open the cylinder valve allowing gas into the regulator and the pressure gauge will now indicate the amount of oxygen

in the tank. Observe the pressure in the tank to ensure oxygen is in the cylinder. Adjust the flow control knob(flowmeter) until the flow indicator is at the prescribed flow rate.



FIT THE NASAL CANNULA

Insert the two prongs of the cannula into your nostrils. Make sure the prongs curve into your nostrils. Slide the tubing over and behind your ears. Adjust the tubing to fit comfortably under your chin by sliding the adjuster upward. Be careful not to adjust it too tightly.

TO TURN OFF OXYGEN CYLINDER

When not in use, close the cylinder by turning the wrench clockwise all the way. The flow of gas will stop when all oxygen pressure is released from the regulator. When both the pressure gauge and the flowmeter register zero, turn the liter control knob counterclockwise until it is snugly closed.

TROUBLESHOOTING OXYGEN CYLINDERS AND REFILLS

- Check that the main valve is open and that the pressure is observed on the pressure gauge.
- Check that the flowmeter is ON and adjust to the prescribed liter flow.
- Check that the tubing is securely attached to the oxygen outlet and is not crimped, pinched, or obstructed by heavy furniture, chair, etc.

Remember: It is your responsibility to monitor the oxygen supply to ensure that you do not run out of oxygen. A schedule has been provided to you of the day we are in your area. You must call at least 24 hours prior to your delivery day. If you do not call prior to your delivery day asking for tanks then you will be required to come to our office to get your refills. You are required to bring your empty cylinders with you. You may only have 8 tanks a month. If you require more cylinders than this then you must come to our office for your refills.

PORTABLE OXYGEN CYLINDER WITH CONSERVING DEVICE (M6 TANK)

- Attach oxygen tubing to regulator
- Place wrench onto tank stem.

TO OPEN

- Turn wrench on top of tank ½ turn counterclockwise. The amount of oxygen remaining in the tank will read on the gauge. Check contents of tank before each use.
- Set the flow on the dial to your prescribed amount set by your doctor. You will hear and feel a slight puff with each breath.

TO CLOSE

- Turn wrench clockwise until snug.
- Turn dial to 0(zero)

TO REPLACE EMPTY TANK

- Close tank valve and bleed off remaining oxygen on regulator by turning regulator knob to "2 LPM CONT".
- Turn "T" handle on regulator counterclockwise until you can lift regulator upwards off the tank.
- Remove white plastic cap from full tank. Remember to keep washer in white cap just in case you need it.
- Slide regulator over top of tank, line up the 2 pegs inside the regulator yoke to the 2 holes on the tank stem or post valve.
- Turn the "T" handle clockwise until snug.

The M6 tank will usually last 4 hours at a setting of 2 on the conserving device.

CLEANING AND MAINTENANCE PROCEDURES

Your oxygen cylinders and regulator are durable, dependable pieces of equipment and will continue to operate efficiently with proper maintenance.

As necessary, you should wipe your regulator, cylinder and/or carrying case with a clean, damp cloth. Never use any grease, oil or other lubricants on your regulator. These compounds are volatile and could pose a safety hazard. Never attempt to repair your regulator yourself. Should you have any problems with your oxygen cylinder system call Scenic City Medical Equipment.

CARE OF YOUR OXYGEN TUBING

Minimal care is required of your oxygen tubing and nasal cannula. You should discard and replace your nasal cannula every 2 weeks. Discard and replace your tubing every 90 days. Do not use alcohol or oil based products on or near your cannula.

TRAVEL TIPS

Contact your doctor at least 4 weeks prior to your trip to make sure your proposed trip is medically safe and to obtain additional copies of your prescription.

We have travel concentrators available but supplies are limited and we need to make sure the concentrator is available. If it is not available we will make every possible attempt to get you set up with oxygen at your destination. **IT IS YOUR RESPONSIBILITY TO CALL US 4 WEEKS PRIOR TO YOUR TRIP SO THAT WE HAVE PLENTY OF TIME TO MAKE SURE YOU ARE TAKEN CARE OF.**

IF YOU MOVE TO A DIFFERENT AREA OF TOWN OR EVEN OUT OF TOWN YOU SHOULD LET US KNOW 4 WEEKS PRIOR TO THE MOVE. IF YOU MOVE OUT OF OUR SERVICE AREA YOU WILL BE REQUIRED TO FIND A NEW PROVIDER.

IF TRAVELING BY CAR/RV

- Remind passengers not to smoke in the car/RV.
- Securely fasten cylinders to prevent movement (usually a seat belt).
- Keep one window partially open to provide fresh air circulation and avoid accumulation of oxygen.
- Do not store oxygen cylinders in the trunk of the car.
- Do not store oxygen in an area where the temperature will reach 120 degrees Fahrenheit.
- In a recreational vehicle, do not store near gas or open flame.

IF TRAVELING BY BUS/TRAIN

- Contact the reservation office for specific information about the use of oxygen and special accommodations.
- Most companies require at least 2 week's notice if you are going to be using oxygen on your trip.

IF TRAVELING BY AIRPLANE

- Ask your doctor what flow rate to use during your flight. Be sure to carry several copies of your oxygen prescription with you. The airline and providers at your destination will need this information.
- Request a direct flight, if available.
- Personal portable battery operated oxygen concentrators may be permitted. Check with the airlines about specifics on a battery-operated concentrator.
- Airlines may require you to use and pay for their oxygen on the plane. Check with the airlines about their policy and procedures for oxygen use.

Nebulizer Instructions

The purpose of aerosol nebulization is to provide inhaled medications prescribed by your doctor.

OPERATION

- Connect tubing of nebulizer kit to the outlet port on nebulizer machine.
- Add prescribed medication to the aerosol chamber.
- Turn power "ON".
- The nebulizer should be held upright.
- Make sure you have no adverse reaction to medication you are inhaling, if you do contact your doctor immediately.
- Turn the power "OFF" when medication no longer mist.

CLEANING

- After each treatment you should disassemble the nebulizer chamber, disconnect it from the tubing and soak the parts in warm water and liquid dish soap.
- Rinse well and let it air dry until next use.

Your insurance will provide you with 2 nebulizer kits per month. It is your responsibility to contact us when you need more.