

Hospice Express

ALWAYS IN ROUTE!

4701 N Superior Dr
Muncie, IN 47303
Phone 765-282-1000; Fax 765-286-3351
Store Hours: 8:30am – 5:00pm

Oxygen Concentrator Instruction Booklet

No Smoking Signs Should Always Be Posted in a Visible Location

Oxygen Concentrator Set Up and Operation:

- Plug concentrator DIRECTLY into a wall outlet... Always use a grounded electrical outlet
- Turn on concentrator
- Screw on nipple adaptor (Christmas tree) or bubble humidifier to the concentrator



-OR-



- If using bubble humidifier
 - Unscrew the bottom and fill with distilled water
 - Fill to the “**MAXIMUM**” line -- refill when level drops to “**MINIMUM**” line
 - Screw on bottom making sure it is properly threaded to avoid leaks

Attach tubing to nipple adaptor or outlet on bubble humidifier. Tubing can be connected together using small connectors and/or a water trap when using a humidifier bottle -- maximum tubing length: 50 feet

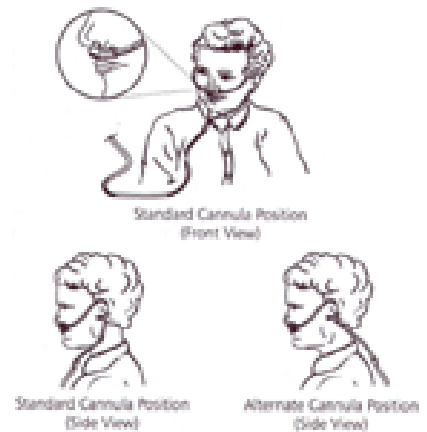


- Attach cannula or mask to other end of tubing



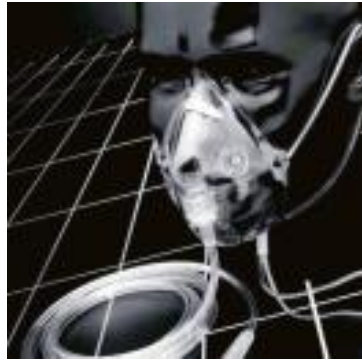
To put on the cannula, hold tubing on both sides of the prongs. Curved prongs should go towards the patient

Place prongs into nose and place tubing around ears so it hangs down under the chin -- **or** -- place tubing over the ears around the back of the head. Slide adjustment collar for a snug fit



Standard Cannula Position -- front view
Standard Cannula Position -- side view
Alternate Cannula Position -- side view

- Putting on a mask
 - Place the mask over the patient's face -- Strap should go behind the patient's head
 - Adjust strap



Adjust oxygen flow rate to bisect the ball with the line corresponding to the rate prescribed by the doctor.



Do not change flow rate without consulting your physician

Accessories

Bleed-In Adaptor -- Used to provide supplemental oxygen to other systems



Water Trap -- Used when there is excess moisture in the tubing, formed by condensation from oxygen going through the bubble humidifier

- Attach between two pieces of extension tubing
- To remove water, twist and pull on either end



Troubleshooting and Alarms

If there is an audible alarm -- concentrator is not running:

- Is unit plugged into a working outlet?
- Check circuit breaker on front of concentrator by the on/off switch
 - Push to reset

If there is an audible alarm -- concentrator is running:

- Concentrator cannot be fixed by consumer
- **Call 765-282-1000**

Flow meter will not rise above a certain point:

- Check bubble humidifier for cracks or a loose/crooked cap
- Check tubing for blockage

No oxygen flow to patient:

- Check on/off switch
- Check flow meter settings
- If bubble humidifier is used
 - Check that bottom is properly screwed into the top
 - Check bubble humidifier for cracks
- Check tubing for blockage or damage
- Check all tubing connections
- **Call 765-282-1000**

If the problem or alarm can't be resolved:

- Place patient on back-up oxygen system
- Turn off concentrator
- **Call 765-282-1000**

Oxygen Concentrator Safety

- Oxygen is non-flammable but supports combustion
- Avoid fire hazards, ignition sources, smoking and combustible materials
- Do not operate equipment without proper instruction
- No Smoking Signs should be visible to anyone entering residence. Never smoke around or while using any type of oxygen system
- Review Safe Practices for Handling and Operating Oxygen Equipment
- Do not use oil or grease on oxygen equipment -- it's a potential fire hazard
- Never take the unit apart
- Never use extension cords
- Plug unit DIRECTLY into a wall outlet ... Always use a grounded electrical outlet
- Keep units 12 inches from walls for proper ventilation and cooling
- Keep units 5 feet from radiators, heaters and hot air registers
- **Call 765-282-1000** to have the unit inspected or replaced if you suspect it is damaged in any way

Cleaning and Care

- Wipe concentrator units with a damp cloth weekly or as needed
- Filter maintenance
 - Wash with tap water weekly
 - Squeeze out excess moisture
- Filter locations
 - Located on either side of concentrator unit
- Bubble humidifiers and water traps
 - Wash with dishwashing detergent every 48 hours
 - Replace when worn out
- Tubing
 - Wipe with damp cloth as needed
 - If using a bubble humidifier, replace monthly
 - If not using a bubble humidifier, replace every three months
- Cannulas and masks
 - Wipe with damp cloth as needed
 - Replace every two weeks

Precautions

- Use oxygen as prescribed; never alter oxygen flow without physician orders
- If your oxygen use is causing side effects, contact your physician

Call 765-282-1000 if you are unable to answer these questions:

- What is the prescribed oxygen liter flow?
- How do you operate your oxygen unit?
- What are the oxygen safety rules?
- How do you maintain and clean your oxygen unit?
- How do you operate your portable or back-up unit?
- How long will your portable unit last at your prescribed flow rate?
- What do you do if your equipment malfunctions?
- What do you do in a medical emergency?