

# PULMONARY PROVIDERS GROUP, INC.

4521 W Lawrence Ave. # 110, Chicago IL 60630

• Office 847.824.0500 • 24 Hour Service 847.226.3049 • Fax 847.824.0529 • Toll Free 877.214.0400

## EQUIPMENT ORIENTATION CHECKLIST

### GENERAL:

1. Patient has received current Manufacturer's Operating Manual and is advised to read it and instructed NOT to modify the equipment.
2. Name, address, and phone number of supplier given to the patient. We explained 24-hour / on-call service @ 847-226-3049.
3. Patient advised on operation of the equipment, settings, & advised NOT to tamper with the equipment or the prescription settings.
4. Explained to customer to NEVER attempt to repair the equipment and to call us if a problem occurs @ 847-226-3049.
5. Explained preventive maintenance cleanings, provider's maintenance visits, and service calls, and doctor prescription:

RX Flow Setting: \_\_\_\_\_ L/M . Flow Check: \_\_\_\_\_ L/M Purity check %: \_\_\_\_\_ cmH<sub>2</sub>O: \_\_\_\_\_ Hours per day: \_\_\_\_\_

### SAFETY:

1. DO NOT permit persons who did not read operating instructions to operate the equipment.
2. Instructed customer to contact his/her physician about possible side effects.
3. Explained the need for proper grounding through the three prong plug.
4. DO NOT place liquid on top of the equipment.
5. Explained the importance of cleaning and disinfecting the equipment, & accessories.
6. **Nebulizer** - NEVER put any fluids into the Nebulizer that have not been prescribed by the physician.
7. **Oxygen** - Oxygen supports combustion! Ventilate often house. DON'T smoke or use oil based product such as Vaseline or store oxygen in a car trunk.
8. **Wheelchair / Transport Chair** – Engage both wheel locks and DON'T stand on or apply weight to foot rests when getting in or out of chair; leaning forward; in the elevator or Wheelchair lift.

### OPERATING INSTRUCTIONS / PATIENT MAINTENANCE:

1. Explained the doctor's prescription.
2. Explained how to operate, assemble, disassemble, clean, and disinfect the equipment parts and connect the tubing.
3. **Nebulizer** - Every day, wash Nebulizer in warm soapy water, rinse - following wash, place Nebulizer parts in Disinfectant Solution for 10 minutes; then rinse off & air dry parts on lint - free towel. Then place in plastic bag for next use.
4. **Oxygen** - Replaced nasal cannula every 14 days and other tubing every nine weeks, or as needed and tubing should be no longer than 50 feet.
5. **Oxygen** - The Intake filter should be cleaned weekly. If a humidifier is prescribed, it should be emptied and refilled daily and cleaned weekly.
6. **CPAP/BPAP** - Every five to seven days, wash hose and mask with soapy water, then rinse - following wash, place parts in Disinfectant Solution for ten minutes, then rinse off. Wash head gear with soapy water as needed, then rinse and allow drying. Air dry all parts – place in plastic bag for next use.
7. **Wheelchair / Transport Chair** – tighten wheels every month or sooner as needed.

*If the equipment does not operate properly, or you do not understand any of the above, call PULMONARY PROVIDERS GROUP, INC. The problem will be corrected or the equipment will be replaced. PULMONARY PROVIDERS GROUP, INC shall be limited to repair or replacement. Your treatment using this equipment is determined by your physician. PULMONARY PROVIDERS GROUP, INC makes no claim or representation concerning the effectiveness of the treatment performed with this equipment.*