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Oxygen Concentrator Instructions

Oxygen General Information

Your physician has prescribed home oxygen for you. Oxygen should be used only as your physician prescribes. If your physician prescribes a different liter flow or discontinues your oxygen, it is your responsibility to notify Procure Home Medical at 1-877-274-0770. A written physician order must be obtained by Procure Home Medical for any changes regarding your oxygen. **Oxygen can be dangerous if misused.**

General Precautions

- Keep away from any open flames i.e. burning fireplace, candle or cigarette.
- Maintain a distance of five feet between your oxygen supply and a heat source, such as a radiator, stove or burning fire place.
- Do not use alcohol or oil products, including hand cream, Vaseline or rubbing alcohol. Glycerin or water based creams may be used to soften skin, if needed.
- Oxygen tanks must be secured with a stand, tank cart or laid flat on the floor to keep them from falling.
- Keep electrical devices that are in use five (5) feet away from oxygen that is in use.
- Do not use electric blankets while using oxygen.
- It is best if clothing and blankets are made of low static material, such as 100% cotton or a cotton blend.
- Do not use a higher flow rate than your physician prescribes.
- Turn your tank off when not using the oxygen.
- It is recommended to keep a fire extinguisher on hand.
- If you live in an area that has frequent power outages, it is recommended that you have a backup generator on hand.
- **Do not smoke** while using oxygen.

Instructions

1. Use your oxygen only as directed by your physician.
2. Your prescribed liter flow is _____.
3. Use your oxygen _____ hours per day.
4. If your physician changes the liter flow, it is your responsibility to notify Procure Home Medical.
5. Check the system regularly for leaks and to maintain tubing.
6. If you have a humidifier, change it every two (2) weeks.

Signs to Watch For

- Drowsiness or sleepiness while using oxygen during a normal wakeful time.
- Chest pain during or after use of oxygen.
- Restlessness or air hunger.
 - If these signs occur, check the liter flow, tank pressure and look for leaks.
 - If all is in order and these signs continue, call 911 and notify your physician.

Storage of Tank

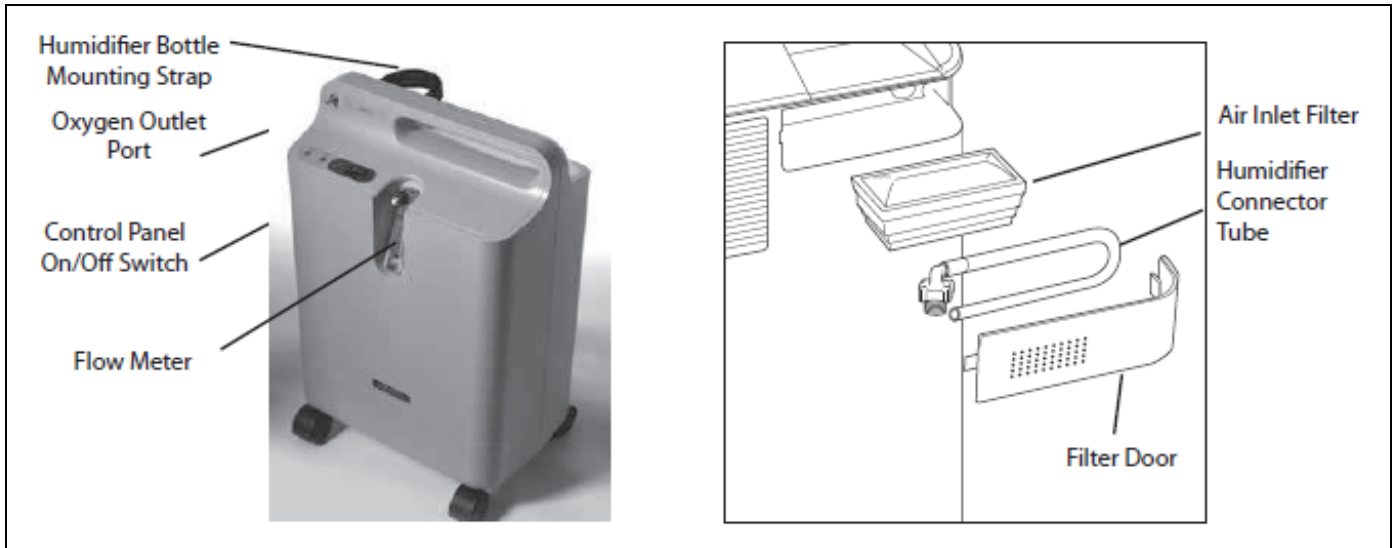
- Turn the tank valve off.
- Store in a cool, dry, well-ventilated area.
- Store away from gasoline, paint thinner, oil and heat sources.
- Store in a safe and secure manner to prevent tipping over of tanks.
- It is not recommended to store cylinders in the trunk of a vehicle.

Oxygen Concentrator Instructions

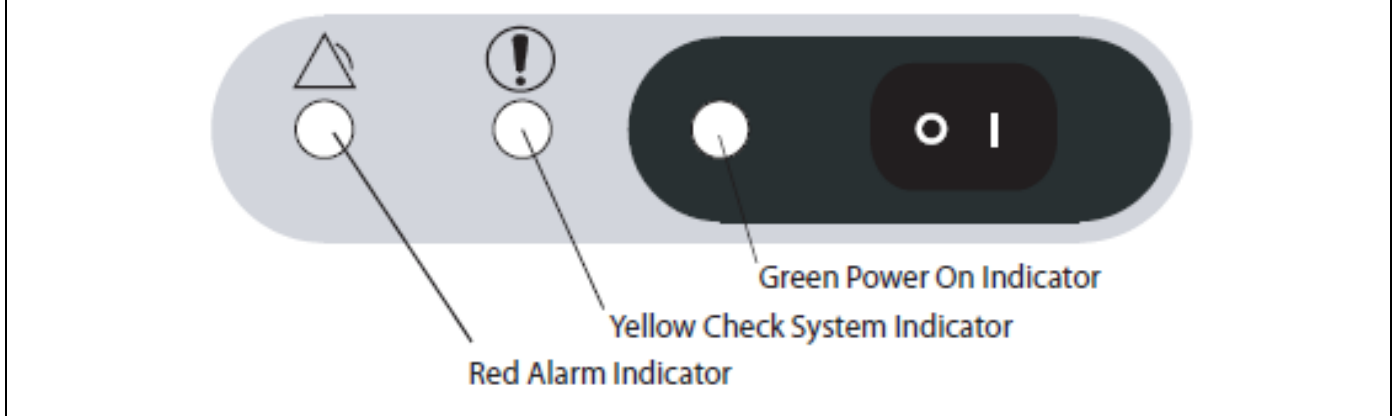
Concentrator Placement

- The concentrator should be centrally located in the home.
- It should be kept away from radiators, heaters or hot air vents.
- Keep concentrator at least six inches from the wall, drapes or furniture.
- Make sure the concentrator is off before you plug it into an outlet.
- Outlets should be grounded and extension cords should not be used.
- Avoid deep shag carpet.

Important Parts of the Concentrator



The concentrator has an audible alarm and three LED indicators, as shown below.



Machine Operation

1. Plug in machine.
2. Turn on power switch.
 - An alarm will sound for up to one (1) minute while the concentrator is building up pressure.
3. Turn flow meter to you prescribed flow (Liters Per Minute (LPM)) with the ball centered on the line.

Oxygen Concentrator Instructions (Continued)

Alarms / Trouble Shooting

1. If the alarm fails to stop after approximately one (1) minute or should sound at any other time, check the following.
 - A. Be certain the power cord is plugged in and that there is power (house current) to the outlet.
 - B. Check reset button.
 - C. Check flow meter for appropriate setting.
 - D. Determine that the concentrator intake air filter is not clogged with lint and/or debris.
 - E. Check for a kink in the tubing.
 - F. If using a humidifier, remove humidifier and check for pressure coming out of concentrator. If you have pressure, change humidifier bottle.

2. If you feel that you are not receiving enough oxygen, check the following:
 - A. Place cannula in a glass of water, look for bubbles. If bubbles are present, oxygen is flowing through the cannula. If no bubbles, check cannula for clogs.
 - B. Check for a kink in the tubing.
 - C. Check humidifier cap for cross threading.
 - D. If using a humidifier, remove humidifier and check for pressure coming out of concentrator. If you have pressure, change humidifier bottle.

Precautions

- Oxygen promotes burning--do not use it while smoking, around open flames or hot / sparking objects.
- Do not use oxygen near oil products.
- Do not place liquids on or near concentrator.
- Read the concentrator manual provided. If you have a question concerning the operation, maintenance or safety of the concentrator, please call our office at 1-877-274-0770.

Cleaning

- Filter(s) located on the side/back of the cabinet should be checked daily and cleaned when dirty. Note: Filter(s) should be cleaned at least once a week.
- Wipe cabinet with a damp cloth if necessary.
- Replace humidifier every two (2) weeks.
- Replace cannula at least every two (2) weeks.
- Replace oxygen tubing every six (6) months.

Routine Delivery

- We encourage patients to pickup cylinders and supplies at Procure Home Medical. The intent is to promote mobility, exercise and a healthy lifestyle. Patients may also call to schedule delivery, supplies or maintenance Monday through Friday 8:30 am - 5 pm. Weekend deliveries are provided in emergency situations only. Please allow 4 hours for delivery.

Maintenance

- Procure Home Medical schedules routine maintenance checks following manufactures recommendations on oxygen concentrators. Service Technicians will call in advance to schedule services with you.
Note: Most concentrators require annual preventive maintenance.

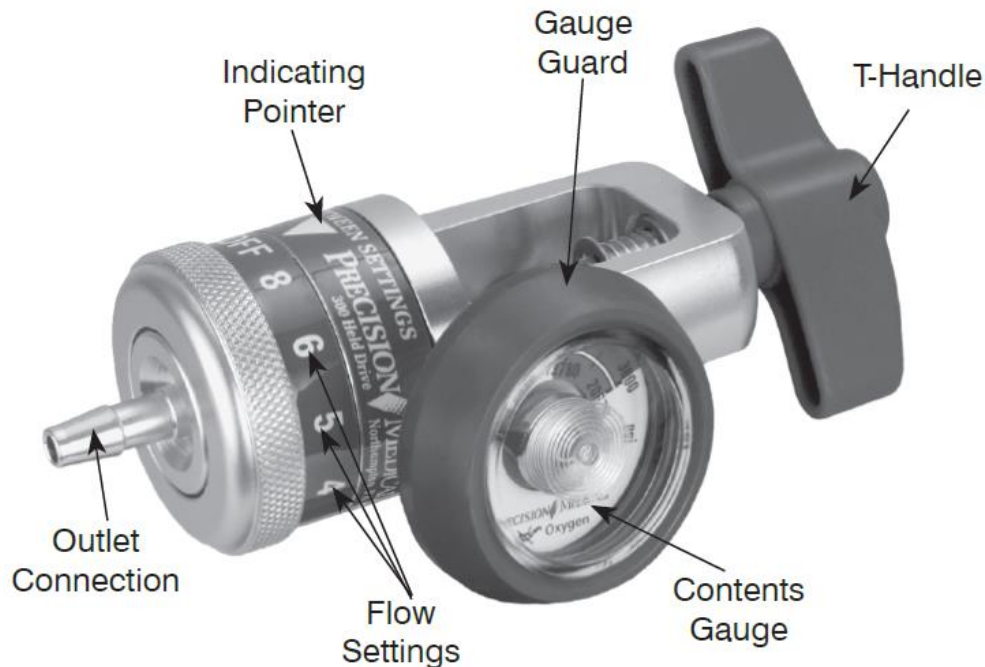
Oxygen Cylinder/Tank Instructions

To Turn Oxygen Tank On

1. Open tank by turning valve two or three turns counter-clockwise. Gauge should show pressure in tank.
2. Turn flow dial to you prescribed flow (Liters Per Minute (LPM)). The number should align with the indicating pointer.
3. Use oxygen only as directed.

To Turn Oxygen Tank Off

1. Turn tank off by turning valve clock-wise until it no longer turns.
2. Pressure/Content gauge should drop to zero as the oxygen vents out of the regulator.



Storage of Tank

- Turn the tank off.
- Store in a cool, dry, well-ventilated area.
- Store away from gasoline, paint thinner, oil and heat sources.
- Store in a safe and secure manner to prevent tipping over of tanks.
- If unable to secure tanks then tanks should be laid flat.
- It is not recommended to store cylinders in the trunk of a vehicle.

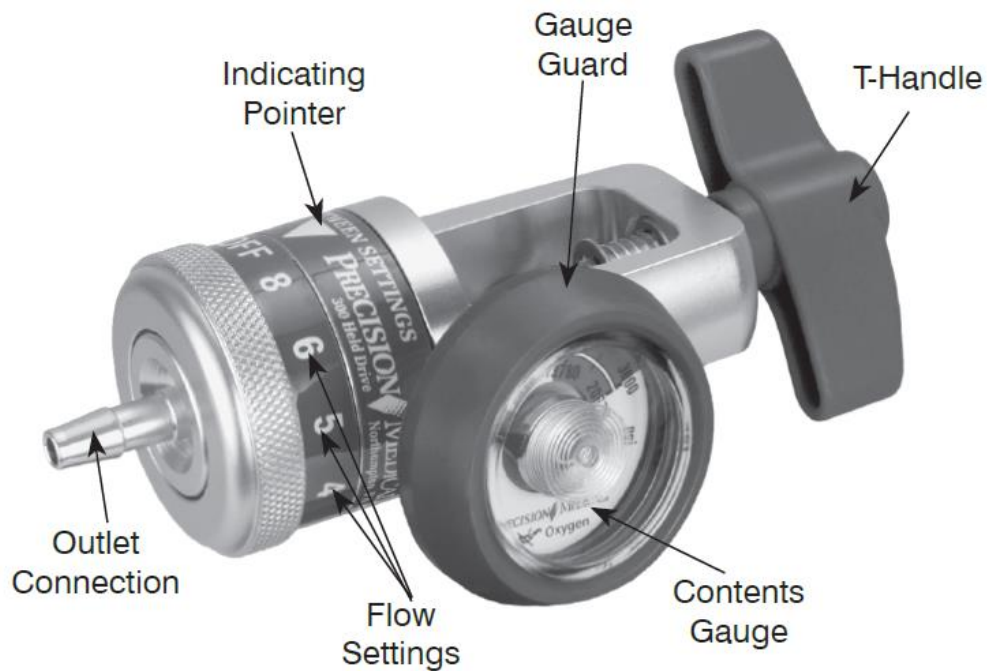
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Oxygen Cylinder/Tank Instructions (Continued)

To Exchange or Replace Tank

1. Turn tank off by turning clockwise.
2. Loosen T-handle.
3. Lift regulator off of valve.
5. Loosen tank cart screw.
6. Remove empty tank from cart.
7. Place full tank in cart.
8. Tighten cart screw.
9. Place regulator on valve so that pins on regulator match valve holes.
10. Tighten T-handle.
11. Place wrench on valve.
12. Turn on tank. (Turn counter-clockwise)
13. Check fill gauge.



Trouble Shooting

1. Regulator is hissing or blowing air out. (Will not seal)
 - A. Turn tank off
 - B. Remove regulator
 - C. Look for a black or yellow washer (This will be located above the two prongs)
 - D. If washer is missing look on last cylinder changed or replace washer.

Estimated Cylinder Time

Note: Times are provided as an estimate based on cylinders filled to 2100 PSI.

| Standard Regulator (Continuous Flow) | | | | | | | | | | | | |
|---|--------------|--------------------------------|----------|------------|----------|------------|----------|----------|----------|----------|-----------|-----------|
| | | Liters Per Minute (LPM) | | | | | | | | | | |
| | | 0.5 | 1 | 1.5 | 2 | 2.5 | 3 | 4 | 6 | 8 | 10 | 15 |
| Cylinder Type | K | 209 hr | 105 hr | 70 hr | 52 hr | 42 hr | 35 hr | 25 hr | 14 hr | 7 hr | 4 hr | 1.25 hr |
| | M60 | 24 hr | 16 hr | 12 hr | 8 hr | 7 hr | 6 hr | 4 hr | 1.5 hr | 50 min | 30 min | N/A |
| | E | 12 hr | 8 hr | 6 hr | 4 hr | 3.5 hr | 3 hr | 2 hr | 45 min | 25 min | N/A | N/A |
| | D | 8 hr | 5 hr | 4 hr | 3 hr | 2 hr | 2 hr | N/A | N/A | N/A | N/A | N/A |
| | M-9/C | 5 hr | 2.5 hr | 1.5 hr | 1.25 hr | 1 hr | N/A | N/A | N/A | N/A | N/A | N/A |
| | M-6/B | 2 hr | 1 hr | 0.5 mn | 0.25 mn | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

| Pneumatic Converter (Pulse Flow) | | | | | | | |
|---|--------------|--------------------------------|------------|------------|--------------|---------------|-------------|
| | | Liters Per Minute (LPM) | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| Cylinder Type | E | 10 - 12 hr | 8 - 10 hr | 5 - 8 hr | 2.5 - 5 hr | 1 - 2.5 hr | 0.75 - 1 hr |
| | D | 6 - 8 hr | 4 - 6.5 hr | 2.5 - 4 hr | 0.5 - 2 hr | 0.5 - 1 hr | N/A |
| | M-9/C | 3 - 5 hr | 2 - 4 hr | 1 - 3 hr | 0.5 - 1.5 hr | 0.25 - 0.5 hr | N/A |
| | M-6/B | 2.5 - 4.5 hr | 1.5 - 3 hr | 1 - 2.5 hr | 0.5 - 1 hr | N/A | N/A |

| Oxymizer Conversions | | | | | | | | | |
|-----------------------------|-----|--------------------------------|----------|----------|----------|----------|----------|----------|----------|
| | | Liters Per Minute (LPM) | | | | | | | |
| | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Setting | 0.5 | 1 | 2 | 2.5 | 3.5 | 4.5 | 5.5 | 6.5 | 7.5 |

Note: Oxymizers are used with a standard regulator. The flow rate is adjusted for the bolus volume.

24-Hour Emergency Service

24-Hour Emergency Service

- If the unit fails and you cannot correct the problem or if you have questions concerning the operation, maintenance or safety of your machine, you may call our office at 1-877-274-0770, ask for the Procure person on call, the on-call person will return your call as soon as possible.
- Procure Home Medical has trained representatives able to assist you with questions or trouble-shooting your equipment. The goal is to restore your oxygen as quickly as possible.

Emergency Service Highlights

- It is recommended that you notify your electric company about your medical condition and the need for oxygen. The electric company will place your residence on a **High Priority** list in the event of power failure.
- Use your oxygen as directed by your provider.
- 24-hour emergency call number is 1-877-274-0770, ask for the Procure person on call, the on-call person will return your call as soon as possible.
- If your oxygen machine malfunctions, use cylinder/tank for back up and call 1-877-274-0770.
- If your electricity fails, use your cylinder/tank for oxygen and call your electric company. Tell them you have an oxygen concentrator.
- If your concentrator quits and your cylinder/tank is empty, call 1-877-274-0770.
- Rest quietly until we arrive.

- Note:
 - Appointments for the maintenance checks will be made with you by phone.
 - Equipment will be serviced at this time. Call 1-877-274-0770 if you have questions.