Medical Service Company

Oxygen Equipment Quick Start Guide

Thank you for choosing us for your oxygen needs.

What is Oxygen?

Oxygen is a prescribed drug, just like any other medication your doctor may prescribe for you. You should never change your oxygen flow rate stop using oxygen without the approval of your doctor. **If your doctor does change your prescribed oxygen flow rate, please notify Medical Service Company immediately.**

Oxygen is safe when used as directed.

Oxygen is not explosive and will not catch on fire. However, oxygen will cause things burning to burn hotter and faster.

Safety

It is important to keep all oxygen equipment and supplies away from heat sources and open flames. **NEVER SMOKE OR PERMIT SMOKING WHILE USING OXYGEN.**

Also, avoid oxygen equipment and supplies coming into contact with any petroleum based solutions, gels or lotions, including Vasoline, furniture polish and aerosol cleaning sprays.

Do not use extension cords.

Maintain 12" clearance on all sides of equipment.

Never store concentrator or cylinders in an enclosed area such as a vehicle trunk or closet.

Always store cylinders in supplied rack or lay cylinders flat on the ground. **DO NOT STAND.**

Using Equipment

- Plug into grounded outlet.
- On/Off switch- Alarm may sound during startup.
- Adjust flow selector to prescribed setting, reading so sight window ball is in middle of reading.
- Connect nasal cannula, swivel or other accessories as supplied.
- Never use more than the total 50 feet of tubing.
- If using a humidifier bottle, **only use distilled water. NEVER use tap water, spring or filtered water.**

Cleaning

- **Filters-** Weekly rinse dirt and dust off in warm water.
- **Concentrator-** Dust with a dry or lightly dampened towel as needed. **Avoid using harsh cleaning chemicals.**
- **Humidifier Bottle-** Daily empty any water, rinse and replace with fresh distilled water. Weekly wash with warm water and non-lotion detergent, such as Joy. Also soak in disinfection solution made of 1 part white vinegar and 3 parts water. Let air dry.
- **Cannula-** Replace at minimum every 4 weeks.
- **Tubing-** Replace every 3 months/90 days.
- **Humidifier-** If applicable, replace every 3 months/90 days as long as cleaning schedule is followed.

Troubleshooting

Issue: Unable to set prescribed flow rate.

Solution:

- Disconnect tubing. If flow rate restored, replace with new tubing.
- Disconnect nasal cannula. If flow rate restored, replace nasal cannula.
- Disconnect humidifier bottle.

Issue: Unit is not working and/or alarm is sounding.

Solution:

- Check plug at outlet.
- Press reset button or on/off switch.
- Check circuit breaker or fuse. Ensure wall switch that controls outlet is on, if applicable. Try another outlet.

Troubleshooting

Issue: Temperature light is on (if present).

Solution:

- Check if unit is obstructed by bedspread, drapes, wall, etc.
- Check filters to ensure they are clean.
- Turn unit off. Switch to backup cylinder for 30 minutes while machine cools. Restart unit.

Issue: No oxygen flowing from nasal cannula.

Solution: Place the nasal prongs of cannula in a glass of water and look for a steady flow of bubbles.

- If you see bubbles, it is working.
- If you do not see bubbles or bubbles greatly decrease in volume, check that all tubing is connected tight, humidifier jar isn't cross-threaded and flow rate is set properly on unit.

Troubleshooting

Issue: Water is in oxygen tubing.

Solution:

- **No Humidifier-** Remove nasal cannula and place in container to catch water. Increase oxygen flow to maximum level to blow moisture out of tubing and cannula. Return oxygen flow to prescribed setting and replace cannula on face.
- **Humidifier-** Remove nasal cannula and place in container to catch water. Remove water chamber to empty all water, then reconnect. Increase oxygen flow to maximum level to blow moisture out of tubing and cannula. Return oxygen flow to prescribed setting and replace cannula on face. Refill chamber 1/2 full with fresh distilled water.

Please contact our office for all other issues.

Medical Service Company

Oxygen Conserving Device

What is an Oxygen Conserving Device?

An oxygen-conserving device is used in place of the standard oxygen flow regulator on an oxygen portable cylinder. The purpose of this unit is to conserve the oxygen by delivering oxygen in a bolus or “pulse” instead of a continuous flow.

Setting up Your Equipment

Items needed:

- Oxygen conserving device (battery powered or pneumatic)
- Nasal cannula (Picture 1)
- Oxygen cylinder (Picture 2)
- Post valve wrench
- Regulator valve washer
- Carrying case or cart for cylinder (Picture 3)

Picture 1

Picture 2

Picture 3

Instructions

1. Attach conserving device to the cylinder: (Diagram 1)
    - Attach washer to inlet of the conserving device.
    - Line up the index pins on the conserving device to the corresponding holes on the cylinder post valve.
    - Tighten the T-screw on the conserving device, while being sure that the pins are in the holes and the outlet of the cylinder is lined up with the inlet of the conserving device.
    - Turn on the oxygen by placing the post valve wrench on the post valve of the oxygen cylinder and turn counter-clockwise. You should see the contents gauge on the conserving device pressure register.
2. Turn on the power to the oxygen-conserving device, if battery powered.
3. Set the flow rate to the prescribed setting.
4. Attach nasal cannula to the nipple outlet of the conserving device.
5. Put on your nasal cannula and breathe normally.
    - The conserving device will deliver a bolus or “pulse” of oxygen at the beginning of each breath.

Diagram 1

Special Procedures:

Some pneumatic or non-battery powered conserving devices utilize a special double-lumen cannula. These types of devices have two nipple outlets. Attach both ends of the double-lumen cannula to the outlets on the conserver.

Maintenance

- Change nasal cannula every two weeks.
- If battery powered, check the battery level on the oxygen-conserving device before every use.

Frequent Replacement Items

- Nasal cannula
- Regulator valve washer
- Battery

Please contact us for replacement items.

Safety

- Do not smoke while using oxygen or be within five feet of someone smoking.
- Keep heat source five feet away from you and your oxygen tubing.
- Do not use an oil-based product (e.g., petroleum jelly) for nose irritation. Use only water-based products.
- Keep oxygen cylinders stored in well-ventilated area. If cylinders cannot be secured in a cart or cylinder rack, lay cylinders on their side.
- Do not change your oxygen flow rate without consulting your physician.
- When traveling with oxygen, safely secure tanks in the car. Do not store tanks in the trunk of the car or in a closed car in hot weather.