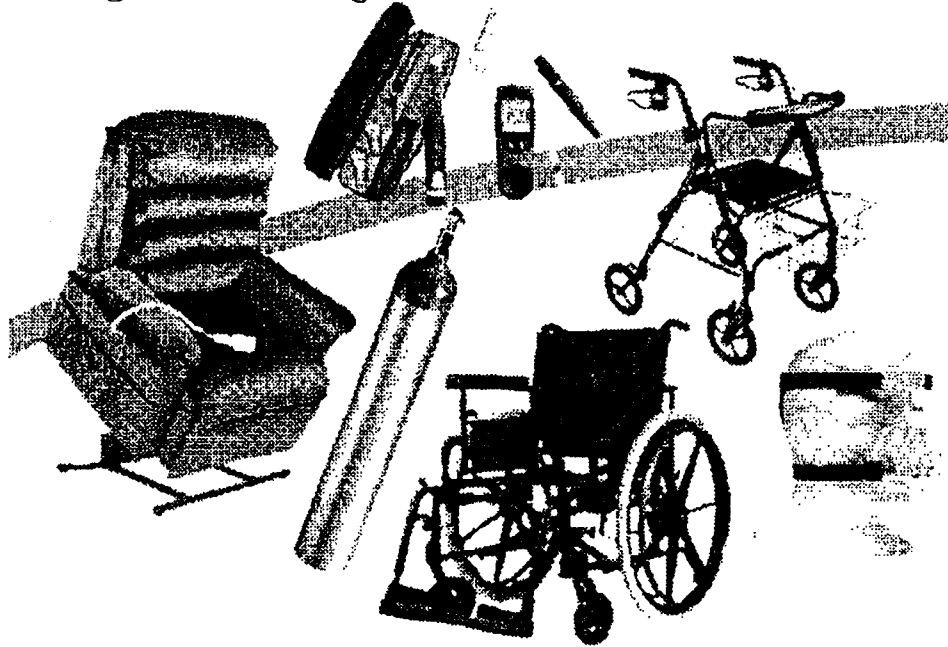




Serving Clients Throughout The Sandhills For Over 50 Years



Comprehensive Guide

(866) 762-2797

www.mabrysdrug.com

Mabry's Drug and Home Care

(866) 762-2797

Dear Customer,

On behalf of the entire staff of Mabry's Drug and Home Care, we would like to welcome you.

There are so many decisions to be made when choosing the right medical equipment for your needs. We at Mabry's would like to assist you in these decisions. If you have any questions regarding medical equipment or insurance guidelines, please do not hesitate to call us. We will be happy to help you.

Please remember we have a full-staffed pharmacy that would like to fill your prescriptions. We also have a delivery service for the convenience of getting your prescriptions delivered to your home whenever needed. We try to offer the best prices in town, and accept most all insurance.

Again, we welcome your business to Mabry's, and we will be happy to assist you in any way possible.

Sincerely,

Tom Smart
Lee White
Jenni Greene
Jeff Smart
Jim Smart

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Mission Statement

Mabry's Home Care

Mabry's Home Care is committed to enhancing the quality of life of those in the community we serve. To do this, we consult with the patient, caregiver, and physician to determine the most appropriate plan of care for the patient. We implement that plan of care by providing the highest quality professional medical services, technical support, equipment, and supplies. The provision of these products and services is monitored and measured by our comprehensive quality assurance program.

Patient/Client Bill of Rights

Mabry's Drug and Home Care

As a patient of Mabry's Drug and Home Care, you have the right to, which includes but is not limited to, the following:

1. Be given information about your rights for receiving homecare services.
2. Receive a timely response from Mabry's regarding your request for homecare services.
3. Be given information about Mabry's policies, procedures and charges for services.
4. Choose your homecare providers.
5. Be given appropriate and professional quality homecare services without discrimination against your race, color, creed, religion, sex, national origin, sexual orientation, handicap, or age.
6. Be treated with courtesy and respect by all who provide homecare services to you.
7. Be free from physical and mental abuse and/or neglect.
8. Be given proper identification by name and title of everyone who provides homecare services to you.
9. Be given the necessary information regarding treatment and choices concerning rental or purchase options for durable medical equipment, so you will be able to give informed consent for your service prior to the start of any service.
10. Be given complete and current information concerning your diagnosis, treatment, alternatives, risks, and prognosis as required by your physician's legal duty to disclose in terms and language you can reasonably be expected to understand.
11. A plan of service that will be developed to meet your unique service needs.

12. Participate in the development of your plan of care or service.
13. Be given an assessment and update of your developed plan of care/service.
14. Be given data privacy and confidentiality.
15. Review your clinical record at your request.
16. Be given information regarding anticipated transfer of your homecare service to another healthcare facility and/or termination of homecare service to you.
17. Voice grievance with and/or suggest a change in homecare services and/or staff without being threatened, restrained, or discriminated against.
18. Refuse treatment within the confines of the law.
19. Be given information about the consequences of refusing treatment.
20. Have and advance directive for medical care, such as a living will or the designation of a surrogate decision maker respected to the extent provided by the law.
21. Participate in the consideration of ethical issues that arise in your care.

If you have a complaint or suggestion of any kind about Mabry's, call your local branch manager if it concerns your respiratory or home medical equipment; or contact us by email at:

mabrysdrugs@bellsouth.net

MEDICARE DMEPOS SUPPLIER STANDARDS

Note: This is an abbreviated version of the supplier standards every Medicare DMEPOS supplier must meet in order to obtain and retain their billing privileges. These standards, in their entirety, are listed in 42 C.F.R. 424.57(c).

1. A supplier must be in compliance with all applicable Federal and State licensure and regulatory requirements.
2. A supplier must provide complete and accurate information on the DMEPOS supplier application. Any changes to this information must be reported to the National Supplier Clearinghouse within 30 days.
3. A supplier must have an authorized individual (whose signature is binding) sign the enrollment application for billing privileges.
4. A supplier must fill orders from its own inventory, or contract with other companies for the purchase of items necessary to fill orders. A supplier may not contract with any entity that is currently excluded from the Medicare program, any State healthcare programs, or any other Federal procurement or non-procurement programs.
5. A supplier must advise beneficiaries that they may rent or purchase inexpensive or routinely purchased durable medical equipment, and of the purchase option capped rental equipment.
6. A supplier must notify beneficiaries of warranty coverage and honor all warranties under applicable State law, and repair or replace free of charge Medicare covered items that are under warranty.
7. A supplier must maintain a physical facility on an appropriate site and must maintain a visible sign with posted hours of operation. The location must be accessible to the public and staffed during posted hours of business. The location must be at least 200 sq. feet and contain space for storing records.
8. A supplier must permit CMS or its agents to conduct on-site inspections to ascertain the supplier's compliance with these standards.
9. A supplier must maintain a primary business telephone listed under the name of the business in a local directory or toll free number available through directory assistance. The exclusive use of a beeper, answering machine, answering service or cell phone during business hours is prohibited.
10. A supplier must have comprehensive liability insurance in the amount of at least \$300,000 that covers both the supplier's place of business and all customers and employees of the supplier. If the supplier manufactures its own items, this insurance must also cover product liability and completed operations.
11. A supplier is prohibited from direct solicitation to Medicare beneficiaries. For complete details on prohibition see 42 CFR § 424.57 (c) (11).
12. A supplier is responsible for delivery of and must instruct beneficiaries on the use of Medicare covered items, and maintain proof of delivery and beneficiary instructions.

13. A supplier must answer questions and respond to complaints of beneficiaries, and maintain documentation of such contacts.
14. A supplier must maintain and repair at no charge or cost either directly, or through a service contract with another company and Medicare-covered items it has to be rented to beneficiaries.
15. A supplier must accept returns of substandard (less than full quality for the particular item) or unsuitable items (inappropriate for the beneficiary at the time it was fitted and rented or sold) from beneficiaries.
16. A supplier must disclose these standards to each beneficiary it supplies a Medicare-covered item.
17. A supplier must disclose any person having ownership, financial, or control interest in the supplier.
18. A supplier must not convey or reassign a supplier number, i.e., the supplier may not sell or allow another entity to use its Medicare billing number.
19. A supplier must have a complaint resolution protocol established to address beneficiary complaints that relate to these standards. A record of these complaints must be maintained at the physical facility.
20. Complaint records must include: the name, address, telephone number, and health insurance claim number of the beneficiary, a summary of the complaint, and the actions taken to resolve it.
21. A supplier must agree to furnish CMS any information required by the Medicare statute and regulations.
22. All suppliers must be accredited by a CMS-approved accreditation organization in order to receive and retain a supplier billing number. The accreditation must indicate the specific products and services (except for certain exempt pharmaceuticals).
23. All suppliers must notify their accreditation organization when a new DMEPOS location is opened.
24. All supplier locations, whether owned or subcontracted, must meet the DMEPOS quality standards and be separately accredited in order to bill Medicare.
25. All suppliers must disclose upon enrollment all products and services, including the addition of new product lines for which they are seeking accreditation.
26. A supplier must meet the surety bond requirements specified in 42 CFR § 424.57 (d)
27. A supplier must obtain oxygen from a state-licensed oxygen supplier.
28. A supplier must obtain ordering and referring documentation consistent with provisions found in 42 CFR § 424.516 (f)
29. A supplier is prohibited from sharing a practice location with other Medicare providers and suppliers.
30. A supplier must remain open to the public for a minimum of 30 hours per week except physicians (as defined in section 1848 (j) (3) of the Act) or physical and occupational therapists or a DMEPOS supplier working with custom made orthotics and prosthetics.

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Mabry's Drug and Home Care will ask you to sign an Acknowledgment that you have received this Notice of Privacy Practices (Notice). This Notice describes how Mabry's Drug and Home Care may use and disclose your protected health information in accordance with the HIPAA Privacy Rule. It also describes your rights and Mabry's Drug and Home Care's duties with respect to protected health information about you.

Section A: Uses and Disclosures of Protected Health Information

1. Treatment, Payment, and Health Care Operations

- a. We will use your health information to provide treatment. This may involve receiving or sharing information with other health care providers such as your physician. This information may be written, verbal, electronic or via facsimile. This will include receiving prescription orders so that we may dispense prescription medications. We may also share information with other health care providers who are treating you to coordinate the different things you need, such as medications, lab work or other appointments. We may also contact you to provide treatment-related services, such as refill reminders, treatment alternatives, and other health related services that may be of benefit to you.
- b. We will use your health information to obtain payment. This will include sending claims for payment to your insurance or third-party payer. It may also include providing health information to the payer to resolve issues of claim coverage.
- c. We will use your health information for our health care operations necessary to run the pharmacy. This may include monitoring the quality of care that our employees provide to you and for training purposes.

2. Permitted or Required Uses and Disclosures

- a. Our pharmacists, using their professional judgment may disclose your protected health information to a family member, other relative, closer personal friend or other person you identify as being involved in your health care. This includes allowing such persons to pick up filled prescriptions, medical supplies or medical records on your behalf.
- b. We also have contracts with entities called Business Associates that perform some services for us that require access to your protected health information. Examples may include companies that route claims to your insurance company or that reconcile the payments we receive from your insurance. We require our Business Associates to safeguard any protected health information appropriately.
- c. Under certain circumstances Mabry's Drug and Home Care maybe required to disclose health information as required or permitted by federal or state laws. These include, but not limited to:
 - i. To the Food and Drug Administration (FDA) relating to adverse events regarding drugs, food, supplements, and other health products or for post-marketing surveillance to enable product recalls, repairs or replacement.
 - ii. To public health or legal authorities charged with preventing or controlling disease, injury, or disability.
 - iii. To law enforcement agencies as required by law or in response to a valid subpoena or other legal process.
 - iv. To health oversight agencies (e.g. licensing boards) for activities authorized by law such as audits, investigations, and inspections necessary for Mabry's Drug and Home Care's licensure and for monitoring of health care information.
 - v. In response to a court order, administrative order, subpoena, discovery request, or other lawful process by another person involved in a dispute involving a patient, but only if efforts have been made to tell the patient about the request or to obtain an order protecting the requested health information.

- vi. As authorized by as necessary to comply with laws relating to worker's compensation or similar programs established by the law.
- vii. Whenever required to do so by law.
- viii. To a Coroner or Medical Examiner when necessary. Examples include: identifying a deceased person or to determine a cause of death.
- ix. To Funeral Directors to carry out their duties.
- x. To organ procurement organizations or other entities engaged in procurement, banking or transplantation of organs for the purpose of tissue donation and transplant.
- xi. To notify or assist in notifying a family member, personal representative or another person responsible for the patient's care of the patient's location or general condition.
- xii. To a correctional institution of its agents if a patient is or becomes an inmate of such an institution when necessary for the patient's health or the health and safety of others.
- xiii. When necessary to prevent a serious threat to the patient's health and safety or the health and safety of the public or another person.
- xiv. As required by military command authorities when the patient is a member of the armed forces and to appropriate military authority on foreign military personnel.
- xv. To authorized officials for intelligence, counter-intelligence, and other national security activities authorized by law.
- xvi. To authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of State or to conduct special investigations.

- xvii. To a government authority, such as Social Service or Protective Services Agency, if Mabry's Drug and Home Care reasonably believes the patient to be a victim of abuse, neglect, or domestic violence but only to the extent required by law, if the patient agrees to the disclosure or if the disclosure is allowed by law and we believe it is necessary to prevent serious harm to the patient or to someone else or the law enforcement or public official that is to receive the report represents that it is necessary and will not be used against the patient.

3. Authorized Use and Disclosure

- a. Use or disclosure other than those previously listed or as permitted or required by law, will not be made unless we obtain your written Authorization in advance. You may revoke any such Authorization in writing at any time. Upon receipt of a revocation, we will cease using or disclosing protected health information about you unless we have already taken action based on your Authorization.

4. More Stringent Laws

- a. Some states may have laws that are more stringent than HIPAA. Please refer to the end of the Notice for the laws that may apply.

Section B: Patient's Rights

1. Restriction Requests

- a. You have a right to request a restriction be placed on the use and disclosure of your protected health information for purposes of carrying out treatment, payment or health care operations. Restrictions may include requests for not submitting claims to your insurance or third-party payer or limitations on which persons may be considered personal representatives.

- b. Mabry's Drug and Home Care is not required to accept restrictions other than payment related uses not required by law that have been paid in full by the individual or representative other than a health plan.
- c. If we do agree to requested restrictions, they shall be binding until you request that they be terminated.
- d. Requests for restrictions or termination of restrictions must be submitted in writing to the Privacy Officer listed in Section D of this Notice.

2. Alternative Means of Communication

- a. You have a right to receive confidential communications of protected health information by alternate methods or at alternate locations upon reasonable request. Examples of alternatives may be sending information to a phone or mailing address other than your home.
- b. Mabry's Drug and Home Care shall make reasonable accommodation to honor requests.
- c. Requests must be submitted in writing to the Privacy Officer listed in Section D of this Notice

3. Access to Health Information

- a. You have a right to inspect and copy your protected health information. The designated record set will usually include prescription and billing records. You have the right to request the protected health information in the designated record set for as long as we maintain your records.
- b. You have the right to request that your protected health information be provided to you in an electronic format if available.
- c. Requests must be submitted in writing to the Privacy Officer listed in Section D of this Notice.

- d. Any costs or fees associated with copying, mailing, or preparing the requested records will be charged prior to granting your request.
- e. Mabry's Drug and Home Care may deny your request for records in limited circumstances. In case of denial, you may request a review of the denial for most reasons. Requests for review of a denial must also be submitted to the Privacy Officer listed in Section D of this Notice.

4. Amendments to Health Information

- a. If you believe that your protected health information is incomplete or incorrect, you may request an amendment to your records. You may request amendments to any records for as long as we maintain your records.
- b. Requests must be submitted in writing to the Privacy Officer listed in Section D of this Notice.
- c. Requests must include a reason that supports the amendment to your health information.
- d. Mabry's Drug and Home Care may deny amendment requests in certain cases. In case of denial, you have the right to submit a Statement of Disagreement. We have the right to provide a rebuttal to your statement.

5. Accounting of Uses and Disclosures

- a. You have the right to request an accounting of uses and disclosures that are not for treatment, payment or health care operations. This accounting may include up to the six years prior to the date of request and will not include and accounting of disclosures to yourself, your personal representatives, or anything authorized by you in writing. Other restrictions may apply as requested in the Privacy Rule.
- b. Requests must be submitted in writing to the Privacy Officer listed in Section D of this Notice.

- c. The first accounting in any 12-month period will be provided to you at no cost. Any additional requests within the same 12-month period will be charged a fee to cover the cost of providing the accounting. This fee amount will be provided to you prior to completing the request. You may choose to withdraw your request to avoid paying this fee.

6. Notice of Privacy Practices

- a. You have a right to receive a paper copy of this Notice even if you previously agreed to receive a copy electronically.
- b. Please submit the request to the Privacy Officer listed in Section D of this Notice.

Section C: Mabry's Drug and Home Care's Duties

Mabry's Drug and Home Care is required by law to maintain the privacy of protected health information, to provide individuals with notice of its legal duties and privacy practices with respect to protected health information, and to notify affected individuals following a breach of unsecured protected health information.

Mabry's Drug and Home Care is required to abide by the terms of this Notice. We reserve the right to change the terms of this Notice and to make the new Notice provisions effective for all protected health information we maintain. Any such revised Notice will be made available upon request.

Section D: Contacting Us

1. Additional Questions, Submitting Requests or Complaints

- a. If you have questions about this Notice or how Mabry's Drug and Home Care uses and discloses your protected health information please contact our Privacy Officer below.
- b. You may obtain forms needed for request submission from our pharmacy or from our Privacy Officer.
- c. If you believe your privacy rights have been violated you may file a complaint with our Privacy Officer or with the Secretary of Health and Human Services. You will not be retaliated against for filing a complaint.

2. Privacy Officer

Jenni Greene

Mabry's Drug and Home Care
41 West Main Street
Hamlet, North Carolina 28345
(910) 582-1776

3. Secretary of Health and Human Services, Office for Civil Rights

- a. For online complaint forms and contact information for the Regional OCR offices:
<http://www.hhs.gov/ocr/privacy/index.html>
- b. Email: OCRComplaint@hhs.gov for assistance or questions about complaint forms

Section E: State Specific Requirements

Version # 3407118-PAAS-2013-2.0

Effective Date: This Notice of Privacy Practices is effective as of 09/23/2013.

PAAS National ® provides this HIPAA template to help facilitate the efficiency of your pharmacy's FWAC/HIPAA program and attests that good faith efforts are conducted at all times to provide accurate, timely and complete HIPAA templates. PAAS National ® makes no representations, warranties, or guarantees to the accuracy of this service or such information provided. Your pharmacy is solely responsible for compliances with FWAC and HIPAA requirements.

General Information

Welcome

This educational and service guide is general in nature with respect to the information presented, and is not intended to be all-encompassing, or to supersede any specific manufacturer's instructions/recommendations, physician orders/instructions, other qualified medical professionals instructions, or agency criteria or governmental regulations.

Warranty and Maintenance of Purchased Equipment

Many items of medical equipment will have a warranty when purchased new at the time of initial acquisition or delivery. Purchaser is reminded to read the warranty and fill out and return the warranty card to the manufacturer as directed. Mabry's will assist you with this, at your request.

When items are purchased during or at the end of your rental or lease period there may or may not be a manufacturer's warranty remaining. Mabry's can answer this question for you.

Additionally, Mabry's can supply you with the type, frequency, and instructions of ongoing maintenance required for the specific equipment by the manufacturer.

Should you have rental equipment that requires repair services, please call Mabry's and we will be happy to respond.

Important

Mabry's is always available to assist you. This assistance includes:

- Additional equipment and corresponding service
- Patient and caregiver education services

- Equipment Emergencies
- Guidance, direction, and answers for any and all questions you might have at initial set up or in the future.

Thank you for choosing Mabry's Drug and Home Care for your medical supplies. We want to be your BEST pharmacy and medical equipment supplier.

General Care

General Cleaning Instructions:

- Always disconnect electric powered equipment from power source before cleaning.
- Never submerge electric powered or items with electronic components in any water or liquids and do not use excessively wet sponges when cleaning.
- A cleaning solution of mild soap and warm water is recommended.

Infection Control - General Disinfecting of Equipment:

- A solution of 1 part white vinegar to 3 parts water is recommended for bacteria control.
- A solution of 1 part Clorox to 9 parts water is recommended for infection/germ control.
- When cleaning equipment it is recommended that gloves, eye goggles, face shield or mask, and an apron be worn for personal protection.
- Discard cleaning solution after each use. Do not reuse.
- If cleaning is done for a person with a contagious disease, all cleaning residue and material should be placed in a plastic bag marked with a biohazard label or the bag should be a biohazard bag.
- If the patient or caregiver or the cleaning person has a negative reaction to the cleaning agent check with the person's physician.
- It is the job of everyone to try to minimize the spreading of germs or disease.

Hazard or Infectious Materials:

In an effort to help minimize the spreading of germs and disease as it relates to medical equipment, Mabry's offers the following suggestions to our patients and their caregivers:

The following is considered hazardous or infectious materials termed regulated waste:

- Liquid or semi-liquid blood or other potential infectious materials(OPIM) (i.e. body fluids)
- Items contaminated with blood or OPIM, and which would release these substances in a liquid or semi-liquid state if compressed.
- Items caked with dry blood or OPIM, and are capable of releasing these materials during handling.
- Contaminated sharps.

Universal Precautions:

All body fluids, either wet or dried, that might be, from time to time, on equipment due to patient use should be considered potentially infectious.

Hand Washing:

Hands should be washed with soap and water after handling/cleaning contaminated equipment. Gloves should be worn when cleaning equipment. Any other skin exposed to potentially infectious material is also washed with soap and water.

Cleaning Contaminated Equipment:

The person doing the cleaning should wear gloves, gown, and goggles.

Remove Any Disposable Materials:

Dispose of all disposable materials, including rags in a separate garbage bag for garbage pickup. Clean all external surfaces with a disinfectant solution. For a disinfectant solution, you can use 9 parts water to 1 part Clorox mix and clean in a well-vented area.

Sharps:

Such as lancets used with a Blood Glucose Monitor when used can be put in an empty coffee can or drink bottle, then covered with a plastic lid. When the can or bottle is full, tape the plastic lid to the can or bottle and place the contents in a garbage bag for garbage pickup. Check with your disposal company for any special handling requirements. Commercial grade sharps containers are available through Mabry's. Please call Mabry's if you need additional information.

Safety Precautions

Bedroom Safety:

Create a safe and cheerful bedroom environment for patients who are confined to their bedroom for a given part of the day. Here are some tips to keep in mind:

- Open curtains on windows to allow sunlight to shine into the room. Inadequate bedroom light is a common cause for patient falls. The use of nightlights in the bedroom will also aid in preventing such accidents.
- Keep your personal belongings accessible. Place the telephone, a lamp or some type of light source, reading materials, snacks and beverages, etc. within easy reach. Also, obtain a bell or some type of calling device to notify your caregiver if you need assistance.
- Remove items that could pose a hazard. Area rugs, loose carpeting, electrical extension cords, tables and chairs not in use, and miscellaneous items on the floor that could cause a patient to trip or fall.

- NEVER SMOKE IN BED and NEVER allow anyone to smoke while there is an oxygen system in use and within six feet of a patient.

Bathroom Safety:

The bathroom is usually the most dangerous place in the house. Wet floors combined with a commonly hard surface increase the danger of someone slipping, tripping, and/or falling. Consider the following tips to improve the accessibility and safety to your bathroom:

- Covering your floor with carpeting and/or non-slip rugs will help prevent falling or slipping on wet surfaces.
- Keep the floor clear of all towels or clothing.
- Grab bars will assist individuals in and out of the bathtub or shower. The use of a bath or shower bench will assist individuals in sitting in the tub or shower. A shower hose will help those individuals who have had knee or hip surgery from bending in the wrong places, which may cause injury.
- Elevated toilet seats and safety rails will aid in the transfer to and from the toilet.
- Remember to keep all poisonous solutions out of your medicine cabinet. Always read the labels of medicines before taking them. Discard out-of-date medicines.

Electrical Safety:

- All electrical appliances should be at least three to four feet from any sink, tub, shower, or stove. Do not touch any electrical devices with wet hands or when standing on a wet floor. Use of such devices can cause electrical hazards if dropped in water or used around a wet surface.
- Do not use electrical devices with worn or frayed wires. Contact Mabry's for repairs or replacement on both sold and rented equipment.

- Most electrical home medical equipment uses a three-prong connector. If your home has three-prong receptacles, the medical equipment may be used. Older homes (>25 years) only have two-pronged outlets.
- The use of extension cords on electrical devices should be prohibited unless the extension cords are UL approved and they have adequate wire size for the current load they carry. An extension cord connected to electrical home medical equipment and plugged into multiple receptacles may result in direct circuit overload. Overloaded circuits may cause excessive heat that could be the direct cause of blown fuses, open circuit breakers, or an electrical fire. Try not to use extension cords whenever possible.
- If your house had a fuse box as opposed to a circuit breaker system, never use a fuse that exceeds the rating for that particular circuit. If a fuse or a circuit breaker continues to "blow" simply remove some of the electrical appliances associated with that fuse or circuit breaker. When in doubt, contact a qualified electrician for advice.

Emergency Preparedness:

Because the weather is not always predictable, you should be prepared for whatever "Mother Nature" brings. Below are some precautions you should consider for any type of an emergency.

- Contact your local National Weather Service, Emergency Services offices, and/or The Red Cross to find out the types of weather or disasters that should potentially occur in your area. The Red Cross can assist you in preparing for major disasters and help you put together a disaster plan. They can also supply you with your local community's warning signals and evacuation plans.
- Notify your local fire department and Power Company of your special needs. This will help them prepare if they need to come to your home and also help the power company to prioritize restoration of your powers should it need to be restored.

- Assemble an emergency supply kit that includes: a first aid kit, flashlight, batteries, non-perishable food items, blankets, etc.
- When a severe storm is present, move to the center of your home, keeping away from all doors and windows.
- Review your plan and test your equipment at least once a year.

Fire Safety:

The local Fire Department is your best resource to help you make sure your home is safe. Contact them and they can help you make a fire safety plan for your home. Here are some general guidelines:

- Create an escape plan for your home; include some alternate escape routes.
- If an uncontrollable fire occurs, leave your home immediately; do not waste time gathering any belongings.
- There should be some call system for the elderly like a bell or whistle that can be used in an emergency.
- Make a plan to assist the elderly and children in such an emergency.
- If you suspect there is a fire in your home, and your bedroom door is closed; feel the doorknob, if it is warm or hot do not open it. Escape from your room via your alternate escape route.
- Do not panic, try to stay as calm as possible.

Fire Prevention and Protection:

- No open flames around any oxygen delivery system.
- NEVER SMOKE IN BED.
- Have a fire extinguisher located in the kitchen and in your garage or work area. Keep your stove clean of grease and other flammable materials.
- Make sure your electrical outlets are safe and not overloaded. Insure all electrical and gas room heaters are off when not in use.

- Store all matches in a box container.
- Locate lit candles in an area of minimal fire hazard, and remember to extinguish them before bedtime.
- All wood should be stored at least 25 to 36 inches away from stove or furnace. Make sure clothing, drapes, curtains, and other potentially flammable items are a safe distance away.
- Install smoke detectors in at least two different areas in your home. They should be installed on the ceiling or a high wall of your home. To assure the detectors are working, depress the test button at least every 6 months. Replace the battery annually or when there are intermittent beeps, which may indicate a weak battery. Refer to the owner's manual of your particular detector for recommended maintenance.

Mabry's Drug and Home Care

Safety Information for Short-Term Power Outages or "Rolling Blackouts"

Top Safety Tips for a Blackout

- Only use a flashlight for emergency lighting. Never use candles!
- Turn off electrical equipment you were using when the power went out.
- Avoid opening the refrigerator and freezer.
- Do not run a generator inside of a home or garage.
- If you use a generator, connect the equipment you want to power directly to the outlets on the generator. Do not connect a generator to a home's electrical system.
- Listen to local radio and television for updated information.

How Can I Prepare Before a Blackout Happens?

Assemble essential supplies, including:

- Flashlight
- Batteries
- Portable Radio
- At least one gallon of water
- A small supply of food

Due to extreme risk of fire, do not use candles during a power outage.

If you have a space in your refrigerator or freezer, consider filling plastic containers with water, leaving about an inch of space inside each one. (Remember water expands when it freezes, so it is important to leave room in the container for expansion). Place the containers in the refrigerator or freezer. This chilled or frozen water will help keep food cold if the power goes out, by displacing air that can warm up quickly with water or ice that keeps cold for several hours without additional refrigeration.

If you use medication that requires refrigeration, most can be kept in a closed refrigerator for several hours without a problem. If you are unsure, check with your doctor or pharmacist.

If you use a computer, keep files and operating systems backed up regularly. Consider buying extra batteries and a power converter if you use a laptop computer. A power converter allows most laptops (12 volts or less) to be charged and used from a cigarette lighter in a car. Also turn off all computers, monitors, printers, and scanners when not in use. Get a high quality surge protector for all of your computer equipment. If you have an electric garage door opener, find out where the manual release lever is located and learn how to operate it. Sometimes garage doors can be heavy, so get help to lift it. If you regularly enter thru a garage door make sure you have a house key in case they garage door will not open.

If you have a telephone instrument or system at home or work that requires electricity, plan for alternate communication, including having a cell phone, radio, or pager. Remember that some voicemail systems will not work when the power goes out. Check with remote service providers to see if they have backup power systems, and how long they will operate.

Keep your car fuel tank at least half full because gas stations rely on electricity to power their pumps. Follow energy conservation measures to keep use of electricity as low as possible. This can help power companies avoid imposing rolling blackouts.

Specific Information for People with Disabilities

If you use a battery-operated wheelchair, life-support system, or other power-dependent equipment, call your power company before rolling blackouts happen. Many companies keep a list and map of the locations of power-dependent customers in case of an emergency. Ask them what alternatives are available in your area. Have an extra battery for motorized wheelchairs and scooters. If you are blind or have a visual disability, store a talking or braille clock or large-print time piece with extra batteries. If you are deaf or have hearing loss, consider getting a small portable battery-operated TV set. Emergency broadcasts may give information in American Sign Language (ASL) or open captioning.

Using A Generator

If you are considering using a generator, get advice from a professional, such as an electrician. Make sure the generator is listed with Underwriter's Laboratories or a similar organization. Some municipalities, Air Quality Districts, or states have "air quality permit" requirements. Always plan on keeping the generator outdoors, never operate inside, including a basement or garage. Do not hook up directly to your homes wiring.

What do I do during a blackout?

Turn off or disconnect any appliances, equipment, or electronics you were using when the power went out. When the power comes back on a surge can damage the equipment. Leave one light turned on so you'll know the power has been restored. Leave doors of fridge or freezer closed so you can keep food as cold as possible. Listen to portable radio for emergency information. Do not call 911 for information, only call for life threatening emergencies. Eliminate unnecessary travel, especially by car. Remember things like ATMs and elevators are not working during a power outage. If it's hot outside, take steps to stay cool. Move to the lowest level of your home because it will be the coolest there. Drink plenty of water. If it's cold outside put on layers of clothing to stay warm. Never burn charcoal in the house, never use oven as heat source. If the power may be out for a prolonged period, plan to go to another location (relative, friend, or public facility) that has heat to keep warm.

Home Oxygen Delivery Systems

General Precautions:

- **NEVER SMOKE** while using your home oxygen delivery system or any source of high-concentration oxygen.
- Never allow open flames such as candles, smoking materials, or spark producing agents in the same room as the oxygen source.
- Keep all flammable materials away from your oxygen system.
- Never use hand lotions, hairsprays, and/or other flammable aerosols within 6-10 feet of the oxygen source.
- Never lube your oxygen system; that is the responsibility of your Home Care equipment provider.
- Always use caution not to kink the tubing. Never lay heavy objects on your connective tubing.
- Drain all moisture that may develop in the tubing (this is normal) every day.
- Do not allow tubing to come in contact with heat.
- Large oxygen cylinders should be stored in a place that will be safe from tripping over.
- Do not carry portable unit under a coat or any clothing.
- These machines need good ventilation and produce a great deal of heat. Don't confine the machine with blankets or clothing.
- **ALWAYS** adhere to your attending physicians prescriptions.
- When you have questions about your oxygen delivery, call your medical equipment provider.

Oxygen Systems

Equipment Operation/Teaching:

Your physician has prescribed oxygen for your home use. The following instructions will be explained in detail at the time of your oxygen set-up. These general instructions are for your reference. If after reading them you have questions, or if you are uncomfortable with the equipment, call your provider. There is an expert on call 24 hours a day, seven days a week. Below are the instructions for the following equipment:

Oxygen High Pressure System

- An oxygen regulator is attached to a high-pressure oxygen cylinder. The oxygen regulator is a small, lightweight device that delivers oxygen through a flow control valve.
- To mount the regulator to the valve properly, engage it by hand until it is positioned for convenient reading, and then tighten either the inlet connection nut or the "T" screw connection to the valve. Wipe the valve assembly and inlet with a clean, dry cloth BEFORE mounting; otherwise impurities could get into the oxygen flow.
- Open the valve slowly. In most cases, a quarter or a half turn is sufficient to achieve a reading on a high-pressure gauge. The desired flow setting can be achieved by adjusting the knob counter clockwise.
- Hold the cannula nosepiece or the facemask to your face to determine if oxygen is flowing properly through the tubing.
- If a large cylinder is being used, always make certain it's secure in its stand, cart or wall mount. Cylinders not on a stand should be laid on their side in a well vented area.
- Should you experience problems, or have any questions, please call your provider.

Oxygen Concentrator:

- Be sure all oxygen equipment (nasal cannula, mask, tubing, connectors, and humidifier) is properly connected. Push the "On-Off" button to on position, alarm may beep for 10 seconds, this is a normal part of the startup procedure.
- Adjust flow control to prescribed liter flow and place cannula on face as instructed by technician with your provider.
- Turn machine off when not in use.

Safety Guide:

- **WARNING** - Dirt, oil, and oxygen may combine with explosive violence. Never permit oil, grease, or other combustible substances come in contact with cylinder, parts, or tools.
- **CAUTION**- If leakage around the seal washer occurs after tightening the "T" handle by hand, inspect the seal washer and replace if necessary. The use of excessive force can damage the regulator.
- **WARNING** - Always open high-pressure oxygen cylinder valves **SLOWLY** to allow heat of gas compression to dissipate.
- **WARNING** - Do not obstruct the vent holes in the regulator. They must be open to atmosphere for proper operation.
- **WARNING:** Always verify that the cylinder valve is fully closed before disconnecting the regulator.
- Do not smoke while using oxygen.
- Do not allow anyone who smokes within 5 feet of you while using oxygen, or within 5 feet from equipment.
- Do not use oxygen within 5 feet of any open flame, such as candles.
- Never use oxygen at a higher liter flow than prescribed by your physician; it may be harmful.

- Never attempt to repair or take apart equipment, always call your provider for repairs or troubleshooting.
- If no flow, check correct liter flow on the control knob, and check tubing for kinks, knots, or holes.
- Be careful of on the floor tubing, tripping may occur. Keep it away from walking paths.

Cleaning

- Most concentrators have 1-2 exterior black foam filters. They need to be cleaned on a daily routine. Take them out of machine and knock dust off. If very dirty, wash in warm soapy water and towel dry. Never put a wet filter in the concentrator.
- Exterior can be wiped down with a damp, soapy cloth and dried clean with dry cloth.
- If a humidifier is used, unscrew jar from lid, empty water that is left in the jar, wash humidifier jar in hot, soapy water for 5 minutes. Rinse thoroughly in clear, warm water for 2 minutes. Allow to dry on a rack in room air.
- Clean the humidifier daily to reduce possibility of contamination. Routine cleaning will ensure effective treatment with minimal possibility of infection.
- Replace humidifier monthly.
- Replace cannulas every 2-4 weeks.
- Replace tubing monthly.

When You Need To Use The Cylinder:

- Attach the tubing: connect one end of the oxygen tubing/nasal cannula to the adaptor on the regulator. Make sure the tubing is connected securely and isn't kinked.
- Open the cylinder valve: fit the wrench over the stem and turn it counter-clockwise until you see the needle on the cylinder contents gauge move.
- Set the flow rate: turn the flow adjusting handle to deliver oxygen at the rate the doctor ordered.

Turn Off The Oxygen When You're Finished:

- Shut the cylinder off by turning the stem clockwise with the wrench. The needle on the cylinder contents gauge will immediately drop to zero.
- When the cylinder contents gauge registers zero, turn the flow adjusting handle off.

To Check The Cylinder Contents:

- Fit the wrench over the stem and turn it counter-clockwise until you see the needle on the cylinder contents gauge move. You should have at least 500 PSI in your cylinder. Call Respiratory Service if the contents are less than 500 PSI.
- Close the cylinder by turning the wrench clockwise. Bleed off the pressure by turning the flow adjusting handle on, then off.

- Potential Hazards or Side Effects include:
 - Hyperventilation (fast breathing)
 - Fatigue
 - Tremors or shakes
 - Tachycardia (fast heartbeat)
 - Allergies (allergic reaction)
- Contact your primary hospice nurse or pharmacy for refills on the nebulizer medication as needed.
- Disconnect the nebulizer and tubing in storage compartments of compressor. Attach nebulizer cup to holder on side of machine.

Safety Guide:

- Do not submerge unit in water or liquid.
- Do not place, store, or use unit where it can be pulled or accidentally fall into water.
- Do not operate unit while bathing.
- If unit should fall into water, unplug immediately. Do not reach for unit if it is connected to a power source.
- Never operate this unit if power cord is damaged, if unit has been submerged or dropped in water, or is not working properly.
- Check external filter, if so equipped, and clean and/or replace as needed.
- Call medical equipment provider if for any reason you feel this unit is unsafe, needs service, or repair. Unauthorized disassembly and repair voids warranty and should not be attempted.

Cleaning:

- Disconnect tubing and medicine cup from the nebulizer machine and disconnect nebulize cup from tubing.

- Disassemble medicine cup and wash all items in hot soapy water. Rinse to remove all soap residues.
- Soak items in three (3) parts warm water to one (1) part white vinegar for 30 minutes. Remove items from vinegar solution, rinse and allow to air dry. Do not towel dry or wash in a dishwasher. Discard cleaning solution after each use. Do not attempt to save and reuse.
- Reassemble medicine cup; attach to tubing. Place in plastic sandwich bag for storage until the next treatment.
- If medical disinfectant cleaners are used, follow all manufacturers' instructions, directions, and precautions carefully. Case can be lightly sprayed with disinfectant after cleaning.
- We recommend replacing disposable handheld nebulizers every month.

Suction Machine

Equipment Demonstration/Teaching:

The suction machine is to be used only by the order of a physician. The suctioning of a patient should not be done by anyone not having the proper training.

- Plug power cord into wall electrical receptacle and turn power switch to "on".
- Check overflow trap, and collection bottle. Press collection bottle stopper firmly in place on top of bottle.
- Pinch off air tube and adjust regulator to required suction reading on the vacuum gauge.
- Attach patient suction tube to stopper fitting and attach prescribed suction catheter to suction tube.
- The unit will not suction if the hydrophobic filter on the suction canister lid becomes wet or damp.
- Make sure you properly place the tubing on the suction canister lid; attach six (6) feet of tubing onto the patient port and eighteen inches (18) of tubing onto the suction port.
- Use saline to thin secretions or promote cough (for trach patients).
- Refer to the manual for safe operation equipment.
- Suction as demonstrated by a qualified healthcare professional, but no longer than 15 seconds at a time for oral or nasal suctioning.
- When finished, unit should be turned off, power cord disconnected, and collection bottle should be emptied and apparatus attachments thoroughly cleaned. Empty collection bottle when approximately $\frac{3}{4}$ full.

Safety Guide:

- Unit is never to be left unattended when plugged into power source.
- DO NOT handle electrical appliances with wet hands when plugged into power source.
- Under NO circumstance will the ground prong on a 3 prong plug be torn off to make it usable. Use a 3 to 2 adapter.

Cleaning:

- Follow manufacturer's guidelines if booklet was required and provided or instruction on maintenance or see **CLEANING INSTRUCTIONS** for Respiratory Related Equipment section of this booklet.

Hospital Beds

General Safety Guidelines

Your physician has ordered medical equipment for you to use. Please follow the manufacturer's directions, health care professional's instructions, and all safety recommendations provided by the home medical equipment supplier.

Equipment Operation/Teaching:

- Electric hospital beds are designed to improve a patient's comfort, aid in patient transfer, assist caregiver in treatments, and position patients for therapeutic values.
- There are two types of electric hospital beds: Semi-electric and Full-electric.
- The Semi-electric bed has two motors which raise and lower the pitch of the head and foot of the bed. These movements are achieved by the operation of a hand control. The full-electric bed has three motors which raise and lower the pitch of the head and foot as well as raising and lowering the elevation of the bed surface.
- With Full-electric beds you can raise or lower the entire bed, by depressing the "BED UP" or "BED DOWN" button.
- To raise or lower the head of the bed, depress the "HEAD UP" or "HEAD DOWN" button on the bed.
- To raise or lower the foot of the bed, depress the "FOOT UP" or "FOOT DOWN" button on the bed.

- With the outside telescoping portion of the rail toward the head section of the bed, insert the bed rail into the barrels of the cross braces.
- Pull the plunger knob to allow the rail to lower down along the side of the bed.
- Adjust the rail until the plunger pin snaps into the desired position.
- A special covered hospital mattress is recommended as spills and the contact of bodily fluids should be anticipated.
- The mattress should be rotated frequently.

Safety:

- NEVER allow a patient to be placed on a bed without locking all casters first.
- NEVER allow a patient to be placed on a bed without properly installed side rails.
- Keep all moving parts free of obstruction, such as blankets, sheets, tubing, etc... These side rails are for the purpose of preventing an individual from rolling out of the bed. If an individual is capable of injuring himself/herself, a physician or health care professional should be consulted for an alternate means of safe restraint.
- Do not use the bed rails as push handles when moving the bed.

Cleaning:

- In the event of bodily fluids getting on the mattress; it should be cleaned with a hospital grade germicide agent or 1 part bleach to 9 parts water solution.

Alternating Pressure Pad

General Safety Guidelines

Equipment Operation/Teaching:

- Remove bed coverings from mattress. Place alternating pressure pad on top of the mattress and remake the bed so that only the sheet is between the patient and the alternating pressure pad.
- Attach air supply tubing to the alternating pressure pad and pump and place unit on the floor under the edge of the bed or hang on the footboard of the bed if the unit equipped with hangers to do so.
- Connect pump power cord to electrical wall receptacle.
- Turn pump on. Some pumps come on automatically when plugged into the wall outlet.
- Allow up to twenty (20) minutes for alternating pressure pad to inflate fully.
- Allow pump to operate at all times when the patient is in bed.

Safety:

- NEVER attempt to repair pump.
- NEVER submerge pump in water or liquids

Cleaning:

- Alternating pressure pad - remove pad from bed; wipe with clean cloth dampened with clean warm soapy water. Allow pad to air dry before putting it back on the bed.
- Pump - always unplug from electrical outlet before cleaning. Wipe pump with damp (not wet) cloth.

Troubleshooting Guide:

Alternating Pressure Pad is not operating:

- Check the power cord at the wall receptacle.
- Does light switch operate the wall receptacle? If so has someone accidentally turned it "off"?
- Check "on/off" switch to pump.
- If pump is plugged into power source and the unit is turned on and still will not operate, call your medical equipment provider.

Pump is operating, but pad is not inflated:

- Check air supply tubing connections at pump and pad.
- Check pad for cuts, rips, or holes.
- Patch any cuts, rips, or holes with tape.
- If pad still does not inflate, call your medical equipment provider.

Patient Lift

General Safety Guidelines

Your physician has ordered medical equipment for you to use. Please follow the manufacturer's directions, health care professional's instructions, and all safety recommendations provided by the home medical equipment supplier.

Safety:

Never allow a patient to be placed on a lifting device without locking ALL casters first. Never leave a patient unattended while in a lifting device.

Operation:

Please read the following all operational instructions before attempting to use a patient lifting device. Base leg assemble must be spread to its widest position before lifting. Use care and discretion to determine if a patient lift should be used for severely spastic or severely handicapped patients. Keep patient centered between base leg assemble and facing toward the attendant while lifting. Recheck the position of the sling to insure the seat is close to patients' knees. Adjust chain links to insure patient comfort while lifting. Role playing may develop both confidence and technique in the operations of the patient lifting device with another caregiver and could be invaluable.

Additional: Please consult manufacturer, or health care professional for further instructions.

Electrical: None

Troubleshooting Guide:

- Check hydraulic cylinder for leaks once a week.
- Make sure wheels will lock.
- Check to make certain the lift arm remains in position when mechanism is locked.
- Check control knob. If the patient lift arm lowers while lift mechanism is locked, cylinder is leaking either internally or externally.
- Call medical equipment provider if lift malfunctions.

Cleaning:

- For infections control, the complete lift (minus the sling) should be wiped with a clean cloth and a solution of 1 part Clorox to 9 parts water. The entire lift can then be sprayed with a disinfectant and allowed to air dry.
- Soak the sling using a new solution of Clorox and water, then hand wash with laundry soap and air dry.

Wheelchair (Non-Motorized)

Equipment Demonstration/Teaching:

- When lifting or loading the wheelchair, grasp it only on the frame after removing the front rigging if so equipped.
- When transporting the chair lying on its side, always engage the wheel locks. Do not transport a chair lying on other items.

Safety Guide:

- Always engage both wheel locks prior to transferring patient into or out of the wheelchair or when occupying a stopped/stationary chair. Never transport a patient in a wheelchair whose locks do not work.
- Position wheelchair as close to and at the most advantageous angle for patient to get in or out of.
- Lift, swing, or remove the foot plates or position to the outside of the chair prior to patient transferring into or out of chair to minimize the possibility of the patient tripping on them. (Replace to proper position after transfer.)
- On wheelchairs equipped with removable arms, remove the arms between the patient and item to be transferred to and from, prior to the transfer.
- Call medical equipment provider if for any reason you feel the chair is unsafe, needs servicing, or repair.

Troubleshooting Guide:

Caster wheels will not roll freely or main wheels/tire will not roll freely or propel the chair in a straight line:

- Check/maintain correct tire pressure in pneumatic tires, if so equipped.

- Clean hair or other foreign materials from the caster bearing where the wheel attaches to the fork. Caster wheel bearing should be snug, but wheel should rotate freely without resistance. When adjusting, adjust both casters accordingly for straight chair operation.

Engaged wheel lock does not prevent wheel from turning:

- Call medical equipment provider for adjustment repairs.

Cleaning:

- The frame, wheels, tires, seat, and back can be cleaned with warm, soapy water and a clean cloth or sponge. Dry with clean, dry towel or cloth. Do not get water or liquid in wheel or caster bearings.
- See General Cleaning instructions for Infection Control Cleaning.

Wheelchair (Non-Motorized)

Operating Information

WARNING:

- To determine and establish your particular safety limits, practice bending, reaching, and transferring activities in several combinations in the presence of a qualified health professional **BEFORE** attempting active use of the wheelchair.
- **DO NOT** attempt to reach objects if you have to move forward in the seat.
- **DO NOT** attempt to reach objects if you have to pick them off the floor by reaching between your knees.
- **DO NOT** lean over the top of the back upholstery to reach objects behind you. This may cause the chair to tip over.
- **DO NOT** shift your weight or sitting position toward the direction you are reaching as the chair may tip over.
- **DO NOT** tilt the wheelchair without assistance.
- **DO NOT** use an escalator to move the wheelchair between floors. Serious bodily injury may occur.
- **DO NOT** attempt to stop a moving wheelchair with the wheel locks. **WHEEL LOCKS ARE NOT BRAKES.**
- Before attempting to transfer in or out of the wheelchair, every precaution should be taken to reduce the gap distance. Turn both casters toward the object you are transferring on to. When transferring to and from the wheelchair, **ALWAYS ENGAGE BOTH WHEEL LOCKS.**
- **DO NOT** operate on roads, streets, or highways.
- **DO NOT** climb, go up, or down ramps or traverse slopes greater than 9°.

- DO NOT attempt to move up or down and incline with water, ice, or oil film.
- DO NOT attempt to ride over curbs or obstacles. Doing so may cause your wheelchair to top over and cause bodily harm or damage the wheelchair.
- DO NOT use accessories or adapters other than those authorized by manufacturer.
- DO NOT over tighten hardware attaching to the frame. This could damage the frame tubing.
- Keep hands and fingers clear of moving parts to avoid injury.
- DO NOT attempt to lift the wheelchair by any removable/detachable parts. Lifting by means of any removable/detachable parts of a wheelchair may result in injury to the user or damage the wheelchair.
- Anti-tippers MUST BE attached at all times. Inasmuch as the anti-tippers are an option on this wheelchair (You may order with or without the anti-tippers). Some manufactures strongly recommend ordering the anti-tippers as an additional safeguard for the wheelchair user.
- When changing the seat-to-floor height you must adjust the anti-tippers accordingly.
- DO NOT use the footplate as a platform when getting in or out of the wheelchair.
- ALWAYS wear your SEAT POSITIONING STRAP. Inasmuch as the SEAT POSTIONING STRAP is an option on the wheel chair. (You may order with or without the SEAT POSTIONING STRAP). Some manufactures strongly recommend ordering the Seat Positioning Strap as an additional safeguard for the user.

Patient Seat Lift Chairs

General Safety Guidelines

Your physician has ordered medical equipment for you to use. Please follow the manufacturer's directions, health care professional's instructions, and all safety recommendations provided by the home medical equipment supplier.

The **patient lift chair** is designed to assist patients to a standing position from a sitting position or a sitting position from a standing position.

Safety:

- To insure safety, encourage the patient to observe equipment operation prior to initial use.
- DO NOT attempt to enter or exit patient's chairs with legs extended.

Operation:

- The patient lift chair is electrically powered.
- Please refer to manufacturer's directions for proper operation.
- Refer to diagrams on hand control for section of movement.

Electrical:

- The patient lift chair requires a grounded (three [3] pronged receptacle and 110 volt AC power source.)

Additional: Please consult manufacturer, or health care professional for further instructions.

Shower/Bath Benches

General Safety Guidelines

Your physician has ordered medical equipment for you to use. Please follow the manufacturer's directions, health care professional's instructions, and all safety recommendations provided by the home medical equipment supplier.

Safety:

- Never allow a patient to use a shower or a tub bench with a worn leg grip. Please be certain that height adjustment buttons are fully engaged and that the seat of the bench is level before using. Insure that water is adjusted to safe temperature before entering the tub or shower.

Additional: Please consult manufacturer, or health care provider for further instructions.

Electrical: None

Safety Guide:

To prevent slipping, exert force straight down in a vertical direction when sitting or rising from the seat. Any significant force in a horizontal direction is likely to cause the bench to slip or even tip over.

Cleaning:

- Clean rubber tips with alcohol to remove oil, grease, or talc periodically.
- Keep the bathtub clean and free of soap film to prevent slipping.

Tub Transfer Bench

Equipment Demonstration/Teaching:

The transfer tub bench is helpful to ambulatory users who have difficulty stepping over the side of the tub safely. A hand held shower is usually a benefit with the use of the bench. Please call the medical equipment provider to inquire about other bath aids that may also be helpful.

The bench is placed in the tub, facing the faucet end, with the two (2) outer legs resting on the floor outside the tub. The two (2) inner legs should be adjusted to a height approximately even the side of the tub. The outside legs should then be adjusted so that the seat slopes lightly toward the inside of the tub so that water falling on the seat surface drains into the tub instead of on the floor.

Once seated on the bench with legs outside of the tub, lift one leg at a time into the tub.

Safety Guide:

To prevent slipping, exert force straight down in a vertical direction when sitting or rising from the seat. Any significant force in a horizontal direction is likely to cause the bench to slip or even tip over.

Cleaning:

- Clean rubber tips with alcohol to remove oil, grease, or talc periodically.
- Keep the bathtub clean and free of soap film to prevent slipping.

Bedside Commode

General Safety Guidelines

Your physician has ordered medical equipment for you to use. Please follow the manufacturer's directions, health care professional's instructions, and all safety recommendations provided by the home medical equipment supplier.

Safety:

- Insure that adjustable legs are level, and that all locking casters and drop arms are secure prior to patient use.
- Always exert downward force, not horizontal because the commode may slide or tip.
- Replace worn or rubber tips on the legs if worn or damaged.
- Lock wheels (on wheeled models) when getting on and off.

Equipment Operation/Teaching

- Bedside commodes provide toilet facilities at the bedside for individuals who have difficulty getting to the bathroom safely.
- There are a variety of models to choose from based on the physical limitations of the user.
- The top of the commode seat should be even with the bend in the patient's knees.
- Make sure all adjustable legs are evenly adjusted so that it is level and all the pushbuttons are popped out in the adjustment holes.
- Be sure the user is seated in the center of the commode seat and the pail/bucket is in place.
- The removable commode pail/bucket must be removed, emptied, and disinfected promptly after each use.

Cleaning:

- Because this is in close proximity to the patient and caregiver, special attention must be directed to cleaning and sanitation.
- For cleaning a solution of 1 part bleach to 9 parts water should be used.
- The seat, back, frame, and pail must be disinfected; all parts should be rinsed with the bleach solution and allowed to air dry or wiped dry with clean dry cloth.
- Caregiver should wear gloves and discard all cleaning material after use.
- Clean rubber tips with alcohol to remove oil, grime, and dirt.

Electrical: None.

Additional: Please consult manufacturer, or health care professional for further instructions:

Crutches

General Safety Guidelines

Your physician has ordered medical equipment for you to use. Please follow the manufacturer's directions, health care professional's instructions, and all safety recommendations provided by the home medical equipment supplier.

FOREARM CRUTCHES:

Safety:

- Never use without a tip.
- Replace tip when worn or damaged.

Height:

- Hand grip and forearm assembly should be adjusted to be centered between the patient's wrist and elbow.
- Each crutch may be lengthened by depressing the adjustment button(s) located at the bottom of each crutch.

CAUTION: Please be certain that each crutch is adjusted to the same length and that the adjustment button(s) is fully engaged before using.

UNDERARM CRUTCHES

Safety:

- Never use without a tip.
- Replace tip when worn or damaged.

Height:

- Proper adjustment height (length) is when each crutch is slightly touching the patient's underarm and the arm is slightly bent at the elbow. The patient's body should be slightly bent in a forward position with hands, wrists, and arms bearing the weight; NOT the underarm.

ADDITIONAL INFORMATION FOR BOTH CRUTCH TYPES**Cleaning:**

- Clean rubber tips with alcohol to remove oil, grime, and dirt.
- Clean crutches with warm soapy water, rinse, and dry thoroughly.

Additional: Please consult manufacturer, or health care professional for further instructions.

Canes and Quad Canes

General Safety Guidelines

Your physician has ordered medical equipment for you to use. Please follow the manufacturer's directions, health care professional's instructions, and all safety recommendations provided by the home medical equipment supplier.

Equipment Demonstration/Teaching:

The choice of which type cane you should use depends on how much support and added stability is needed. The quad cane provides greater stability because it has 4 points on the ground and is free standing, but is heavier than a regular cane.

- If you have had the benefit of instruction by your physician or therapist follow their instructions carefully.
- Canes or quad canes should always be used in the hand on the opposite side from the affected or weaker leg regardless if you are right or left handed.
- Adjusting the cane height in place where the handgrip is just above the wrist when in a standing position. Please be certain the buttons are fully engaged once adjustment is complete.
- Move the cane forward first, followed by the affected limb. Then, bearing weight on the cane, bring the strong leg forward.
- The bases of most quad canes are flat on the side closest to the body to prevent tripping. It may be necessary to rotate the base by releasing the height adjustment and rotating it 180° to the other side. Please be sure buttons lock in place before using it.

Safety:

- The height adjustment push buttons, rubber tips, and handgrips on your cane should be inspected regularly.
- Replace tips and handgrips immediately when worn and/or damaged.
- ALWAYS TAKE SHORT STEPS. Over striding tends to cause loss of balance.
- The height adjustment push buttons, rubber tips, and handgrips on your walker should be inspected regularly.
- If your physician or therapist instructions differ in any way from those given here, follow their instructions explicitly.

Cleaning:

- Clean rubber tips with alcohol to remove oil, grime, and dirt.
- Clean walker with warm soapy water, rinse and dry thoroughly.

Additional: Please consult manufacturer or health care professional or further instructions.

Walkers

General Safety Guidelines

Your physician has ordered medical equipment for you to use. Please follow the manufacturer's directions, health care professional's instructions, and all safety recommendations provided by the home medical equipment supplier.

Equipment Demonstration/Teaching

- A walker is intended to help an individual remain mobile by providing assistance in walking.
- If you have had the benefit of instruction by your Physician or Therapist follow their instructions carefully.
- If you are using a walker for the first time, it is advisable to have someone present who can assist you until you are familiar with its use.
- You should follow slightly behind the walker, taking care not to step all the way into the front of the walker frame; Doing so could result in the loss of balance or tendency to fall forward.

Height:

- The height of the handgrips should be such that it provides a slight bend in the elbow when you are standing straight and holding the grips.
- While in a standing position, have someone adjust the height on all four walker legs to place the handgrips slightly above the wrists.
- Make sure all push buttons are popped out in the adjustment holes and all legs are adjusted to the same length.

Safety:

- Never use a walker without tips.
- The height adjustment push buttons, rubber tips and hand grips for the walker should be inspected regularly.
- Replace the tip and grips when worn and damaged.
- If your walker is a folding model, become familiar with how to fold it and unfold it. Anytime it is unfolded, be sure the mechanism is locked in place and in an open position before using.
- ALWAYS TAKE SHORT STEPS. Over striding can tend to cause loss of balance.
- If your Physician or Therapist's instructions differ in any way from those given here, follow their instructions explicitly.

Cleaning:

- Clean rubber tips with alcohol to remove oil, grime, and dirt.
- Clean walker with warm soapy water, rinse and dry thoroughly.

Additional: Please consult manufacturer or health care professional for further instructions.

Biliblanket Instructions

When an infant is jaundiced, a biliblanket that is used continually at home may help to decrease bilirubin. The biliblanket is a long pad that shines a full spectrum fiber-optic light and it will not burn or harm your baby.

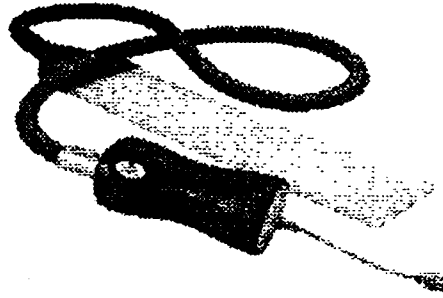
Getting the Biliblanket:

Mabry's Drug and Homecare will be delivering the biliblanket to the hospital or your home. They will call you to confirm the order.

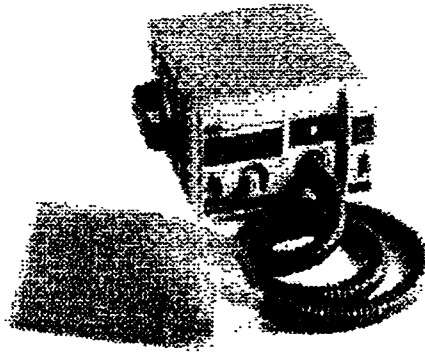
Using the Biliblanket:

- Attach the hose to the machine by inserting it into the circular opening and then twisting it so that it remains in place. Attach power cord to machine.
- Cover the pad with one of the disposable cloths provided. Place the white side of the cloth onto the clear side of the pad (side without writing).
- Place the skin of the baby's back on the white side of the covered pad. Your baby's head should not be placed on the pad, only the back. The hose should go towards the legs.
- You may either wrap the flaps that have adhesive around the baby's chest to keep it in place or you can choose not to use the flaps by removing them or tucking them under the pad.
- Wrap a blanket snugly around your baby, keeping the Biliblanket directly on your baby's skin. The baby can also lay skin on skin with you and the biliblanket on the baby's back with a blanket on top covering the light from your eyes.
- Plug the unit in and turn it on. (See next page for steps)
- Remove the biliblanket from the baby when changing diapers or bathing. However, the biliblanket should remain on as much as possible throughout the day and night. This will increase the chance that your baby's jaundice will improve by the next laboratory check.

Biliblanket Powering Instructions



For the BiliTx, push and hold the silver button located on the top of the machine cylinder until the blue light is seen.



For the Biliblanket Plus, push the on/off switch located on the back panel near the extension cord and then dial the light setting on the front panel to maximum.



For the Wallaby 3, push the power switch to on and the light level to 2 located on the front panel.

CPAP / BiPAP / ASV

Cleaning Instructions

CAUTION: Do NOT clean any parts of the system with alcohol or cleaning solutions containing alcohol. Do NOT use Clorox/Bleach.

Monthly: Check filter. Either wipe dust off or rinse with water only. Allow the filter to dry before placing it back in the machine. If you have animals in the house, check filter more often.

Weekly:

Step 1: Remove tubing, water container, and mask/headgear from device. Gently wash all of the parts with warm water and mild dish detergent. (i.e. Dawn, Palmolive, etc.) If you have sensitive skin you may use baby shampoo to cleanse the parts. Be sure to thoroughly clean the mask cushion flaps or the nasal pillows to achieve optimal seal.

Step 2: Rinse tubing, water container, and mask/headgear thoroughly. If any parts still seem oily, repeat step 1.

Step 3: Allow the parts to air dry. For best results, hang tubing to dry.

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