

HOME MEDICAL EQUIPMENT GUIDE

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ADJUSTABLE BEDS & ACCESSORIES

PURPOSE: Adjustable beds are designed for individuals who need to have their position changed frequently. This includes the height of the bed and elevation of the head and/or foot of the bed. There are many reasons for needing such a bed. The users must at all times adhere to information in this document and to the operational and safety procedures in the manufacturer's user manual. Always follow your physician's instructions on changing position and head and foot height. If you have not seen a physician, we recommend you do so.

TYPES: There are three basic types of adjustable beds and they differ in the amount of electric operation. There are manual beds with which all adjustments are manually made by hand cranks. These beds are the least costly and are designed for individuals that require infrequent changes in position. Semi-electric beds are the most popular and combine the electric adjustments in the head and foot and manual adjustment in the bed height. Full electric beds are the most expensive and are difficult to justify for medical necessity. All adjustable features of the bed are adjusted electronically.

ACCESSORIES: Hospital beds come with an inner spring mattress. If the user finds this mattress uncomfortable, an **upgraded mattress** is available for purchase. **Custom sheets** that may fit your mattress better may also be purchased at Health System Services. **Over the bed tables** and other accessories are also available. Ask your Health System Services representative for details.

USE: The bed should never be disassembled or assembled by the user. There are specific instructions and safety precautions that must be followed when putting up or taking down the bed. If the bed needs to be moved, notify your equipment rental company and they will move it for a modest fee. When using the bed, side rails should always be used. They should be in the upright position. See safety instructions below regarding side rail positioning. The hand control has buttons that control the height of the head and foot sections. Push the appropriate button to adjust the section of choice. Never allow any liquid to spill on the bed. If liquid spills on the bed, immediately unplug the bed and clean up the liquid. Two of the bed wheels should have locks and should be engaged at all times. Do not let any extremities extend over the side or between the bed rails.

SAFETY: Never leave a physically challenged individual or a child unattended in the bed. You should never place anything under the bed, including people. Always abide by the manufacturer operational and safety guidelines. Only one person is allowed on the bed at one time. Each bed has a maximum weight limit, usually 450 pounds. Ensure that the side rails are positioned so that the space between the rail and the headboard and the rail and the mattress will not allow a person's head or neck to become entrapped; this gap cannot exceed 4 inches. In the event of electrical outage, electric and semi electric beds have manual over-rides involving the use of a hand crank, which is provided with the bed. The hand crank is usually left under the mattress by your delivery technician. The motor located under the bed has a slot to accept the end of the hand crank for operation.

MAINTENANCE: A certified professional should only perform maintenance. Health System Services is fully qualified to fix and maintain adjustable beds. If you suspect your bed has any problem, consult us immediately. Do not use the bed until it has been evaluated.

WARRANTY: Each bed is warranted to be free of defects in materials and workmanship for the lifetime of the original consumer purchaser. In the event of a defect covered by this warranty, the manufacturer will, at their option, repair or replace the device. This warranty does not cover device failure due to owner misuse or negligence, or normal wear and tear. The warranty only extends to durable components such as the frame. This warranty does not extend to non-durable components, such as

rubber accessories, casters and grips, which are subject to normal wear and need periodic replacement. These items are the responsibility of the user.

If you have a question about this device or the warranty, please contact Health System Services.

AFFLOVEST

PURPOSE: The AffloVest is intended for promoting airway clearance and improvement of bronchial drainage by enhancing mobilization of bronchial secretions where external manipulation of the thorax is the physician's choice of treatment.

USE: The AffloVest generates vibration and oscillation of the user's chest wall through integrated motor modules, installed into various parts of the vest. The patient controls the rate and frequency at which these motors oscillate the thoracic region with the use of a controller attached to the vest that can increase or decrease intensity to address the volume of mucus present in the air pathways, in compliance with a physician's prescription and orders.

Unbuckle the chest buckles on the AffloVest and set the buckles to maximum size. Put on the AffloVest and fasten all 3 buckles. Firmly pull the buckle straps so that the vest fits snugly on the body, but does not restrict a deep, full breath. After adjusting, the sides of the AffloVest should have less than a 5" gap. They may overlap up to 1." Adjust the shoulder snaps to place the

To power On/Off device, press and hold the Standby button on the controller. After a brief startup period, the controller will display the main treatment menu. Treatments may be started at any time by pressing the button (play/pause) from the main treatment menu. Pressing the following buttons will update the treatment whether the AffloVest is running or not.

"P" Percussion Mode, all motors operate in a pulsed fashion.

"V" Vibration Mode, all motors operate continuously.

"D" Drainage Mode, motors operate in a preprogrammed sequential fashion.

"Go" Automatically starts the Go mode, the system will default

Percussion mode: 10 minutes duration at Medium intensity (followed by a 10 second pause)

Vibration mode: 10 minutes duration at Medium intensity (followed by a 10 second pause)

Drainage mode: 10 minutes duration at Medium intensity.

CLEANING: As needed, use a disinfectant wipe that kills 99% of bacteria and viruses to clean AffloVest. Use wipes over all parts of vest as needed. Do not place in washing machine. Do not clean with bleach. Do not tumble dry. Do not iron. Do not wet clean AffloVest.

WARRANTY: International Biophysics Corporation ("IBC") warrants to the original end-user purchaser ("Purchaser") and not to any other purchaser or subsequent owner, that the AffloVest and associated accessories, controller and batteries purchased from IBC or its authorized distributor or dealer are free from defects in design, material and workmanship under normal use and operation, for the Applicable Warranty Period (see table below), subject to the below limitations. UNDER THIS LIMITED WARRANTY, IBC'S OBLIGATION IS LIMITED TO THE REPAIR OR REPLACEMENT (AT IBC'S OPTION) OF DEFECTIVE ITEMS ONLY. Reimbursement for the cost of return are not included. IBC may, in its sole discretion, refund the purchase price of the warranted item in lieu of repair or replacement, but IBC will never be obligated to do so. This Limited Warranty excludes any damage, failure or malfunction caused by or related to:

- Abuse, misuse, negligence or accident
- Failure to comply with instructions contained in the Operator's Manual

- Operation of the battery pack outside of voltage and current ratings specified in the Operating Manual
- Alteration, tampering, or modification by someone other than an authorized IBC representative
- Unauthorized repairs or alterations or opening of the inside of device
- Extreme or unusual environmental conditions (including but not limited to extreme heat or cold or water damage)
- Lack of regular, preventative maintenance and cleaning
- Damage in return shipment to IBC
- Other acts beyond the reasonable control of IBC

This Limited Warranty extends only to the Purchaser identified above and is not transferable except upon IBC's prior written consent. For complete warranty information, [click here](#)

If you have a question about this device or the warranty, please contact Health System Services.

ALTERNATING PRESSURE PADS

PURPOSE: Alternating Pressure Pads are designed to automatically change the pressure points beneath a patient every two and a half to four minutes. This is accomplished by alternately filling and emptying adjacent cells in the pad. This constantly changing pressure greatly reduces the danger of decubitus ulcers or pressure sores.

USE: The caregiver should check movement daily by placing his or her open hand on the pad for a period of time long enough to allow the system to cycle from full to empty. The family or caregiver should also inspect the tubing from the pad to the pump daily. It should not be twisted, pinched or kinked. Particular attention should be given to the ends of the tubes where they attach to the pad. This area is usually hidden by the sheet and is the most likely location of restricted air flow. An overall visual inspection of the pad should be made each time the bed linens are changed. If the pad is ever removed from the bed for any reason, care should be exercised to place it back on the proper side up. Pads with a "top" and "bottom" side will be marked "This Side Up." No pins of any kind should be used in the bedding. Hot objects such as heating pads should not be placed on the alternating pressure pad. Heated under-blankets should not be used with the alternating pressure pad system.

CLEANING: Solvents such as alcohol should not come into contact with the surface of the pad. A mild detergent and water should be used for cleaning.

SAFETY: Caution must be exercised when providing bed care such as bathing the patient, so as not to expose the pump unit to accidental spills. The pump units should not be exposed to liquids or moisture from open windows, aerosols or any other source. The power cord should not be allowed to come into contact with hot surfaces such as a heat register, and it should always be kept clear of the moving parts of the hospital bed. If unusual noises are heard coming from the pump unit, or if the pressure is not alternating properly, please discontinue use and call our office immediately.

WARRANTY: Prius Healthcare USA guarantees this equipment to be free from defects in material and workmanship for up to 12 months from the date of delivery. At Manufacturers discretion we agree to service, repair or replace any equipment or part found to be defective at no charge. This warranty excludes equipment damaged through shipping, tampering, improper maintenance, carelessness, accident, negligence, misuse, or which has been altered, repaired or dismantled other than with the manufacture's written authorization and by its approved procedures and by properly qualified technicians. In no event shall Prius Healthcare be liable for any direct, indirect or consequential damage or loss resulting from the use of equipment.

Warranty is non-transferrable.

If you have a question about this device or the warranty, please contact Health System Services

BIPAP UNITS

PURPOSE: Bi-level Positive Airway Pressure (BIPAP) units are electrical devices that use a motor and a blower to maintain a flow of air that provides pressure to your airways, preventing them from collapsing. By keeping your airways open you can breathe uninterrupted during sleep. BIPAP units require a doctor's order before use. You must always follow and abide by all manufacturers' operating and safety instructions.

TYPES: There are different types of BIPAP units but they all function by applying low-pressure airflow to your airways. The air pressure holds your airways open, preventing the collapse of your palate and tongue, which can obstruct your air passages. Some BIPAP units have a ramping feature that starts the air pressure at a lower pressure and gradually increases over time. This ramping feature can assist you in going to sleep.

ACCESSORIES: In order for the pressure from the BIPAP unit to keep your airways open, a mask or nasal device must be used. These masks or nasal devices must be fitted to your face. There are many different kinds of nasal masks, nasal pillows, and oral devices to choose from to facilitate a good seal and maintain your comfort. If a headgear appliance is used to secure the mask or nasal pillows, it should be snug enough for a good fit in all sleeping positions. Your supplies have a useful life that varies depending upon use and will occasionally need to be replaced. These items usually can be setup on recurring delivery schedules so you don't have to make a special trip into Health System Services. These accessories also need separate prescriptions and must be properly fitted. Humidifiers are sometimes necessary to moisten the air.

USE: Each BIPAP unit has two pressure settings that must be set and verified by Health System Services. Never adjust these pressure settings on your own. A good practice when preparing to go to bed is to put your headgear and mask (or pillows) on in front of a mirror. Once you have the headgear and mask on, get into bed and attach the tubing, then turn the unit on. It is acceptable to gradually work up to wearing the device the entire night. Your compliance with your physician's treatment plan is very important. No other piece of medical equipment alters your lifestyle like a BIPAP unit. If you look at how many times you awaken each night, and the lack of restful sleep you have had, it is easy to learn to sleep with the BIPAP device on.

MAINTENANCE: BIPAP units should be kept clean by using a damp cloth and mild dishwashing detergent every few days. Never use alcohol or an alcohol-based solution to clean the unit. Always unplug the unit before cleaning. The BIPAP unit must be completely dry before plugging back in. The air-inlet filter should be checked daily. If the filter is reusable, it should be able to withstand cleaning in a solution of lukewarm water and antibacterial dishwashing detergent and rinsed thoroughly with tap water. If disposable, the filter should be changed when dirty. Never clean your mask or nasal device in the dishwasher. Your tubing can be cleaned with the same antibacterial soap and water and hung vertically to dry. Always allow all BIPAP accessories to completely air dry before reattaching them to the BIPAP unit. Never attempt any repair on the BIPAP unit. Each BIPAP device should be regularly pressure checked according to manufacturer's guidelines. If you are using a humidifier, the *distilled* water must be drained and the humidifier cleaned daily.

WARRANTY: CPAP / Bi-PAP components are guaranteed to be free from defects in material and workmanship for one year unless specified differently in the Manufacturer Manual. Accessories,

complete mask systems and tubing for a period of six (6) months. Humidifiers for a period of one (1) year. Flow Generators for a period of two (2) years

If the product fails under the conditions of normal use, the manufacturer will repair or replace, at its option, the defective product or any of its components. The limited warranty does not cover: a) any damage caused as a result of improper use, abuse, modification or alteration of the product b) repairs carried out by an unauthorized organization c) any damage or contamination due to cigarette, pipe, cigar or other smoke d) any damage caused by water being spilled on or into a flow generator.

If you have a question about this device or the warranty, please contact Health System Services.

BATH BENCHES & TUB SAFETY RAILS

PURPOSE: Assistive bathtub and shower devices come in many shapes and sizes and each have a specific function. Each has the same basic purpose: to provide added stability while performing personal hygiene functions. By utilizing bathroom aids, the user can function more independently. The user must follow and abide by all manufacturers' product and safety instructions.

BATH BENCHES: Bath benches come in two basic styles, with backs and without backs. The benches without backs are designed for individuals with normal sitting endurance and balance. Bath benches with backs are designed for individuals whose balance and strength are less than normal. The benches also come in models that fit inside the bathtub or shower, and models that straddle the tub (half in and half out of the tub). These models are referred to as transfer benches. Each type of bath bench can be ordered with many options like special cutouts or padding. In addition, each bath bench has a maximum weight limit, usually 250 - 300 pounds. If a heavier duty bath bench is needed, please notify us.

TUB SAFETY RAILS: Tub Safety rails attach to the side of the tub and provide additional support surfaces for individuals who need assistance getting into and out of the tub. These rails are meant to help individuals steady themselves, however, they are not to be used as a full weight bearing device.

USE: Each brand of bathroom aid has specific instructions that must be followed. All bath benches have rubber tips or suction cups on the feet to help the resistance to slippage. These rubber feet or tips must be maintained. Any damaged tips must be replaced immediately. Medical equipment companies maintain a supply of these items. The user must never use the bathroom aid if they cannot use it safely and for its intended purpose. Safety rails attach to the tub by way of clamps or springs. These mechanisms must be checked before each use to verify the security of the attachment.

MAINTENANCE: Bathroom aids are water resistant, not waterproof; make sure that your bathroom aid is dried between uses. This will keep it looking and functioning like new for a long time. Never use a water spot remover on your bathroom aids. These solutions usually contain alkaline chemicals that can cause burning of the skin and are very difficult to remove. In addition, these products usually are very slippery when wet and can increase the likelihood of a fall.

WARRANTY: Each bath safety item is warranted to be free of defects in materials and workmanship for the lifetime of the original consumer purchaser. In the event of a defect covered by this warranty, the manufacturer will, at their option, repair or replace the device. This warranty does not cover device failure due to owner misuse or negligence, or normal wear and tear. The warranty only extends to durable components such as the frame. This warranty does not extend to non-durable components, such as rubber accessories, casters and grips, which are subject to normal wear and need periodic replacement.

Health System Services does not accept returns of bath safety devices or other hygiene items unless due to defect.

If you have a question about this device or the warranty, please contact Health System Services.

BLOOD PRESSURE CUFFS

PURPOSE: Blood pressure monitors, or sphygmomanometers, allow the measurement of arterial blood pressure. These devices require qualified persons to operate accurately. The same devices your medical supplier sells are used in most health care facilities. When taking blood pressure, the user must pay particular attention to the proper technique mentioned below and in the manufacturers' instructions. Blood pressure is not a static measurement. Your blood pressure changes every minute of every day. Blood pressure normal ranges vary; always consult your medical doctor for normal ranges for your age, gender and health status.

TYPES: There are many different brands and models. A quality unit has a warranty, usually at least two years, and comes in manual and automatic styles. The manual type requires the user to inflate and deflate a bulb, and listen for the measurements. Automatic models vary in their level of automatic performance. The most popular, and cost effective automatic models are semi-automatic. The user inflates and deflates the cuff and the monitor reads the blood pressure. There are more expensive models that will inflate, deflate, and measure the blood pressure.

USE: Since your blood pressure is always changing, it is necessary to stabilize your reading before measuring. The individual having their blood pressure taken must be relaxed and seated for a 10 -15 minute period prior to measuring. Always allow at least 10 minutes between measurements.

All blood pressure cuffs require the placement of a cuff or other measuring device over an artery. The best place to measure blood pressure is the brachial artery near the elbow. All cuffs have a mark designated for placement over the artery. The cuff should not be any smaller than half the length of the upper arm, nor any longer than two-thirds. Place the cuff on securely and fasten. Make sure the valve on the bulb is closed. Place your stethoscope over the artery and pump up to about 20 - 40 mmHg above the patient's normal systolic pressure. Some health care professionals advocate pumping up to 200 mmHg as a starting point. Start releasing the air in the cuff-slowly. You should not pay attention to the jerky nature of the needle on the gauge; always listen for your measurement. When you start to hear the heart rate, that's the systolic blood pressure. When the beating stops, that's the diastolic pressure.

If you are documenting your blood pressure it is best to perform them at the same time each day and keep a log for your physician to evaluate.

ACCURACY: A quality blood pressure monitor, like the type that is sold by your medical product supplier, will have an accuracy rate of $\pm 2-3\%$; this is the industry standard. Make sure you understand the accuracy rate of the model you purchased.

WARRANTY: Each Blood Pressure Monitor is warranted for five (5) years from date of purchase. This guarantee includes the instrument and the cuff. The warranty does not apply to damage caused by improper handling, accidents, improper use of the device, or alterations made to the instrument by third parties. This and other warranties may be honored only after the unit has been registered with the manufacturers warranty department.

If you have a question about this device or the warranty, please contact Health System Services.

CPAP UNITS

PURPOSE: Continuous Positive Airway Pressure (CPAP) units are electrical devices that use a motor and a blower to maintain a flow of air that provides pressure to your airways, preventing them from collapsing. By keeping your airways open you can breathe uninterrupted during sleep. CPAP units require a doctor's order before use. You must always follow and abide by all manufacturers' operating and safety instructions.

TYPES: There are different types of CPAP units but they all function by applying low-pressure airflow to your airways. The air pressure holds your airways open, preventing the collapse of your palate and tongue for obstructing your air passages. Some CPAP units have a ramping feature that starts the air pressure at a lower pressure and gradually increases over time. This ramping feature can assist you in going to sleep.

ACCESSORIES: In order for the pressure from the CPAP unit to keep your airways open, a mask or nasal device must be used. These masks or nasal devices must be fitted to your face. There are many different kinds of nasal masks, nasal pillows, and oral devices to choose from to facilitate a good seal and maintain your comfort. If a headgear appliance is used to secure the mask or nasal pillows, it should be snug enough for a good fit in all sleeping positions. Your supplies have a useful life that varies depending upon use and will need to be replaced occasionally. These items usually can be setup on recurring delivery schedules so you don't have to make a special trip into Health System Services. These accessories also need separate prescriptions and must be properly fitted. Humidifiers are sometimes necessary to moisten the air.

USE: Each CPAP unit has one pressure setting that must be set and verified by your medical equipment company. Never adjust this pressure setting on your own. A good practice when preparing to go to bed is to put your headgear and mask (or pillows) on in front of a mirror. Once you have the headgear and mask on, get into bed and attach the tubing, then turn the unit on. It is acceptable to gradually work up to wearing the device the entire night. Your compliance with your physician's treatment plan is very important. No other piece of medical equipment alters your lifestyle like a CPAP unit. If you look at how many times you awaken each night, and the lack of restful sleep you have had, it is easy to learn to sleep with the CPAP device on.

MAINTENANCE: CPAP units should be kept clean by using a damp cloth and mild dishwashing detergent every few days. Never use alcohol or any alcohol-based solution to clean the unit. Always unplug the unit before cleaning. The CPAP unit must be completely dry before plugging back in. The air-inlet filter should be checked daily. If the filter is reusable, it should be able to withstand cleaning in a solution of lukewarm water and antibacterial dishwashing detergent and rinsed thoroughly with tap water. If disposable, the filter should be changed when dirty. Never clean your mask or nasal device in the dishwasher. Your tubing can be cleaned with the same antibacterial soap and water and hung vertically to dry. Always allow all CPAP accessories to completely air dry before reattaching them to the CPAP unit. Never attempt any repair on the CPAP unit. Each CPAP device should be regularly pressure checked according to manufacturer's guidelines. If you are using a humidifier, the *distilled* water must be drained, and the humidifier cleaned daily.

WARRANTY: CPAP / Bi-PAP components are guaranteed to be free from defects in material and workmanship for one year unless specified differently in the Manufacturer Manual. Accessories, complete mask systems and tubing for a period of six (6) months. Humidifiers for a period of one (1) year. Flow Generators for a period of two (2) years

If the product fails under the conditions of normal use, the manufacturer will repair or replace, at its option, the defective product or any of its components. The limited warranty does not cover: a) any

damage caused as a result of improper use, abuse, modification or alteration of the product b) repairs carried out by an unauthorized organization c) any damage or contamination due to cigarette, pipe, cigar or other smoke d) any damage caused by water being spilled on or into a flow generator.

If you have a question about this device or the warranty, please contact Health System Services.

COMMODOES

PURPOSE: The purpose of *bedside* commodes is to provide an extension of the bathroom commode at the bedside or other area. By bringing the commode closer to the user, the individual has less distance to travel and in some cases, can perform these activities independently. Physically challenged individuals should never be left unattended. Contact your physician and/or therapist for transferring methods.

TYPES: Commodes have evolved into a basic universal model. There still are many variations in capabilities, but most models can perform many roles. Most commodes function in their main role as a portable commode, but can also be fitted over bathroom commodes to facilitate an elevated toilet seat, or can be used as a shower seat. You can get models that have varying weight capacities and widths and with fixed or dropping arms.

USE: Bedside commodes are portable, meaning that they are not stationary. Each commode has rubber anti-slip tips that aid in the limitation of movement. The user must be able to, while unattended, stand, pivot and sit down safely. Commodes can also be adjusted for proper height. The height should be adjusted so the user can be safely transferred into and out of the commode. If you are using a drop-arm commode and using it to transfer into and out of a bed or chair, the seat height should be adjusted to the same height. The commode bucket is disposable and should be replaced anytime a crack is noticed. The user must exert the force of their weight directly over the unit. Do not allow weight to be exerted in any lateral direction.

ACCESSORIES: Health System Services stocks extra commode buckets, splashguards and rubber tips. We also stock many complimentary items that can assist the user in performing activities of daily living more independently. Health System Services maintains an extensive line of incontinent products, from briefs and underpads to skin cleansers and protectant creams.

WARRANTY: Each commode is warranted to be free of defects in materials and workmanship for the lifetime of the original consumer purchaser. In the event of a defect covered by this warranty, the manufacturer will, at their option, repair or replace the device. This warranty does not cover device failure due to owner misuse or negligence, or normal wear and tear. The warranty only extends to durable components such as the frame. This warranty does not extend to non-durable components, such as rubber accessories, casters and grips, which are subject to normal wear and need periodic replacement.

If you have a question about this device or the warranty, please contact Health System Services.

CANES & QUAD CANES

PURPOSE: Walking aids are designed to give the user additional stability when used properly. Your physician has ordered your walking aid for a specific reason. If your physician has given you specific instructions, you must follow them.

TYPES: There are many different types of canes, wood, aluminum, folding, and adjustable are just some of the types. Health System Services maintains a modest inventory of most types. If there is a special need, please let us know and we will try to order it. Most canes can only support weights of up to 300 pounds. If a heavier duty cane is needed, please notify us.

FITTING: A properly fitted cane or walking aid is adjusted to the height necessary when wearing shoes you will be wearing while walking with the cane or walking aid. The cane height must be adjusted so the top curve or handle is approximately at the wrist when the arm is straight. This allows the elbow to be slightly bent (20 - 30 degree angle) when the cane is used. For wooden canes the shaft must be cut to fit.

USE: The cane, or walking aid, is held in the non-affected or good hand. Stand with your legs slightly apart and the non-affected leg slightly behind the affected leg. The cane or walking aid should be placed approximately 12 inches in front and on the side of the non-affected leg. Your first step is with the non-affected leg. Then the weak or affected leg moves forward while the cane is firmly held to the floor. Your physician or therapist may specify changes to this basic technique. When using a quad cane the base needs to be turned so that the narrow or flush side is faced toward the body. Never negotiate stairs without consulting your physician.

When utilizing your walking aid for assistance in standing from a seated position, both feet should be firmly planted on the floor. The walking aid must be in your good hand. Push up on the armrests to a standing position.

MAINTENANCE: The rubber tips on your walking aid are very important and you should inspect them regularly. Worn or damaged tips must be replaced immediately. Health System Services maintains a wide variety of cane tips that are inexpensive. The handgrip should be checked for movement, if applicable, on a regular basis and replaced if damaged. Wood canes should be stored in a cool, dry place to prevent damage.

WARRANTY: All canes and quad canes are warranted to be free of defects in materials and workmanship for the lifetime of the original consumer purchaser. In the event of a defect covered by this warranty, the manufacturer will, at their option, repair or replace the device. This warranty does not cover device failure due to owner misuse or negligence, or normal wear and tear. The warranty only extends to durable components such as the frame. This warranty does not extend to non-durable components, such as rubber accessories, casters and grips, which are subject to normal wear and need periodic replacement.

If you have a question about this device or the warranty, please contact Health System Services.

COUGHASSIST

PURPOSE: Respironics CoughAssist is a mechanical insufflation-exsufflation device designed to noninvasively clear secretions from the lungs by simulating a natural cough. Similar to a normal deep breath, CoughAssist gradually applies positive air pressure (insufflation) to obtain a large volume of air within the lungs. The device then quickly reverses the flow of air by shifting to negative air pressure (exsufflation). The resulting high expiratory flow helps mobilize secretions out of the airway as a deep, natural cough would do.

USE: The proprietary, integrated Cough-Trak algorithm gives patients the ability to initiate their therapy. By triggering on patient inspiration, this feature helps to synchronize therapy with the user's breathing pattern allowing for more control of therapy and a more comfortable, natural treatment.

Flexibility in delivering therapy

Three highly customizable therapy modes offer the ability to better tailor therapy to patient needs and treatment settings; Manual, Auto, Advanced Auto. From complete manual control over every aspect of treatment by a clinician or caregiver to a fully automated treatment mode including pressure settings, pre-therapy breaths and cough cycles.

Loosening and mobilization

CoughAssist offers an adjustable oscillation feature designed to enhance the loosening of mucus from the bronchial walls and increase mobilization of secretions to help improve bronchial drainage and increase the benefits of mechanical insufflation-exsufflation therapy.

Multiple non-invasive patient interface options

Instead of introducing a suction catheter into the airway, CoughAssist delivers therapy through a face mask, mouthpiece, or a simple adapter that allows the device to function with an endotracheal or tracheotomy tube.

ACCESSORIES: From multiple power source options and a roll stand, oximetry accessories and a hands-free control foot pedal option, CoughAssist's array of accessories helps give patients and families more freedom and mobility while maintaining effective treatment.

WARRANTY: Respironics, Inc. warrants that the CoughAssist T70 system shall be free from defects of workmanship and materials and will perform in accordance with the product specifications for a period of one (1) year from the date of sale by Respironics, Inc. to the dealer. If the product fails to perform in accordance with the product specifications, Respironics, Inc. will repair or replace – at its option – the defective material or part. Respironics, Inc. will pay customary freight charges from Respironics, Inc. to the dealer location only. This warranty does not cover damage caused by accident, misuse, abuse, alteration, and other defects not related to material or workmanship, including, without limitation, damage resulting from failure to use a bacterial filter with the device in accordance with the specifications.

Respironics, Inc. disclaims all liability for economic loss, loss of profits, overhead, or consequential damages which may be claimed to arise from any sale or use of this product. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. Accessories and replacement parts, including, but not limited to, circuits, tubing, leak devices, exhaust valves, filters and fuses, are not covered under this warranty. This warranty is given in lieu of all other express warranties. In addition, any implied warranties – including any warranty of merchantability or fitness for the particular purpose – are limited to one year. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

If you have a question about this device or the warranty, please contact Health System Services.

CRUTCHES

PURPOSE: The usual purpose of crutches is to aid the user in walking while relieving weight from one foot or leg. There are other uses for crutches but these require special training by physicians and/or therapists. The user must have adequate upper body and upper arm strength and must always abide by recommended procedures. If your physician or therapist instructs you differently, you must always follow their instructions explicitly.

FITTING: Crutches are very useful in assisting the user in walking, but they also can cause nerve or muscle damage if not used or fitted properly. Crutches must be adjusted to approximately 1 - 1½ inches below the armpit when the user is standing up straight. Fitting must be performed with the rubber tips on. The height of the handgrip should also be adjusted to allow a 20 - 30 degree bend in the elbow when the user is standing up straight.

USE: The method medical equipment suppliers teach is called the *Three-Point-Gait*. At all times your total weight should be placed on the handgrips, not your armpits. While standing up straight, shift your weight to the good leg and bend your injured leg. Move both crutches forward approximately 12 inches. Now shift your weight to the handgrips and swing through the crutches until you are even with the crutches. Continue performing this routine until you are comfortable with the procedure. Once you are comfortable, you can swing through the crutches to a point in front of the crutches. This point is dependent on your confidence and crutch-walking ability.

Never negotiate steps unless your physician or therapist has recommended you do so. This is a potentially dangerous practice and needs specific training and monitoring. Always practice safe crutch walking. Never attempt to walk at an accelerated pace, this can cause you to slip and fall.

SAFETY: Always use the crutches for their intended purpose. Only the patient who has been prescribed the crutches should attempt to use them. Never allow someone to use your crutches unless they have been fitted to them properly and instructed on how to use them safely. Most crutches can only support weights of up to 300 pounds. If heavier duty crutches are needed, please notify us.

MAINTENANCE: Your crutches, if maintained properly, can last for many years. The rubber tips are there to provide traction on walking surfaces. These tips must always be in good working condition. The handgrips are there to provide better gripping of the crutch and to provide cushioning. These should also be changed immediately when they are cracked or become uncomfortable to grasp. The under-arm pads also are there to provide comfort and to help prevent any nerve damage. Replace them when they become split or uncomfortable.

WARRANTY: Each pair of crutches is warranted to be free of defects in materials and workmanship for the lifetime of the original consumer purchaser. In the event of a defect covered by this warranty, the manufacturer will, at their option, repair or replace the device. This warranty does not cover device failure due to owner misuse or negligence, or normal wear and tear. The warranty only extends to durable components such as the frame. This warranty does not extend to non-durable components, such as rubber accessories, casters and grips, which are subject to normal wear and need periodic replacement.

If you have a question about this device or the warranty, please contact Health System Services.

ENTERAL PUMPS AND SUPPLIES

PURPOSE: The word *enteral* means within or by the small intestine. Enteral feedings are a mode of feeding that directly delivers nutrients to the gastrointestinal (GI) tract. Flexible plastic feeding tubes are used to deliver the feeding nutrients to the GI tract. Electrically powered pumps can be used to control the rate of nutrient delivery.

PUMPS: There are many types and brands of feeding pumps and each model may have different features. Most feeding pumps use a rotary wave-like motion to regulate the delivery of nutrients to the patient. All feeding pumps have controls that can regulate the speed the nutrients are being delivered and can control the total amount to be delivered. Feeding pumps are prescription devices and the users of feeding pumps must always follow the specific operational and safety procedures in the

manufacturer's operations manual. Each pump is usually attached to an accessory pole so the height of the formula and pump can be adjusted.

FEEDING TUBES: There are many methods to deliver nutrients directly to the GI tract, and each method has a different type feeding tube. There are short-term oral feeding tubes, intermediate term nasal feeding tubes, and long-term gastrostomy or duodenal tubes. Each feeding tube comes in different sizes and has been measured and fit for your use; any replacement tubes should be of the same size and type. Each kind of feeding tube has procedures used to verify proper placement of the tube, and proper cleaning and replacement intervals. Your home health company will discuss these with you.

FEEDING SOLUTIONS: Like feeding pumps and tubes, feeding solutions come in a wide range of solutions designed for specific patient needs. Your physician determines what nutrient formula is needed and performs calculations to determine daily needs. There are many feeding formulas that are similar and can cause adverse reactions if improperly used. Before using any feeding formula make sure it is of the same formula prescribed by the physician. Formulas come in different formulations, concentrations, and preparation styles, so please make sure you read the feeding formula containers carefully.

PUMP ACCESSORIES: Each feeding pump requires a collection device or container for holding the formula, tubing the pump uses to regulate formula delivery, and tubing that attaches to the feeding tube. These tube assemblies are usually provided in the form of a pump accessory kit and should be changed every 24 hours. This pump kit is a closed circuit and only the feeding formula should touch the insides of the units.

USE: The feeding pump is always setup by Health System Services or your home care company or nursing home caregiver. The settings for the rate of formula delivery will be set by the delivery technician or nurse. There are specific instructions and safety precautions that must be followed when using a feeding pump. If you will be administering feeding, a nurse or technician should provide you with the training you will need to control the feeding pump. Always wash your hands prior to handling the feeding pump, supplies and formulas. Never allow any liquid to spill on the feeding pump. If liquid spills on the feeding pump, immediately stop the flow of feeding formula to the patient, unplug the unit and clean up the liquid. After the unit has been cleaned the unit can be plugged back in and feeding resumed.

Once a container of feeding formula has been opened it is only good for 24 hours (some closed systems have up to a 48 hour hang time). Any unused formula should be covered and placed in the refrigerator. The date and time the container was opened should be written on the container and it should be discarded after 24 hours. Most feeding formulas can be stored at room temperature until they are opened, or after opening for a few hours, then they must be refrigerated.

SAFETY: Your home health or nursing home nursing staff will go over procedures with you for the safe use of the feeding pump, pump tubing, and specific feeding procedures. These safety procedures must be followed and become part of the feeding routine. Do not vary from the safety precautions and procedures provided by the nursing staff. Tube feeding is a relatively safe procedure and any complications can be avoided by following procedures. Professional nursing staff should be monitoring your feeding procedures and the patient's nutritional status on a regular basis.

MAINTENANCE: Feeding pumps should be clean and free from spills of feeding formula. A mild soap detergent can be used to wipe the exterior of the unit. Feeding pumps should only be serviced and repaired by Health System Services or a trained employee of the home health agency or nursing home. If you suspect your feeding pump has any problem, consult us immediately. Do not use the feeding pump until it has been evaluated.

WARRANTY: Warranted for one year from original ship date from material defect. Warranty is invalidated by misuse of pump.

If you have a question about this device or the warranty, please contact Health System Services.

NEBULIZER WITH COMPRESSORS

PURPOSE: Nebulizers with compressors are manufactured to convert liquid medication into a mist so the user can inhale the medication into their lungs. This allows for a reduced dose of medication and a faster medication response time, because of the delivery directly to the lungs. These nebulizers with compressors are considered medical devices and *cannot* be sold or rented without a written order from a physician. The user must follow all manufacturers' safety and operational procedures.

TYPES: Nebulizers with compressors come in a variety of sizes and shapes and airflow outputs. There are stationary units that must be plugged into an approved, grounded electrical outlet and battery-powered models that are portable. Most insurance companies do not consider a portable unit a medical necessity. A quality unit has at least a 1-year warranty and a consistent airflow output.

USE: When in use, the stationary unit must always be plugged into an approved, grounded electrical outlet. The user must always abide by and follow all physicians' orders for frequency and medication dosage. Attach a clean handheld nebulizer to the output port. Instill your proper medication dose and turn on the nebulizers with compressor. Breathe slowly and deeply, unless otherwise specified by your physician, for the entire duration of your treatment. Treatments usually last approximately 10 minutes. You should continue your treatment until the medication is gone (unless otherwise instructed by your physician). When you have completed your treatment, your hand held nebulizer must be cleaned (see below).

MAINTENANCE: Most units have filters that require periodic changing. Do not reuse or substitute any other material for the unit's filter. Contact Health System Services for your filter needs. Your compressor should be kept free from dirt, grease, and oil. Use a mild soap and water on a rag or towel to wipe unit, never submerge unit. **Always unplug unit before cleaning.** Your handheld nebulizer must be cleaned daily. See cleaning procedure on reverse side.

NEBULIZERS: Handheld nebulizers come in disposable and semi-permanent types. The disposable types can usually be cleaned and reused for approximately a week. The semi-permanent type can usually be cleaned and reused for approximately 6 months. There are also aerosol masks that can be used in conjunction with your handheld nebulizer for those individuals disliking or who cannot tolerate the mouthpiece.

CLEANING: Always follow manufacturer instructions in the manual provided. If manual is not available, follow these instructions. Your handheld nebulizer should be cleaned daily with the below procedure.

1. Disconnect your handheld nebulizer from the compressor.
2. Disassemble your handheld nebulizer.
3. Set aside the connection tubing. It cannot be cleaned. Discard if soiled.
4. Wash in hot water and with dishwashing soap to remove any debris.
5. Rinse well with hot water.
6. Then soak handheld nebulizer parts in a solution of one part vinegar to three parts hot water for 30 minutes.
7. Rinse well with hot water and allow to air dry.
8. Reassemble unit and ready for next use or store in a Ziploc® Bag.

WARRANTY: The nebulizer compressor and its parts are warranted to be free from defects in workmanship and materials for a period of sixty (60) months from the date of the first retail purchase of the equipment. This warranty does not extend to failures resulting from accident, misuse, abuse, alteration, use of unauthorized service; parts or cleaning solutions, or failure to comply with 'Instructions For Use'. If the warranted equipment should fail during the warranty period, the manufacturer, at its option, will repair or replace the equipment or parts at issue, provided the claim is bona fide. It shall be the responsibility of the purchaser to pack and return the equipment in a manner to avoid shipping damage.

If you have a question about this device or the warranty, please contact Health System Services.

OXYGEN THERAPY

PURPOSE: Oxygen is 21% of the air we breathe. When our lungs are damaged, obstructed, or restricted, they cannot oxygenate the blood. Each cell in our bodies must have oxygen to live. Raising the oxygen percentage allows more oxygen to pass into the blood. Your physician must order oxygen. Oxygen is **not flammable**, but it does provide fuel for fires.

PRESCRIPTION: Your physician has written a prescription for oxygen and this value should *never* be deviated from without first consulting him/her. Your settings are prescribed as follows:

LPM at rest _____ LPM during activity _____ LPM while sleeping _____ Hours per day _____

DELIVERY MODES: There are three basic ways oxygen can be delivered. Oxygen concentrators are the most common and they are machines that concentrate the oxygen in the air we breathe. Compressed cylinders contain oxygen under pressure and allow portability. This pressurized oxygen is measured in pounds-per-square-inch gauge, or psig. Liquid oxygen is oxygen that has been cooled to allow it to turn into a liquid. This liquid is converted back into a gas when it's brought back to room temperature. Liquid systems require no electrical power and can be packaged for portability.

USE: Once the oxygen delivery method is decided upon, an appliance must be used to deliver it to the patient. The most common are nasal cannulas and oxygen masks. Nasal cannulas are prongs that are inserted into the nose and are suited for most needs. Nasal cannulas have curved prongs and the curve side should be down. These cannulas should be changed every two weeks or when they are soiled. Cannulas work exactly the same whether the user is a mouth breather or a nasal breather. When reading your flowmeter, you must read the *middle* of the float not the top.

Oxygen masks cover the entire nose and mouth areas and are intended for higher flowrates and oxygen percentages. A good seal on the face is needed to deliver accurate oxygen amounts. The holes on the side of the mask should never be obstructed. These ports allow your exhaled air to vent out of the mask. The *minimum* flowrate on an oxygen mask is 5 LPM.

HUMIDIFIERS: Oxygen that is delivered has no moisture in it. Liquid oxygen is the driest. Liquid oxygen stationary units should always have a humidifier regardless of the flowrate. Do not put a humidifier on a liquid portable unit.

Humidifiers are disposable devices that bubble the oxygen through a column of water. This water attaches itself to the oxygen molecules. These devices should be filled with *distilled* water only, **do not use tap water!** This distilled water can be purchased inexpensively through your local drug store. When filling your humidifier, always empty out old water before adding new water. Change your humidifier at least weekly.

EMERGENCIES: Health System Services understands that oxygen services should never be interrupted. We maintain a technician on-call 24 hours a day, 365 days a year. If your equipment fails or your supplies are diminished, **call the main store number (716) 283-2339 and leave an urgent message with the answering service.** You should always maintain an adequate supply of oxygen on hand in case of natural disaster or other emergency. Health System Services has provided an emergency oxygen system consisting of a cylinder, regulator and tubing. In the event of a power outage, use this backup system and call HSS immediately.

SAFETY The purpose of oxygen safety is to prevent any injury or adverse condition from occurring. By using oxygen safely, users can achieve increased oxygenation, improving quality of life and independence. Oxygen is not flammable, but it will add much needed fuel to fires and cause them to burn hotter and faster. Always abide by oxygen safety guidelines. If you should have any questions regarding your oxygen safety, please don't hesitate to call Health System Services.

1. It is mandatory that your residence have a functioning smoke detector.
2. **No smoking or flames** (including cigarettes or cigars) are allowed within 10 feet of any oxygen delivery device.
3. Keep all flammable materials away from an oxygen source, especially, oil, grease, solvents, creams, lotions, petroleum products, paper, clothes, aerosol containers, and alcohol of any kind. (This includes on your hands or clothes also).
4. Keep all devices that are powered by electricity or that can produce sparks, at least 5-foot away from any oxygen delivery device.
5. Do not use Nylon®, wool, or any synthetic material for clothing or bedding. Cotton is the preferred material.
6. Do not try to fix, repair or lubricate any oxygen device or delivery equipment.
7. Keep all tubing and equipment uncovered and tangle-free and stored in an uncluttered and unconfined space.
8. Never allow any untrained person or child to touch or manipulate oxygen equipment.
9. Always store tanks or cylinders in approved carts or holders, on their sides, and in well-ventilated places. Never store tanks or cylinders in the trunk of a car.

MAINTENANCE: Health System Services performs all maintenance of oxygen equipment. Basic user maintenance pertains to the external particle filters on concentrators. These need to be cleaned weekly with soap and water. The external parts of oxygen equipment must be kept clean and free from oil, grease and dirt. Never utilize any solvent to clean equipment. If anything appears to be wrong with your equipment, call Health System Services immediately. **If your power should go out and your oxygen concentrator does not restart, push the reset button on your unit.**

WARRANTY: Each Oxygen Concentrator is guaranteed to be free from defect in parts and workmanship for five years from the date of delivery to the original purchaser, under normal use and operation. The manufacturer's obligations under this warranty are limited to the repair or replacement of any such item of equipment (or part thereof) shown to be defective or, at their option, to refunding the purchase price of any such defective item of equipment. Replacement parts shall be warranted as stated above for the unexpired portion of the original five year parts warranty. This warranty does not extend to any item or part subjected to misuse, accident, improper maintenance, or application, or which has been repaired or altered outside of the factory.

If you have a question about this device or the warranty, please contact Health System Services.

PATIENT LIFTS

PURPOSE: Patient lifts are designed for caregivers to lift and/or transfer an individual. These devices utilize hydraulics as a way to maximize lifting potential and minimize user effort. Contact your physician, nurse, and/or therapist for lifting and transferring techniques. Always follow their instructions explicitly.

TYPES: There are many different models and types of patient lifts. They vary in their level of automation, weight capacities, and portability. The basic and most commonly used type is the manual hydraulic lift commonly known as a "Hoyer". These units are usually on wheels and can be used throughout the facility or home. Health System Services also carries electronic lifts that do not require pumping. These are not covered by insurance but can be purchased or rented. Ask your HSS representative for details.

USE: Patient lifts, as we stated above, have many uses. Medical equipment rental companies cannot instruct the user on transferring or lifting methods. Your medical equipment provider will instruct the user(s) on safe attachment of the prescribed sling and on the safe operation of the lift. Your physician, nurse, and/or therapist must assist you in a transferring and/or lifting method that best meets your needs. If your unit has a built-in scale, always calibrate the scale before the individual is placed in the sling. The weight capacity of the patient lift provided is marked on the lift. **Never exceed the weight capacity of the patient lift.** Never allow incontinence pads or seating cushions to be placed between the patient and sling material; this may cause the patient to slide out of the sling during transfer.

Spread the base to its widest position and *lock* open, this provides a more stable base of support and allows the unit to position itself under the patient upon lifting. Make sure the object being transferred to is stationary, either with wheel locks or attendant secured, to assist in a safe transfer. Place the lift base directly under the patient. The patient should be *facing* the lift user. **Keep the wheels unlocked while lifting the patient.** Always close the hydraulic valve before beginning the lift process. Before transferring a patient from a stationary object (wheelchair, commode, bed, etc), *slightly* raise the patient and check all sling hardware for secure attachment to include swivel bar, straps, S-hooks, and D- or O-rings. If any attachment is not correct, lower the patient and correct the problem, then raise the patient and check again.

Patient lifts are not transport devices and are intended to transfer a patient from one resting position to another. Never push or pull on the lifter boom; pushing or pulling on the lifter boom can cause the patient to tip over. Move patient to designated place, making sure it is secure and will not move or shift when placing individuals. Lower the patient slowly by opening the control valve.

MAINTENANCE: Most patient lifters have a hydraulic chamber that must always be intact. If you notice any leakage, contact Health System Services immediately and discontinue use. Your patient lifter must be kept clean and free from dirt, oil and grease. The lift should be visually inspected before each use, checking for any loose connections (nuts, bolts, casters, etc.) that may cause a safety issue when used. Slings should also be inspected for fraying or ripping before each use.

Most slings can be machine-washed. It is best to place them inside a pillowcase or laundry bag when washing. If you notice a tear or any fraying parts of the sling, immediately discontinue use and notify Health System Services. **NEVER PUT THE SLING INTO THE DRYER-AIR DRY ONLY.**

WARRANTY: The frame of each manual patient lift is warranted to be free of defects in materials and workmanship for the extent of the predetermined rental/purchase period as prescribed by the respective insurer. The pump component is covered by a limited warranty for a period of one year. In the event of a defect covered by this warranty, the manufacturer will, at their option, repair or replace the device. This warranty does not cover device failure due to owner misuse or negligence, or normal wear and tear. The warranty only extends to durable components such as the frame. If an extensive repair is required

outside the warranty period, HSS will advocate on behalf of the patient to secure funding from the respective insurer. This warranty does not extend to non-durable components, such as rubber accessories, casters and grips, which are subject to normal wear and need periodic replacement. These items become the responsibility of the user. If you have a question about this device or the warranty, please contact Health System Services.

RAISED TOILET SEATS

PURPOSE: The raised toilet seat's sole purpose is to raise the height of the home toilet. By raising the height of the toilet, users have less distance to travel when bending over. This allows, in most cases, for the user to function independently.

TYPES: Raised toilet seats come in many different brands, shapes, sizes, and methods of attachment. Most only differ in their method of attachment. We can also order special devices for individual needs, i.e., padded units and special cutouts.

ATTACHMENT: There are inexpensive raised toilet seats that do not clamp on and simply just sit on top on the toilet seat. This inexpensive model does require extra diligence in use. Other raised toilet seats have clamps that attach to the underside of the toilet bowl. They are meant to be semi-permanent additions to the toilet.

We seriously recommend the purchasing of a raised toilet seat with safety armrests. We also offer Toilet Safety Rails that attach to the toilet base. These are designed for those users who have already purchased a raised toilet seat and want to add additional safety armrests.

USE: When utilizing the raised toilet seat the user should exercise care, discretion, and common sense. Always adjust your sitting so the user sits down on the middle of the raised toilet seat. Adjusting your body positioning once on the unit or before standing can cause the unit to flip forward and cause a fall. If the user needs to adjust positioning or slide transfer into and off the raised toilet seat, it is essential that armrest or a safety frame be attached.

INSTALLATION: All models install differently and the installer must follow manufacturer installation procedures. It is also recommended that the security of the clamps be checked at least weekly or if it appears to have loosened. If any questions arise during installation please call Health System Services.

WARRANTY: Each raised toilet seat is warranted to be free of defects in materials and workmanship for the lifetime of the original consumer purchaser. In the event of a defect covered by this warranty, the manufacturer will, at their option, repair or replace the device. This warranty does not cover device failure due to owner misuse or negligence, or normal wear and tear. The warranty only extends to durable components such as the frame. This warranty does not extend to non-durable components, such as rubber accessories, casters and grips, which are subject to normal wear and need periodic replacement.

Health System Services does not accept returns of toilet seats or other hygiene items unless due to defect.

If you have a question about this device or the warranty, please contact Health System Services.

SUCTION MACHINES

PURPOSE: A healthy person clears his/her throat or coughs almost without any conscious thought. The suction machine or aspirator provides assistance for those who have difficulty clearing their throat, swallowing and coughing. By clearing the mouth and airway of fluid and mucus, the suction machine enables the person to breathe easier, as well as to eat, drink and talk more comfortably.

A patient may need suctioning by any of the following methods:

Oral Suctioning (suctioning through the mouth)

Nasal Suctioning (suctioning through the nose)

Tracheal Suctioning (suctioning through a tracheostomy tube or laryngectomy stoma)

USE: Additional guidelines will be provided for the specific suctioning method prescribed by your doctor. It is important that you use only the methods and techniques prescribed by your doctor or recommended by your nurse or therapist. Follow his/her instructions exactly.

The doctor may want the patient suctioned whenever he or she has trouble - breathing, swallowing saliva or coughing up mucus. A build-up of these secretions is usually indicated by raspy breathing or a gurgling sound. The doctor may choose to prevent this by prescribing suctioning at specific intervals. If the patient requires more frequent suctioning to breathe more easily, notify the doctor. Too frequent suctioning can be harmful.

SUPPLIES: To suction a patient you will need:

A suction machine (with a collection bottle with lid and tubing)

A suction catheter (with a control valve)

A container of water (the doctor may specify sterile water)

Disposable gloves

CLEANING: The collection bottle should be emptied when it becomes half full. At least once a day the collection bottle, lid, and tubing should be cleaned and disinfected using the following procedure:

1. Empty the collection bottle contents into the toilet. Rinse the collection bottle thoroughly, empty all rinse water into the toilet and flush. Pour 1/4 cup of bleach into the bottle and fill to the brim with water. Allow to stand for 30 minutes. Empty and rinse thoroughly.
2. Wash the lid and tubing in warm soapy water. In a small container, soak these parts for 30 to 40 minutes in a solution of one cup of white vinegar and three cups of water. If this does not provide enough solution to completely cover the parts, double the mixture.
3. With the suction machine unplugged from the electrical outlet, the outside surface of the machine may be cleaned by wiping with a soft cloth dampened with water.
4. When reassembling the machine, place the lid back on the bottle securely. Make sure all tubing connections are tight. A loose connection anywhere in the system will greatly reduce the suction.

IMPORTANT: The Suction Machine is equipped with a mechanical float-type shut-off valve which will stop the suction if the collection bottle is allowed to over-fill. The motor will continue to run, but there will be no suction. If this happens, turn the unit OFF immediately and empty and clean the collection bottle as previously described. If any fluid ever gets past the shut-off valve into the tubing between the bottle and the motor, turn the machine OFF immediately and call our office for servicing.

TIPS ON SUCTIONING: Before suctioning, encourage the patient to breathe deeply several times. This will increase the supply of oxygen and help the patient relax, which will make suctioning easier. Deep breathing may also stimulate coughing up secretions and make suctioning more effective. During the suctioning procedure, do not appear rushed. The patient will be more relaxed if you appear confident and perform the procedure gently but decisively. However, do not prolong the procedure unnecessarily.

If you have difficulty clearing secretions from the patient's airway by suctioning, or if you notice a

change in the color, consistency, odor, or volume of secretions while suctioning, you should notify the doctor.

For some methods of suctioning, your doctor may order a specific negative pressure or level of suction. The desired negative pressure can only be adjusted by sealing or closing off the suction tubing and observing the pressure gauge while adjusting the vacuum control knob. The gauge will **not** read unless the tubing is sealed. Adjust the knob slowly and allow time for the gauge to stabilize.

WARRANTY: Your Drive branded product is warranted to be free of defects in materials and workmanship for two years from the date of purchase for the original consumer purchaser. This device was built to exacting standards and carefully inspected prior to shipment. This Two Year Limited Warranty is an expression of our confidence in the materials and workmanship of our products and our assurance to the consumer of years of dependable service. This warranty does not cover device failure due to owner misuse or negligence, or normal wear and tear. The warranty does not extend to non-durable components, such as rubber accessories, casters, and grips, which are subject to normal wear and need periodic replacement. If you have a question about this device or the warranty, please contact Health System Services.

TRAPEZE BARS

PURPOSE: The purpose of trapeze bars is to assist the user in transferring position. This can be from a bed to a wheelchair, a bed to a chair or aiding the lifting of the user to accommodate changes in position. Trapeze bars are not intended to support the user's total weight. Using a trapeze will allow the user to become more independent in the performance of daily activities. You should consult your physician or therapist for specific transferring techniques.

TYPES: There are many different brands of trapezes, but generally only two basic types. There are the freestanding types that are mounted on a base and are not secured to any objects. This model has increased flexibility in that it can be transferred to different parts of the house where it is needed. It also has less security in that it is not mounted to any fixture and can move or shift if not used correctly. The other type is the clamp-on trapeze. The clamp-on trapeze is the most durable and is clamped onto an adjustable hospital bed. These models have the added security of better attachment, but lack the flexibility of being moved.

USE: The clamp-on type must have its attachment checked daily. The grab bar and chain should be adjusted so the user can effectively transfer or change positions. The elbow is usually bent at a 20 - 30 degree angle when extended. For freestanding models, make sure the trapeze and base are securely fastened to each other daily. Always have the center of weight directly under the grab bar. This will help stabilize the base and aid in the prevention of shifting.

SAFETY: Always check connections and attachments daily. Do not over tighten. Keep unit clean and free from any dirt or grease. Call Health System Services immediately if you are unable to secure your trapeze or any part is damaged. Discontinue using until unit is fixed and/or replaced. **Do not attach a clamp-on trapeze to any other bed except the hospital bed that was provided by Health System Services.**

WARRANTY: Each set of trapeze bars is warranted to be free of defects in materials and workmanship for the period of time the product is rented/purchased as prescribed by the respective insurer. In the event of a defect covered by this warranty, the manufacturer will, at their option, repair or replace the device. This warranty does not cover device failure due to owner misuse or negligence, or normal wear and tear. HSS will advocate on behalf of the patient with their insurer for costs incurred beyond the warranty period. The warranty only extends to durable components such as the frame. This warranty

does not extend to non-durable components, such as rubber accessories, casters and grips, which are subject to normal wear and need periodic replacement. These items are the responsibility of the patient.

If you have a question about this device or the warranty, please contact Health System Services.

VENTILATOR

PURPOSE: A volume ventilator also known as a respirator, is used to mechanically assist breathing by delivering air to the lungs.

USE: A volume ventilator may be ordered for use only at night, during limited daytime hours or around the clock, depending on your condition. Volume ventilators used in the home are small, lightweight and portable; operate on household electrical current with an internal backup battery in case of power outage. It is advisable to have an external backup battery or generator readily available in case of power outage or an emergency. A manual resuscitator or "self-inflating bag" should be kept readily available to provide positive pressure ventilation to the patient following suctioning and in case of equipment malfunction.

INSTRUCTIONS:

1. Ventilator must be placed on flat level surface at or below patient's head at all times.
2. Humidifier must be placed on a stand or attached to the ventilator (positioned lower than the patient's head).
3. Fill humidifier with distilled water only.
4. Plug ventilator and humidifier directly into grounded electrical outlet. Do not use extension cords or multi-outlet adapters.
5. Attach small section of corrugated tubing between ventilator and inlet on humidifier.
6. Connect patient circuit to outlet on humidifier.
7. Add water trap to lowest point on patient circuit.
8. Power on ventilator and humidifier.
9. Connect oxygen source (if required) and set to prescribed rate
10. Ensure ventilator controls are set at prescribed settings. Do not change settings unless instructed by the physician.
11. Before connecting patient, perform leak test by occluding the end of circuit and observe high pressure alarm indicating circuit passes leak test. If high pressure alarm does not sound, check all connections on circuit and humidifier and test again
12. When alarm sounds, observe patient breathing effort and recheck ventilator control settings. All alarms indicate a potential safety risk to the patient. *IF IN DOUBT, DISCONNECT PATIENT FROM CIRCUIT AND USE MANUAL RESUSCITATOR (WITH OXYGEN IF PRESCRIBED) UNTIL PROBLEM CAN BE CORRECTED!
13. Refill humidifier bottle with distilled water as necessary.
14. Empty water trap as necessary.
15. In case of power failure, the portable ventilators will switch to an internal battery. Battery will last approximately 1 hour when fully charged. It is also recommended to have an external battery to last from 4 to 24 hours.

Changing Ventilator Circuit

1. Wash your hands.
2. Place manual resuscitator at patient's side.
3. Have clean circuit assembled and ready.
4. Disconnect dirty tubing from ventilator and patient.
5. Ventilate patient with manual resuscitator (and oxygen if ordered).
6. Connect clean circuit to ventilator.
7. Check circuit for leaks before reconnecting patient.

8. After patient is reconnected, check for a rise in chest and pressure manometer during next inspiration.
9. Wash your hands

Changing Humidifier Chamber

1. Wash your hands.
2. Fill clean humidifier with distilled water.
3. Disconnect patient circuit from trach tube and attach resuscitation bag.
4. Have 1 caregiver gently squeeze bag to meet patient normal respiratory breathing rate while the other caregiver changes humidifier.
5. Disconnect patient circuit and small corrugated tubing from humidifier.
6. Replace dirty humidifier chamber with clean chamber.
7. Reconnect small corrugated tubing from ventilator to inlet on clean humidifier chamber.
8. Reconnect patient circuit to outlet on clean humidifier chamber.
9. Check circuit for leaks before reconnecting patient.
10. Remove resuscitation bag from trach tube and reconnect circuit.
11. After patient is reconnected, check for a rise in chest and pressure manometer during next inspiration.
12. Wash your hands

Changing Ventilator Circuit & Humidifier (Replace every 4 weeks)

It is recommended to have two (2) people available when changing the circuit. You should have the following items assembled (patient ready) before you disconnect the patient:

1. Clean ventilator circuit
2. Clean humidifier chamber
3. Manual resuscitator
4. Oxygen source (if prescribed)

CLEANING:

Ventilator Circuit Clean As Needed (Replace every 4 weeks)

1. Disassemble and wash reusable circuit (or reusable parts) in warm, soapy water using a mild liquid detergent.
2. Rinse thoroughly under cold running water.
3. Soak entire circuit (or reusable parts) in a solution of 1 part white vinegar and 3 parts water for 30 minutes.
4. Rinse thoroughly under cold running water.
5. Shake off excessive water.
6. Allow to air dry on a paper towel and cover with another paper towel to keep off dust.
7. Reassemble circuit and store in sealed plastic bag.

Humidifier:

Daily

1. Refill humidifier chamber up to the maximum level with distilled water.

Weekly

1. Wash humidifier chamber in warm, soapy water using a mild liquid detergent.
2. Rinse thoroughly with cold running water.
3. Soak humidifier in 1 part white vinegar and 3 parts water for 30 minutes..
4. Rinse thoroughly under cold running water.
5. Shake off excess water and allow to air dry on a paper towel, covering with another clean paper towel to keep off dust.
6. When dry, store in a sealed plastic bag.

Filters:

1. Check foam filters weekly, clean with warm water as needed.
2. Squeeze thoroughly to remove excess water and allow time to completely dry before reinstalling.
3. Replace cloth filters (if equipped) as necessary.

Surface:

1. Clean surface as needed with a damp (water only) cloth. Do not spray or use any cleaning products on the equipment.

WARRANTY: Two-year warranty applies to the Astral ventilator internal battery and FiO2 cell, when purchased as a complete system. If an Astral internal battery or FiO2 cell is purchased independently, above warranties apply. [More here](#)

If you have a question about this device or the warranty, please contact Health System Services.

WALKERS

PURPOSE: Walking aids are designed to give the user added stability and when used properly, increased independence. Your physician has ordered your walking aid for a specific reason. If your physician has given you specific instructions, you must follow them specifically. If you have not seen a therapist or physician, please do so.

TYPES: Walkers come in a variety of styles and sizes, each with a specific purpose. Walkers can come with seats, brakes, baskets, and/or wheels. Make sure you read and understand all manufacturers' operating instructions. Folding walkers are just as strong as non-folding walkers and have the added convenience of compact storage. Most walkers have a 250-300 pound weight limit. Check with Health System Services for the specific weight requirements for your walker; heavier duty models are available by special order.

FITTING: A properly fitted walker is adjusted for height when wearing the shoes you will be wearing while walking with the walker. The top of the handgrips should be approximately at the wrist when the arms are straight. This will allow the elbows to be slightly bent (20 - 30 degree angle) when the walker is in use. Make sure all walker legs are adjusted to the same height.

WHEELS & BRAKES: Walkers have many styles of wheels. Walkers with two wheels are very common and wheels must be in the *front* position. Walkers with four wheels must have a braking mechanism due to the possibility of losing balance. Braking mechanisms vary in their performance and braking ability, the user must comply fully with manufacturers' operating procedures. Health System Services maintains many different types of walkers with brakes and brake add-ons.

USE: Your wrists must be straight and firmly grasping the handgrips. Your first step should be even with the back two legs of the walker, followed by a second step into the middle of the walker. The walker is then moved forward, stepping through the walker last (exactly the same as a normal walk). The feet do not meet side by side unless stopping for a reason. If your walker has a seat, the brake must be fully engaged when utilizing the seat. If your walker is of the folding type, make sure the spring buttons are fully engaged.

SAFETY: Always use caution when using a walker or wheeled walker on inclines or around stairs. Avoid steep grades, throw rugs, loose carpet, electrical wires or other obstacles.

MAINTENANCE: The rubber tips and wheels on your walker are very important and you should inspect them regularly. Worn or damaged tips and wheels must be replaced immediately. Health System Services maintains a wide variety of walker tips and wheels that are inexpensive. The handgrips should

be checked for movement or slippage, if applicable, on a regular basis and replaced if damaged. Braking mechanisms should be checked for braking ability at least monthly. If your walker does not brake completely, please bring it to the store where you purchased it so adjustments can be made.

WARRANTY: Each walker is warranted to be free of defects in materials and workmanship for the lifetime of the original consumer purchaser. In the event of a defect covered by this warranty, the manufacturer will, at their option, repair or replace the device. This warranty does not cover device failure due to owner misuse or negligence, or normal wear and tear. The warranty only extends to durable components such as the frame. This warranty does not extend to non-durable components, such as rubber accessories, casters and grips, which are subject to normal wear and need periodic replacement.

If you have a question about this device or the warranty, please contact Health System Services.

WHEELCHAIR: MANUAL

PURPOSE: Wheelchairs are designed to allow those individuals who either cannot walk or have limited walking ability to be independent and mobile. Wheelchairs should be properly prescribed and fitted. If you have not seen a physician or therapist regarding your wheelchair, we encourage you to do so.

TYPES: Wheelchairs come in many different shapes, sizes, and brands. These wheelchairs can range from several hundred to several thousands of dollars. All wheelchairs have a maximum weight limit that they can support. Make sure you verify the weight capacity of your wheelchair. Wheelchairs may also come in different heights. Health System Services has the capability to order a manual wheelchair to meet most needs. At all times the user must follow and abide by all manufacturers' safety and operational procedures.

ARMRESTS: Armrests provide support for the user's arms. There are two types of armrests, fixed and detachable. The fixed type armrests usually provide a more secure fit to the user and generally result in a narrower chair. Detachable arms either lift out of the way or completely detach from the chair allowing for easy transferring into and out of the wheelchair. You should consult Health System Services for your specific needs.

LEG RESTS: Leg rests come in three basic types, fixed, swing away and elevating. Fixed leg rests are for users that transport their wheelchair infrequently or have unlimited transportation space. Swing-away leg rests actually *swing away* and detach, thus giving the wheelchair a more compact size when transporting, and also making getting into and out of the wheelchair safer and more accessible. Elevating leg rests allow the raising of the leg to an extended position. This feature is provided for users that cannot bend or must have their legs elevated. All leg rests should be adjusted properly before using.

TRANSPORTATION: Transportation of wheelchairs is simplified by their ability to fold up or collapse. A collapsed wheelchair is reduced to a width of approximately 1 foot. It can be easily rolled into a back seat of a car by tilting the wheelchair on its large wheels and placing the smaller caster wheels into the vehicle. Then roll the larger wheels up into the back seat. The chair may also be stored in an automobile trunk. The user must always utilize proper lifting techniques when lifting heavy or awkward objects. There are also inexpensive wheelchair lifts that can be attached to most trailer hitches.

USE: To fold up your wheelchair, grab the seat sling in the middle and pull up. To unfold, push down on the seat guideposts with the palm of your hand. Never allow your fingers to get between the guideposts and armrests. To prevent tire damage, never store or transport your wheelchair with the wheel locks on.

Each wheelchair is equipped with wheel locks. Wheel locks are not intended to keep the wheelchair braked in all situations. Wheel locks are designed to provide resistance so that the average user will not move when they are applied. Wheel locks should be regularly checked and adjusted for proper function. These are to be applied whenever transferring in/out of the wheelchair.

All leg rests have flip-up footplates. These footplates must always be flipped up and out of the way when transferring. Many wheelchairs can be adapted with anti-tipping devices. These devices are designed to help prevent backward tipping of the wheelchair and are available to be installed on any standard wheelchair if your doctor or therapist deems necessary.

CUSHIONS: Wheelchair cushions come in many different styles and levels of cushioning. Cushions are designed for those individuals who spend many hours in their wheelchairs and need to prevent skin breakdown. Cushions can provide support and stability for the user. Cushions should be purchased from Health System Services that can properly fit the user. Health System Services maintains a modest selection of different cushions for different needs; in a special circumstance, a cushion may require custom design to accommodate the patient.

ACCESSORIES: Like any other transportation modality, wheelchairs can be purchased with many different options or accessories. Health System Services can order and install most accessories, like wheelchair lap trays, oxygen holders, cushions, and power attachments.

SAFETY: Users should take precautions when using wheelchairs on grades, ramps, etc. Steep inclines must be avoided. When transferring into or out of a wheelchair, ensure hand brakes are applied. Wheelchairs should be fit to the person using it. Over time, if the wheelchair becomes too small (there should be approximately one inch between the legs and the armrest frame) contact HSS immediately as the possibility of skin breakdown, or the patient exceeding the weight limit of the chair exists.

MAINTENANCE: Health System Services is dedicated to complete customer care and want to service your entire wheelchair needs. The user should perform visual checks on their wheelchair at least monthly. If any item is ripped or worn, it should be replaced immediately. If any item needs adjusting, it should be done immediately by contacting Health System Services.

WARRANTY: Each wheelchair is warranted to be free of defects in materials and workmanship for the lifetime of the original rental/purchase period. In the event of a defect covered by this warranty, the manufacturer will, at their option, repair or replace the device. This warranty does not cover device failure due to owner misuse or negligence, or normal wear and tear. In some circumstances, where more extensive repairs or replacements may be required, HSS will advocate on the user's behalf to secure payment from the respective insurer. The warranty only extends to durable components such as the frame. This warranty does not extend to non-durable components, such as rubber accessories, casters and grips, which are subject to normal wear and need periodic replacement. These replacement items are the responsibility of the user.

If you have a question about this device or the warranty, please contact Health System Services.