

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	543	
		Original Date	10/13/2000	
	Department: Nursing	Revised Date	07/10/2014	
	Oxygen, Equipment, Nebulizers, and Equipment Utilization			

PURPOSE:

To ensure proper check-out procedure of equipment and to ensure resident is receiving equipment that is clean and in working order.

PROCEDURE:

Any patient receiving respiratory care utilizing Central Montana Medical Center’s Home Medical Equipment products, that being but not limited to Oxygen concentrators, Oxygen tanks, etc., must have the appropriate paperwork completed as outlined in this procedure.

All CMMC products will have a work order attached to the product. The work order will have the description of the product as well as the serial number and CMMC ID tag number.

Only those items or products with work orders attached may be utilized. Products without the attached work orders are not to be used on patients. This will ensure proper inventory control, billing, and that the equipment issued to the patient has been checked out and is clean and ready for use.

PROCEDURE – Set-up:

Verify physician orders for the type of equipment needed.

1. Fill out the attached work order with the patient’s name, patient’s room and location.
2. The work order is in two parts. Place the white copy in the CMMC box. Attach the yellow copy to the equipment.
3. If questions or problems, contact CMMC Department @535-6292. If no answer, leave a message.

DISCONTINUATION:

1. Check physician's orders to verify discontinuation.
2. Remove the yellow copy from the equipment.
3. Discard any disposable equipment. This includes unopened disposable equipment in patient's room.
4. Return the equipment to the O₂ storage room by D-Wing Nurse's Station.
5. Place the yellow copy of the work order that was attached to the machine in CMMC box with date discontinued.