

BLUE Sheets - Basic Lessons for Understanding Equipment

Oral Suction

Patient: M|SITE.SHIP_TO_NAME

Patient ID: M|CUSTOMER.PATIENT_ID

Model #:

Serial #:

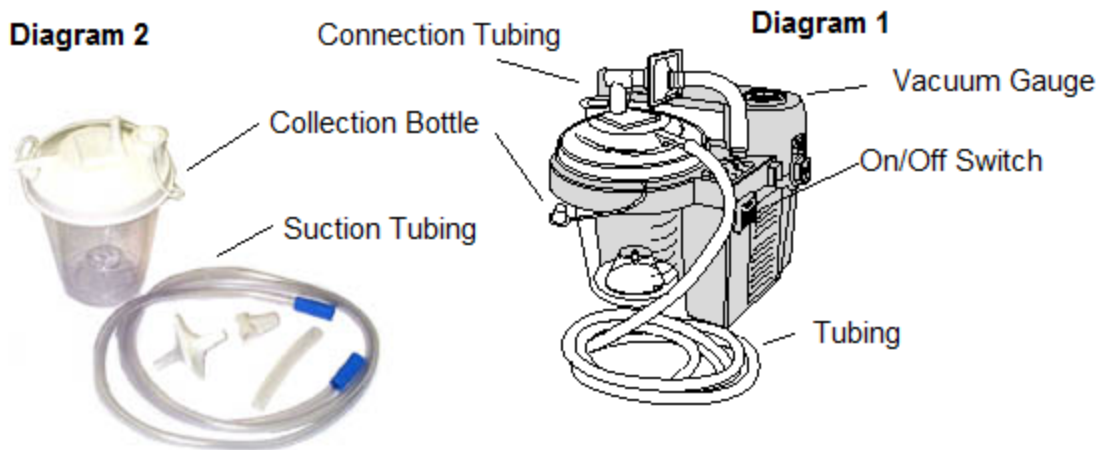
Date: M|C|CURRENTDATE

Setting Up Your Equipment

- Place suction machine on flat surface.
- Connect power cord to grounded outlet.
- Connect tubing to machine.
- Connect suction catheter or tonsil tip to tubing.
- Turn machine "ON".

Using Your Equipment

- With machine on flat surface, use the vacuum gauge to set vacuum resistance.
- Administer suction as demonstrated by your delivery technician and prescribed by your physician.



Special Procedures

For Oral Suctioning:

- Wash your hands.
- Open suction catheter kit.
- Prepare oxygen source (if applicable).
- Open sterile water or normal saline.
- Fill container with sterile water or normal saline.
- Glove one hand with sterile glove and other with non-sterile glove.
- Using hand with sterile glove, pick up suction at end containing control port.
- Connect suction catheter to long suction line by using hand with non-sterile glove. Keep fingers off of the control port.
- Using non-sterile hand, turn suction machine "ON".
- Using sterile hand, pick up catheter at the control end containing the control port.
- Gently insert catheter 3-4 inches along the side of the patient's mouth, or until you reach a pool of secretions, without applying suction.
- Cover the control valve and suction secretions and both sides of the patient's mouth in a continuous rotating motion. Suction for no longer than 10 seconds.
- Allow patient to breathe normally before reinserting catheter.
- Once catheter has been removed, rinse catheter and tubing by suctioning up sterile water and/or normal saline.
- Detach catheter from suction tubing, remove glove and dispose of glove, catheter and suction kit.
- Wash your hands.
- Note thickness, color and amount of secretions. Record this information.

Maintenance

- Clean collection unit (bottle) daily with hot soapy water; rinsing in warm water.
- Clean tubing using 1 part distilled white vinegar and 2 parts tap water. Suck cleaning solution through tubing into collection unit.
- Rinse tubing with clean water.
- Let parts air-dry.

Safety Issues

- Do not use higher levels of suction than prescribed.
- Be sure unit is plugged into a grounded outlet.
- Contact dealer with any malfunction or faulty part on unit.

Frequently Replaced Items

- Suction catheters
- Tonsil tip catheters
- Suction tubing & collection bottle (Diagram 2)

**** Please contact your equipment provider for any questions, adjustments, or repairs. ****

All Medicare DMEPOS suppliers must be in compliance with CMS Supplier Standards in order to obtain and retain their billing privileges. These standards, in their entirety, are listed in 42 C.F.R. pt. 424, sec 424.57(c). A supplier must disclose these standards to all customers/patients who are Medicare beneficiaries (standard 16). Supplier Standard 12 includes "A supplier ...must instruct beneficiaries on use of Medicare covered items".