

Aerosol Therapy

Thank you for choosing DASCO as your aerosol therapy provider. We also wish to provide you with some important information about your aerosol therapy. Aerosol Therapy (also called “Nebulizer Treatments”) helps you to breathe easier and more effectively by relieving congestion and opening your air passages. The aerosol machine (also called a “Nebulizer” or “Breathing Machine” or “Compressor”) converts the liquid medication into a fine mist. The purpose of converting liquid into a mist is to enable you to inhale the medication deeply into your airways where it is deposited.

Your Aerosol Medication Prescription

Aerosol Therapy must be prescribed by your doctor. It is extremely important to follow your doctor’s orders regarding the time between treatments. Please note, some medications should not be taken closer than 3 - 4 hours while others can be taken as needed. The number and frequency of treatments as well as the medication dosage must be exactly as ordered by your doctor.

GENERAL TIPS ON YOUR AEROSOL THERAPY

- **Don’t** use out-of-date medication ... always check the expiration date before taking a treatment.
- **Don’t** overuse medications. Use the exact amount prescribed by your physician. If there is a change in your condition, contact your physician.
- **Don’t** use identical nebulizer and MDI (inhaler) medications at the same time.
- **Don’t** use the compressor if the cord is damaged, frayed, etc.
- **Don’t** use extension cords unless absolutely necessary. If necessary, the extension cord must be of the same size and current as the compressor.
- **Don’t** place the compressor near curtains, pillows, sheets or loose items that may restrict airflow around the compressor.
- **Do** adhere strictly to the cleaning procedure for the nebulizer assembly, this will help you to avoid infection.
- **Do** keep the aerosol machine clean.
 - With the aerosol machine unplugged, wipe with a clean, *slightly* damp cloth.
 - Check the inlet filter and replace it periodically.
- **Do** follow all the instructions on your medication label(s).
- **Do** follow the proper storage of medications (see directions listed on your medication label(s)).
- **Do** replace your aerosol machine if it is not working properly or every 4-5 years. Call 800-892-4044 for further information.
- **Do** keep a spare nebulizer kit on hand at all times.
When you open your second to last,
call 800-892-4044 to re-order.

Please Note: This equipment belongs to DASCO until it is purchased. If it is no longer needed, please contact DASCO at 1.800.892.4044. If equipment is not returned, charges may apply.

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Treatment Prevention

- Wash your hands.
- If instructed by your doctor, check your pulse before and after treatment.
- Confirm you have the correct medication and your appropriate dosage. Albuterol vials have a pointed tip and Ipratropium vials have a flat tip.
- Choose a clean place where you can sit comfortably next to a clean surface (such as a table or counter).
- Having tissues and a glass of water available for use during and after your treatment may be helpful.
- Plug the aerosol machine into a grounded outlet.

Taking Your Aerosol Therapy Treatment

- Make sure you are comfortable.
- Put the prescribed medication into the nebulizer cup.
- Assemble the nebulizer kit.
- Attach the kit to the aerosol machine with the tubing.
- Turn the compressor on.
- Take a deep breath and exhale completely.
- Place the mouthpiece in your mouth (between your teeth).
- Seal your lips around the mouthpiece.
 - You may be using a mask rather than mouthpiece, if this is the case, place the mask over your mouth and nose and breathe through your mouth.
- Hold the nebulizer upright to avoid spilling.
- Breathe normally through your mouth.
- Around every fourth breath, exhale slowly and completely, take a deep breath, hold for 2 - 3 seconds and exhale completely.
- Relax and take your time.
 - If you feel dizzy, shaky, or light-headed, immediately stop your treatment and restart when your symptom(s) disappear. If they persist, call your doctor and/or your DASCO representative.
- Tap the medicine cup occasionally to make sure all the medication is nebulized.
- Turn off the aerosol machine once no more medication is present.
- Disconnect the tubing from the compressor.
- Use a controlled cough to expectorate mucus loosened by the treatment.

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Troubleshooting

- **If your treatment takes an unusually long length of time...**
 - Check the nebulizer assembly for proper construction. Remember to check for kinked or cracked tubing.
 - Check the inlet filter. Change or clean if needed.
- **If your compressor feels or smells hot...**
 - Check to see if there is proper airflow around the compressor.
- **If your compressor is too noisy...**
 - Check to see if the cabinet door or items near the compressor are vibrating.
 - Make sure your nebulizer is on a level surface.

If all above solutions do not resolve the problem, contact your DASCO representative at 800-892-4044.

How to Care For and Clean Your Aerosol Equipment

After Every Treatment

- Remove the nebulizer kit from tubing.
- Disassemble the kit and thoroughly rinse under warm running water.
- Shake off excess water and place on a clean paper towel, cover with another clean paper towel; allow to air dry; make sure all parts are dry before your next treatment.

Once Per Day

- Disassemble the kit and wash in a mild dishwashing soap.
- Rinse under warm, running water; shake off excess water and place on a clean paper towel, cover with another clean paper towel; allow to air dry, make sure all parts are dry before doing your next treatment.

Once Per Week

- Soak all parts in white vinegar solution (1 cup vinegar to 3 cups water) for 30 - 40 minutes; make sure all parts are covered in the solution.
- Rinse under warm running water; shake off excess water and place on a clean paper towel, cover with another clean paper towel; allow to air dry, make sure all parts are dry before doing your next treatment.

Every Two Weeks

- Change the nebulizer kit every 2 weeks and after any viral illnesses.
- Check the filter. If there is any discoloration, then it needs to be replaced.

Remember to contact DASCO if:

- Your nebulizer malfunctions. It is important to call as soon as possible.
- You are unable to keep a scheduled appointment.
- You move and are still renting equipment.
- Your physician changes your prescription or you start taking any new medications.
- You have a change in insurance or physician.

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Infection Control - Take Everyday Preventative Actions

Everyday preventive actions are steps that people can take to help slow the spread of germs that cause respiratory illnesses, like flu. These include the following personal and community actions:

- Cover your nose and mouth with a tissue when you cough or sneeze. This will block the spread of droplets from your mouth or nose that could contain germs.
- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub. Scrub hands with soap or sanitizer thoroughly for 30 seconds. Rinse thoroughly when using soap and dry with a clean paper towel. Turn faucet off with a paper towel.
- Avoid touching your eyes, nose, and mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- If you or your child gets sick with a respiratory illness, like flu, limit contact with others as much as possible to help prevent spreading illness. Stay home (or keep your child at home) for at least 24 hours after the fever is gone except to seek medical care or for other necessities. Fever should be gone without the use of a fever-reducing medicine.
- If an outbreak of flu or another illness occurs, follow public health advice. This may include information about how to increase distance between people and other measures.

Thank you for choosing DASCO Home Medical Equipment.

If you have any questions about your aerosol therapy, do not hesitate to contact us at www.goDASCO.com or call 800-892-4044

We also recommend...



Bedside Commode



Gel Overlay Mattress



Wheelchairs

If you are interested in these items of any of our other products DASCO offers, please contact us at 800-892-4044

Rental Equipment FAQ

Commonly Rented Equipment

Oxygen machine, tanks, and
all related equipment

Nebulizers

Non-Invasive Ventilation

Wheelchairs

CPAP/BiPAP Machines

Suction Machines

Enteral Pumps

Hospital Beds

Patient Lifts

Compressors

Air Mattresses

Q: Why is my equipment a rental?

A: Insurance determines whether or not your equipment will be rented or purchased. In most cases, your equipment will rent monthly until it meets purchase price. DASCO owns the equipment until it is purchased.

Q: How long will my equipment rent?

A: It depends on your insurance company's guidelines. Most items above rent for 10 - 36 months. There are a few items that rent continuously. Your insurance company determines how many months they will rent an item.

Q: Will my rental copay be the same each month?

A: The amount you are billed may vary and is dependent on a few things:

- ✓ If your insurance processes more than one monthly bill at a time, you may be billed for more than one month's copay at a time.
- ✓ Some insurance companies pay a higher rate in the first few months of the rental. If that happens, your monthly copay may decrease over time.
- ✓ If your insurance initially covers your equipment as a rental, then converts it to a sale shortly thereafter, your final copay bill may be higher.
- ✓ If your insurance policy includes a deductible, your billed amount may be higher until the deductible has been met. For information about your deductible, please contact your insurance company.
- ✓ Rates vary by insurance. If your insurance changes, it may affect your billed amount and / or the rental status of your equipment. Please contact us at 1-800-892-4044 immediately if your insurance changes.

Q: Do I need to return my equipment if I stop using it?

A: Yes. If you are not sure if your equipment is still renting, please contact us at 1-800-892-4044, so we can verify that information for you. **If you fail to return it and it is renting, you may be charged.**

Q: How do I pay my monthly bill?

A: Due to the reoccurring nature of billing rental equipment, DASCO requires a credit card for automatic payments.

DASCO offers a variety of programs to make managing your monthly bills easy and convenient, including an online portal and paperless statements. Visit www.goDASCO.com for details.



Patient Rights & Responsibilities

Deliveries: Please anticipate your oxygen needs for the next 3 months and place your order in advance. All delivery pricing applies to routine quarterly office hour deliveries only. Additional fees may apply on nights, weekends, and holidays.

Limited Warranty: Goods are being selected by you or are prescribed by a physician. They are not being manufactured by us, the supplier, therefore we have no express warranty on the goods being furnished beyond description of the goods contained herein. In no event shall we, the supplier, be liable for damages in connection with the consumer's use of the product. Implied warranties, including any warranty of merchantability of fitness for a particular purpose are excluded to the extent permitted by law. Some states do not allow limitations on how long an implied warranty lasts or the exclusion of limitations of incidental or consequential damages so the above may not apply to you. The warranty gives you specific legal rights and you may also have other rights which vary from state to state.

Medicare Equipment and All Payor Equipment Under Warranty: Products sold or rented by DASCO, or supplier may carry a manufacturer's warranty. DASCO or supplier will notify all beneficiaries of warranty coverage, and we will honor all warranties under applicable law. DASCO or supplier will repair or replace free of charge Medicare-covered equipment that is under warranty. Owner manuals are available online at www.goDASCO.com or upon request.

Return Policy: All sales are final 30 days after receipt of purchase. We cannot accept returns of any open supplies, or any items considered personal in nature.

Privacy Notice: DASCO Privacy Notice is posted at www.goDASCO.com or a copy is available upon request.

YOUR RIGHTS

1. Access to Healthcare Services

You have the right to equal access to any medically appropriate service provided by this company without regard to race, creed, gender, age, handicap, psychosocial condition, spirituality, personal values and beliefs. You have the right to have your privacy, safety, and security respected, the right to be free of pain as a result of treatment or equipment use, and the right of being free of abuse.

2. Informed Consent

We encourage you to participate in all decisions regarding your care. You have the right to complete information regarding your diagnosis and treatment plan and will not be subjected to any treatment without your voluntary competent consent. You have the right to receive this information in a manner that you can understand. If there is a language or other communication barrier, we will attempt to provide an interpreter or other communication device to assist in our mutual understanding of one another.

3. Refusal of Service

You have every right to refuse treatment. However, you also have the right to be informed of the possible risks involved in such a refusal and assume responsibilities for any consequences.

4. Respect

You have the right to be treated with dignity and respect and to have your cultural or ethnic preferences addressed. We also feel that you deserve to be treated courteously under all conditions and circumstances.

5. Customer Confidentiality

It is our policy to maintain strict confidentiality regarding all customer information. Privacy concerning your care is a fundamental right. Your information will only be released for treatment, payment and health care operations. DASCO or supplier may record phone calls for quality assurance purposes.

6. Billing

You have the right to expect care, accuracy and attention to detail when it comes to processing your bill. You have the right to be informed of charges for our services and of our policies regarding payment for services.

7. Continuity of Care

You have the right to receive the required service in a timely manner. If, for some reason, we are unable to meet your needs, you will be promptly informed and referred to alternate services.

8. Complaints

You have the right to voice concerns, to complain when our services do not meet your expectations and to expect a solution to your complaint or problem without discrimination, coercion, reprisal or unreasonable interruption of services. To register a complaint, please call or write DASCO Home Medical Equipment Company, 375 N West Street, Westerville, OH 43082. Attn: Privacy Officer. 1-800-892-4044. DASCO or supplier is accredited by the Joint Commission, One Renaissance Boulevard, Oakbrook Terrace, IL 60181. 1-630-792-6800.

Continued on next page.

Patient Rights & Responsibilities

9. Capped Rental Items

DASCO or supplier does accept and follow all capped rental guidelines. Medicare will pay a monthly rental fee for a period to not exceed 13 months, after which ownership of the equipment is transferred to the Medicare beneficiary. After ownership of the equipment is transferred to the Medicare beneficiary, it is the beneficiary's responsibility to arrange for any required equipment service or repair. Examples of this type of equipment include hospital beds, wheelchairs, alternating pressure pads, nebulizers, suction pumps, CPAP devices, patient lifts and trapeze bars. If an item is not available for rent, you may opt for an alternative provider. Equipment in this category can be purchased or rented; however, the total amount paid for monthly rentals cannot exceed the fee schedule purchase amount. Examples of this type of equipment include canes, walkers, crutches, commodes, and seat lift mechanisms.

YOUR RESPONSIBILITIES

1. Information

Provide DASCO or supplier with complete and accurate information regarding your health, communicable infections, insurance and demographics, DASCO or supplier is to be notified immediately of any changes or updates to the items listed.

2. Compliance

Follow the treatment plan as ordered by your physician and consent to the proposed care plan. If you do not understand the treatment plan, it is your responsibility to let us know. Insurance does not cover non-compliance and equipment not being used. Contact DASCO or supplier when equipment is no longer being used at 1-800-892-4044.

3. Equipment

You agree to use the products as instructed. Any damage to the equipment placed in your care becomes your responsibility, beyond normal wear and tear. This includes but is not limited to bug infestations, water damage, fire and theft.

4. Delivery and Service Calls

Be at home for scheduled service calls.

5. Respect

You are responsible for respecting the rights of those professionals providing your service, care and billing. Disrespectful language and actions are not tolerated.

6. In Patient

Report hospital or nursing home admissions DASCO or supplier immediately so billing may be adjusted.

7. Financial

You are responsible for:

- Payment of all co-pays, deductibles and claims not paid by your insurance company.
- You will be charged a \$20.00 NSF fee for any returned check.
- If your account is not paid in a timely manner further collection action including interest, late charges, credit reporting and equipment repossession may occur.
- Questions regarding your insurance coverage should be directed to your insurance company.
- Questions regarding your DASCO or supplier invoice should be directed to our billing department at 1-855-564-9014.

8. Insurance

- Medical documentation and testing are often required for insurance coverage. It is your responsibility to respond in a timely manner to any necessary requests to avoid insurance denials and full financial burden.
- Your insurance company has the right to rent or purchase the equipment. Medicare beneficiaries may have the option of choosing, depending on the equipment.
- Notify DASCO or supplier with any insurance updates, changes and terminations.

9. Unintended Consequences

- You are responsible for accepting the unintended consequences of not following safety guidelines, equipment directions or your plan of care.

MEDICARE SUPPLIER STANDARDS

The product and/or services provided to you by DASCO HME, or supplier are subject to the supplier standards contained in the Federal regulations shown at 42 Code of Federal Regulations Section 424.57C. These standards concern business professional and operational matters (e.g. honoring warranties and hours of operation). An abbreviated version of these standards may be found at www.goDASCO.com. Upon request we will furnish you with a written copy of the standards.