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## **CPAP/BIPAP Instructions**

## CPAP/BIPAP General Information

Your physician has prescribed a CPAP (Continuous Positive Airway Pressure) or BiPAP (Bi-Level Positive Airway Pressure) device for you. Your CPAP/BIPAP device should be used only as your physician prescribes. If your physician prescribes a different setting or discontinues your CPAP/BIPAP, it is your responsibility to notify Procure Home Medical at 1-877-274-0770. A written physician order must be obtained by Procure Home Medical for any changes regarding your CPAP/BIPAP. **CPAP/BIPAP device(s) can be dangerous if misused.**

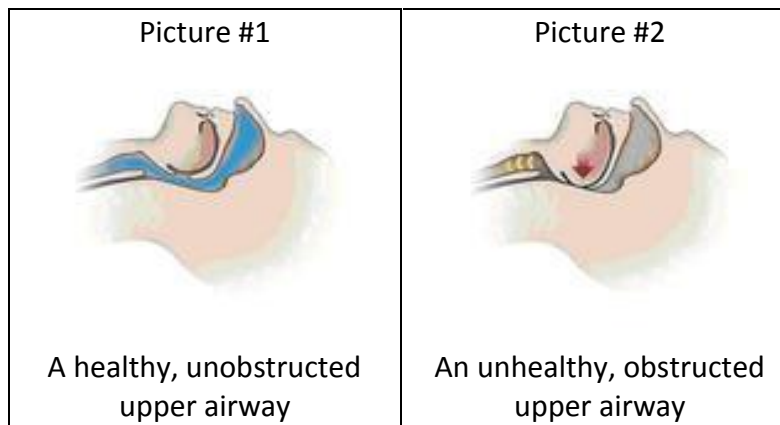
### What is Obstructive Sleep Apnea?

Obstructive Sleep Apnea (OSA) is a condition in which a patient's breathing passage seals during sleep, causing the patient to stop breathing. Apnea is Latin for "without breath". The body responds to this lack of oxygen by arousing, or waking from sleep. This cycle leads to the patient being unable to get the needed quantity of restful sleep and results in:

- Constant Fatigue
- Difficulty Focusing
- Irritability

Untreated Sleep Apnea is potentially fatal and frequently results in the following serious health problems:

- Heart Attacks
- Strokes
- High Blood Pressure
- Diabetes



### What is CPAP therapy?

CPAP stands for Continuous Positive Airway Pressure. CPAP/BIPAP therapy provides a constant airflow which holds the airway open so that uninterrupted breathing is maintained during sleep. This eliminates Sleep Apneas and allows the patient to get a restful sleep.

### What is a CPAP Machine?

A CPAP machine blows one constant pressure. Your ideal pressure was determined during your sleep and/or titration study. However, many factors can affect your ideal pressure over time, like weight fluctuations and even sleeping positions.

### What is a BiPAP?

A BiPAP machine alternates blowing two set pressures, a higher pressure for inhalation and a lower pressure for exhalation.

### What does APAP stand for?

APAP stands for Automatic Positive Airway Pressure.

### What is an APAP Machine?

An APAP machine automatically adjusts the blower to the minimum pressure needed to keep your airway open during sleep. This allows your machine to provide you with your ideal pressure nightly.

## **General Precautions**

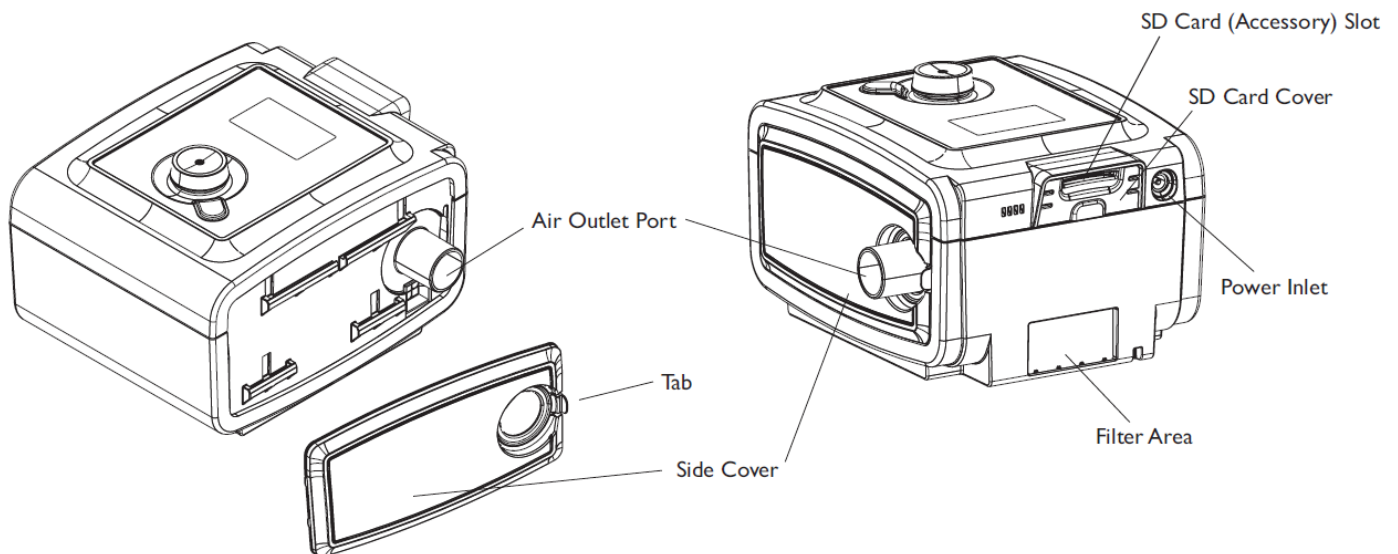
1. CPAP/BIPAP device is not intended for life support.
2. Interface (i.e. mask / nasal pillows) should not be used unless the device is turned on and operating properly.
3. Exhalation port(s) should never be blocked
4. If using oxygen with device, the oxygen must be turned off when the device is not used.
5. Do not use the device if the room temperature is warmer than 95 degree F. (This could cause irritation to your airway)
6. Do not operate the device in direct sunlight or near a heating appliance (i.e. room heater) because these conditions can increase the temperature of the air coming out of the device.
7. Do not immerse the device in any fluids.
8. Never operate equipment if:
  - The power cord is damaged
  - The device is not working properly
  - The device has been dropped and/or damaged
  - The device has been immersed in any fluid
9. Tobacco smoke may cause tar build-up with-in the device, which may result in the device malfunctioning.

## **Placement**

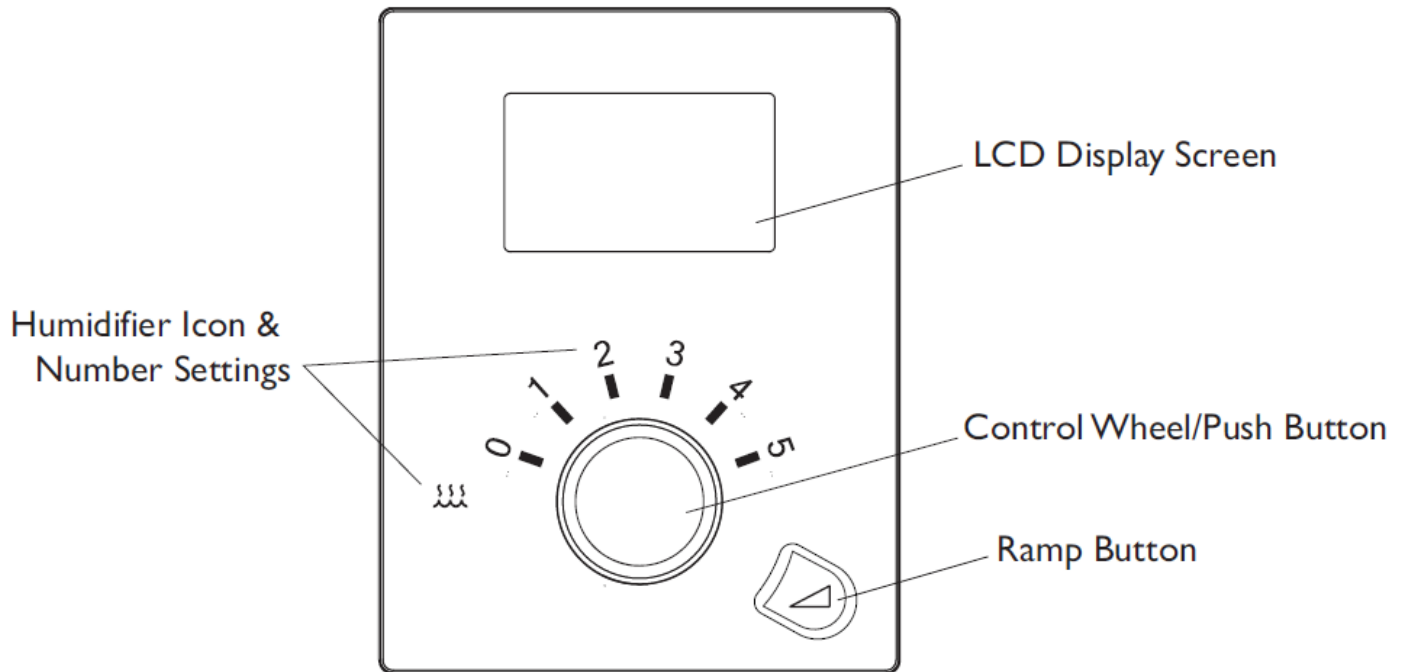
Place the device on a firm, flat surface somewhere with in easy reach of where you will use it. Make sure the filter area on the back of the device is not blocked.

Note: It is recommended to place a tray or like item under the unit when using humidifier to collect possible water condensation.

## **System Overview**



## Control Panel Display



## Control Panel Features

1. C-Flex/Bi-Flex Setting
  - C-Flex/Bi-Flex is a feature that makes breathing back against CPAP/BIPAP pressure easier.
    - Setting 1 – Lowest level of relief
    - Setting 2 – Moderate level of relief
    - Setting 3 – Highest level of relief
2. Altitude Setting
  - Attitude is a feature that adjusts pressure to compensate for altitude.  
Note: CPAP will automatically adjust this setting. Standard setting for Alaska is 1.
3. Ramp
  - Ramp is a feature that reduces pressure and then gradually increases the pressure to the prescribed setting. Pressure can be adjusted from 4 cm to the prescribed pressure setting.
4. Mask Alert Setting
  - Mask Alert is a feature that will detect a significant leak in the interface and will sound an audible alert.  
Note: Generally this feature is not used unless the patient has oxygen and/or your physician has ordered this feature.
5. Auto Off
  - Auto Off is a feature that will automatically discontinue therapy whenever the mask is removed.  
Note: We do not recommend enabling this feature

## **Equipment Maintenance**

The only care the machines require is that you clean or change the filters in the back of the machines to keep the internal parts from accumulating dust.

- White Pollen Filter – Replace every month and/or sooner if needed
- Gray Dust Filter – Clean weekly

Note: Medicare allows for the following:

- Gray Filter: one (1) filter every six (6) months
- White Pollen Filter: two (2) filters every month

## **Smart Card or SD Card**

A Smart Card or SD Card is inserted into the back of the device to record information. Occasionally your physician will request this information to be downloaded for evaluation. Smart Cards or SD Cards are exchanged and downloads are provided at no charge.

## **Modem**

Some devices use a modem to download and transmit your sleep information to the clinician/provider. This generally does not replace the smart card.

## **How do I change the pressure setting of my machine?**

When a physician orders a pressure change the machine must be brought in to Procure Home Medical to have the pressure adjusted. Note: If a modem is used pressures may be adjusted remotely by your clinician/provider. Once an adjustment is made a notice will appear on your LCD screen.

## **24-Hour Emergency Service**

If the unit fails and you cannot correct the problem or if you have questions concerning the operation, maintenance or safety of your machine, you may call our office at 1-877-274-0770, ask for the Procure person on call, the on-call person will return your call as soon as possible. Procure Home Medical has trained representatives able to assist you with questions or trouble-shooting your equipment. The goal is to restore the operation of your CPAP/BIPAP as quickly as possible.

## Interface

### **Which CPAP/BIPAP Masks work on which machines?**

You can safely mix and match nearly all machines and all CPAP/BIPAP Masks.

### **What is a nasal mask?**

A nasal mask seals around the entire nose and is held in place with straps, or headgear. This is a good device for first-time CPAP/BIPAP users.



### **What is a full face mask?**

A full face mask seals around both the nose and mouth and is held in place with straps, or headgear.

Full face masks are good alternative for “mouth breathers”. For some people the mouth tends to drop open unknowingly during sleep. This allows the treatment pressure blowing through the nose via a traditional nasal mask to escape. If this happens, it renders CPAP/BIPAP therapy ineffective as the pressure intended to hold a patient's airway open instead flows out of the patient's mouth. The full face mask equalizes pressure between the nose and mouth allowing the patient to receive the proper treatment pressure at all times.

Sometimes nasal blockages like a common cold or those who have nasal congestion due to illness or allergies might also need a full face for consistent treatment.



### **What is an oral/nasal mask?**

An oral/nasal mask fits over the mouth and against the outside edge of each nostril to deliver the CPAP/BIPAP pressure. It is an alternative to the full face mask.

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**What is a nasal pillow device?**

A nasal pillow device seals against the outside edge of each nostril rather than around the entire nose. The pillows open into the nostril but are not inserted inside to seal. This device is helpful for people who sleep on their side or stomach, or for those with facial hair. It is sold with different pillow sizes for ease of fit.



**What is a total face mask?**

A total face mask seals over the entire face, at the forehead, down the sides and under the chin. It can only be used when sleeping on the back and is somewhat of a last resort.

There are special circumstances or needs for this mask, like patients who leak air out of the corner of their eyes. This mask is like a Full Face mask in that it equalizes pressures for an even treatment, but this mask encompasses every opening on the face where air might escape like the eyes.



## **Disposable Equipment Maintenance**

Replace Disposable Equipment Regularly. CPAP/BIPAP Masks should be replaced every three (3) months and head gear should be replaced every six (6) months. Sinus infections and nasal congestion often result from the failure to replace disposable equipment regularly.

### **How often should I replace my mask and accessories?**

Medicare allows for mask cushion replacement every month and a complete mask system replacement every six (6) months. CPAP/BIPAP manufacturers and vendors suggest these replacement schedules as well. Most major insurances follow the Medicare replacement schedule. However, we recommend verifying benefits.

Note: Medicare allows for the following:

- Headgear (A7035) - 1 per every 6 months
- Tubing - Non-Heated (A7037) – 1 per every 3 months
- Tubing - Heated (A4604) – 1 per every 3 months
- Interface (Patient Preference)
  - Nasal Mask (A7034) - 1 per every 3 months
  - Nasal Prongs (A7033) – 2 per 1 month
  - Full Face Mask (A7030) – 1 per every 3 months
- Interface Replacement Cushion
  - Nasal Cushions – 2 per every 1 month
  - Nasal Pillows – 2 per every 1 month
  - Full Face Cushion – 1 per every 1 month
- Filter, Pollen (A7038) - 2 per month
- Filter, Gross Particle (A7039) – 1 per 6 months
- Chin Strap (A7036) – 1 per 6 months
- Humidifier - Non-Heated (E0561)
- Water Chamber, Humidifier (A7046) – 1 per 6 months

In our experience, most mask cushions begin to deteriorate after about three (3) months of use. The silicone eventually becomes too soft to hold a seal and headgear straps must be tightened more and more to get the same quality seal. We strongly suggest replacing cushions and pillows as soon as they start to soften.

Air leaks may reduce the effectiveness of CPAP/BIPAP therapy and headgear that is too tight may cause facial sores at pressure points.



## **Humidifier**

### **What is Humidification?**

Humidification adds moisture to the CPAP/BIPAP air, reducing irritation to the nasal passages caused by the increased airflow.

CPAP/BIPAP air is an irritant - to one degree or another - to everyone. In some cases the irritation dries out the nasal passages and may cause bleeding. It may also cause swelling, excess mucous, congestion or sneezing. The irritation also creates a very fertile ground for infections to begin. The irritation may be cumulative, building up over time. The only way to reduce the irritation is to add moisture.

### **What is a heated humidifier?**

A heated humidifier uses heat to produce moisture. The heat is adjustable for more or less moisture, and the chamber is much smaller than a passover humidifier.

### **What is a passover humidifier?**

A passover humidifier is a chamber of water added to the CPAP/BIPAP to help moisten the airflow and reduce irritation to the nasal passages. Note: This option does not provide heated humidity.

### **What is an integrated humidifier?**

An integrated humidifier is a component to a specific CPAP/BIPAP that fits directly to the CPAP/BIPAP, eliminating the need for a second hose and in some heated humidifiers, a second power cord. This is common on devices manufactured before 2004.

## Cleaning

**CAUTION: DO NOT clean any parts of the system with alcohol or cleaning solutions containing alcohol.**

**DO NOT clean the system by steam autoclave or gas sterilization methods. These cleaning processes may harden or deform the flexible plastic parts of the system and adversely affect their function.**

- A. You should check the mask or nasal pillows after each cleaning. The silicone mask cushion and the silicone nasal pillows were designed to last a maximum of three (3) months with proper care. Although silicone is not susceptible to hardening, it can tear. The actual life of the nasal mask or pillows can vary greatly, depending upon use. Replace the mask when it leaks air excessively, there is a tear in the cushion, or it becomes uncomfortable to wear.
- B. Cleaning procedure: Items included are: Mask or nasal pillows, swivels, connectors, and tubing.
  1. Remove the headgear from your mask or nasal pillow shell. Disconnect the mask or shell, swivel and tubing. NOTE: You do not have to remove the support ring, spacer, or rotating connector from the Respirationics mask before cleaning it, but you may want to do so to clean the parts more thoroughly.
  2. With a soft cloth (or a disinfectant cloth), gently wash (or wipe) all the parts of the mask, the shell and pillows, the swivels in a solution of warm water and mild unscented dish detergent. DO NOT use any cleaners containing fragrance, conditioners or moisturizers as these will leave a residue. Be sure to thoroughly clean the mask cushion flaps or the nasal pillow.
  3. Rinse thoroughly. If any part or parts still seem to be oily, wash them again.
  4. If desired, you can disinfect the parts and pieces in a cold sterilizing solution, such as Control III, Cidex, or Sonacide, following the manufacturer's directions closely. You can use a **white vinegar and distilled water solution, mixing 1 part white vinegar and three parts distilled water. Allow all items to soak for 20 minutes.** Make sure you thoroughly rinse the items after disinfecting them. Any residue left on the parts may shorten their useful life and/or irritate your skin.
  5. Let every thing dry completely before using them again. To make sure all parts of the system are completely dry, put the system together and run the unit for about 30 minutes before using.
- C. Cleaning the Headgear, Chin Strap, Shell Retainer Strap: These items should be cleaned a minimum of once every two (2) weeks.
  1. To maximize the life of the soft goods (headgear, chin strap, comfort strap, shell retainer strap) hand washing with a standard laundry detergent is recommended. NEVER USE BLEACH. Before washing, remove the soft goods from the hard goods (mask, shell, swivels, etc.). Fasten all hook tabs to the pile straps to protect other garments in the laundry. DO NOT take the headgear apart.
  2. Air dry or machine dry WITHOUT HEAT. Machine drying with heat may cause wrinkles or render the elasticity useless. NEVER IRON ANY SOFT GOODS.
- D. Cleaning the Heated Humidifier:
  1. Always use distilled water in your humidifier.
  2. The humidification chamber should be cleaned daily or after each use. After the heater plate has cooled, disconnect the tubes from the top of the humidification chamber and remove it from the heater base.
  3. Discard any water remaining in the humidification chamber.
  4. Wash the chamber top, base, deflector, and supply tubing in mild dish washing detergent. Rinse thoroughly and air dry. Disinfect chamber top, base, deflector, and tubing weekly in a solution of Control III or vinegar water solution. Follow label directions. Rinse thoroughly after disinfecting.
  5. Inspect the chamber, base, deflector, and tubing to ensure no residue remains after cleaning and sterilizing.

## **FAQ**

### **Why is a heated CPAP/BIPAP hose necessary?**

Cool air holds less moisture than warm air. If warm air from a heated humidifier cools while moving through CPAP/BIPAP hose, water will accumulate inside the hose rather than travel to the user. The condensation that occurs inside the CPAP/BIPAP hose is referred to as "rainout."

Heating the CPAP/BIPAP hose will help maintain the moisture in the airflow all the way to the nasal membranes.

### **Will you accept my old prescription or do I need a new one?**

Yes we will take your old prescription. Be aware that many insurance companies place limits on how old a prescription can be before allowing reimbursement. This is why companies who accept insurance as payment for CPAP/BIPAP equipment sometimes require a new prescription or letter of medical necessity from your doctor before providing you with equipment.

### **Why is my face breaking out around my nose?**

An allergic reaction to the mask usually appears as redness or a rash all around the nose and on the forehead.

Most masks are made of silicone, which is an inert substance. But silicone is manufactured in chemicals to which some people are allergic. The chemicals normally degrade and disperse over time, but may cause a reaction when first used. The solution is to remove the chemicals and gasses before using the mask.

Washing the mask will reduce or eliminate the problem. This process can be accelerated by long soaks in warm soapy water. This is true with all masks and other types of nasal prongs and cushions.

Allergic reactions are often confused with the pressure bruises, bumps and open sores that can result from tightening headgear straps too tightly. If the problems are only at the bridge of the nose or beneath the nose, it is probably a pressure issue and a new size or new mask is needed.

### **Why is the bridge of my nose sore?**

Sores at the bridge of the nose or below the nose are usually due to tightening the headgear straps too much. The pressure will create soreness, then a bruise, and may eventually create an open sore if left untreated.

Headgear is usually tightened too much to reduce or eliminate air leaks. A small degree of this may be necessary, but too much is an indication that the mask is too large, too old or just the wrong style.

It is usually necessary to stop wearing a mask to allow these sores to heal. Nasal pillows are an option in the meantime.

### **Why do I have a headache when I wake up?**

CPAP/BIPAP does not normally cause headaches unless there is a sinus related problem or some pressure from the machine acting where it should not be.

Sinus systems are extensive, even going behind your ears. When a CPAP/BIPAP is used and part of the sinus cavities are blocked, a situation is created where there is a pressure differential between the sinus cavities affected. These pressure differences can sometimes be felt as sinus headaches or just plain headaches, even though they are caused by sinus blockages. These can be treated using over the counter medications to open the sinus.

Note: Check with your physician before trying any new medications to avoid interactions.

### **Why do I wake up with air in my stomach and intestines?**

Bloating is a sign that you are swallowing the CPAP/BIPAP air. There is no real medical solution, but we have found that sleeping position may be a factor. Try sleeping as flat as possible first, even without a pillow. If that position doesn't help, try sleeping on your side or elevated, whichever one you don't sleep in now.

If changing your position doesn't resolve the problem, talk to your doctor about the possibility of lowering your pressure a bit. It may let a few apneas through, but the trade-off might be worth it.

## **Compliance Requirements**

Most insurance carriers require a compliance download and follow up appointment with the treating provider to ensure that the device is meeting the patient medical needs. Below is a summary of the CPAP/BiPAP Usage Requirements for Medicare Coverage.

Medicare requires that the following three (3) items be met for continued coverage of **CPAP** (after the first 3 months of coverage)

1. Use of CPAP more than 4 hours per night for at least 21 nights during a consecutive 30-day period; anytime during the first 90 days of initial use. (Note: the device tracks the usage)
2. After you have demonstrated the consistent use described above, you must have a face-to-face follow-up visit with your treating physician between the 31<sup>st</sup> – 91<sup>st</sup> day after starting therapy. Your physician must document the benefit from CPAP therapy.
3. The effects of Obstructive Sleep Apnea decrease as a result of the consistent CPAP device use.

Medicare requires that the following two (2) items be met for continued coverage of **BiPAP with a Back-up Rate** (after the first 3 months of coverage)

1. Use of BiPAP more than 4 hours per night for at least 42 nights during a consecutive 60-day period; anytime during the first 90 days of initial use. (Note: the device tracks the usage)
2. After you have demonstrated the consistent use described above, you must have a face-to-face follow-up visit with your treating provider between the 61<sup>st</sup> – 91<sup>st</sup> day after starting therapy. Your physician must document the benefit from BiPAP therapy.

**Potential for Financial Liability:** If the above criteria are not met, Medicare coverage will be denied. In this case, you would be financially responsible for continued use of the PAP device.

**Compliance is good for your health:** Without nightly use of the PAP devices you will increase your risk of: heart disease, high blood pressure, diabetes, depression, poor memory, sexual dysfunction, and weight gain.

## **MedSage Compliance Program**

To improve your likelihood of success with PAP therapy, we have implemented a program called MedSage to better manage your sleep therapy treatment and help you obtain the best possible results.

MedSage is an automated phone system (Bonnie) that will ask you a few short questions about your sleep therapy. Approximately every three (3) months, you will receive a phone call from ProCare Home Medical (Bonnie) regarding the following issues:

- Equipment usage/function
- Possible irritation problems (eye, skin, or sinus irritation)
- Possible Insurance or Doctor changes
- Supply reorders (mask, headgear, tubing, filters)

When our interactive phone system (Bonnie) calls, you will simply reply to questions with a "**YES**" or "**NO**". Speak as if you were talking to our Clinical Team Member directly.

After you answer a few very important questions and order new supplies, a Clinical Team Member will **personally** contact you within 3-4 business days to discuss any co-payment or deductible amount that your insurance may require. Then ProCare Home Medical will immediately ship your supplies to your home or office.