# Your Guide To The Home Oxygen Order Form Part A



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### Introduction

- The Home Oxygen Order Form (HOOF) Part A should be used when the request is made by non specialist Health Care Professionals (HCPs) including GP practices or to supply pending a review by a specialist Health Care Professional.
- HOOF Part A can be used to order a concentrator or static cylinder.
- Ambulatory equipment can only be ordered by home oxygen specialists, once the patient has undergone an oxygen assessment.
- When completing the HOOF (Part A), clinicians can select the appropriate equipment to install.
- The NHS wishes each new HOOF submitted to now supersede any previous HOOF for that patient. It is important to note that if a patient already has a specialist order in place a HOOF A cannot supercede it.

# **This Booklet**



Details how you should order equipment



Explains the Initial Home Oxygen Risk Mitigation (IHORM) Form



Explains how to complete the Home Oxygen Consent Form (HOCF) and HOOF



Provides information regarding the equipment available



Explains how the supply and service of the equipment will subsequently be managed



Gives you guidelines on which equipment to order

# How to Complete the HOOF Part A

The Home Oxygen Order Form (HOOF) Part A should be used when the request is made by non specialist Health Care Professionals (HCPs) including GP practices or to supply pending a review by a specialist Health Care Professional.

The NHS wishes each new HOOF submitted to now supersede any previous HOOF for that patient. So it is vital that you ensure each new HOOF submitted for an existing Home Oxygen patient fully reflects all the equipment you wish the patient to have.

If you are completing a HOOF Part A for a patient who currently has ambulatory oxygen equipment, you will need to refer the patient for specialist oxygen assessment as per your local care pathway.

This guide will take you through each section and help you to complete the HOOF Part A so that it is right first time.

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#### Before completing a HOOF A

You must obtain patient and carer consent for sharing of information outside of the NHS to the oxygen supplier. Failure to complete a Home Oxygen Consent Form (HOCF) would be a breach of the Data Protection Act

- Is the Oxygen safe to be stored in the patients home?
- Can the patient use the Oxygen safely?
- Are there any safety concerns?

NHS England made the completion of the Initial Risk Mitigation Form (IHORM) mandatory for all first time oxygen orders in 2018.

The IHORM must be completed face to face with the patient, before ordering oxygen for the first time.

Safety considerations include, does the patient live in a multiple occupancy premises, is the patient a current smoker and is the patient at risk of falls.

Patients are scored on risk levels, a patient scoring high risk should not have oxygen ordered and should be referred to the Home Oxygen Service Assessment and Review Service (HOS-AR).

The IHORM must be signed and dated by the Health Care Professional.

Email: healthuk@baywater.co.uk

### Initial Home Oxygen Risk Mitigation (IHORM) and Home Oxygen Consent Form (HOCF)

You will need to complete an IHORM and ask the patient to complete the reverse of the form (HOCF) in order to allow the sharing of the patient's details with the supplier. The IHORM does not need to be sent with the HOOF to the supplier, because your tick in the IHORM and HOCF box and signature in the HOOF declaration box confirms that you have obtained consent to share the patients' data and that you are compliant with data protection. The original should be kept in your records and a copy provided to the patient.

It is worth emphasising the part of the form which states that the patient agrees to allow the supplier reasonable access to their property to install, refill, service and also remove equipment as appropriate. This will help patients to understand that this may be a temporary order and that following assessment it may be proved that the equipment is not clinically necessary and so will be removed

Turn over and sign.

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#### Sections 1 and 2 - Patient and carer details

These require patient and carer information. Please fill in all the boxes, making sure to include the NHS number and any contact numbers. Contact numbers enable us to communicate with the patient or their carer and arrange delivery.

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3.2 Patient on NIV/CPAP	🗖 Yes	🗖 No						
3.3 Paediatric Order	🛛 Yes	D No						

#### **Section 3 - Clinical details**

The clinical code is a mandatory requirement for a HOOF to process successfully. Clinical coding assists in data management and ongoing reviews it enables an integrated care plan for the patient where required.

If the patient is using NIV/CPAP or is a paediatric patient, it is recommended that you refer to their respiratory clinician/ paediatrician.

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4. Patient's R	legistered GP Information
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#### Section 4 - Patient's registered GP information

This needs to contain the details of the GP with whom the patient is registered.

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	5. Assessment Service (Hospital or Clinical Service)
	5.1 Hospital or Clinic Name:
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#### Section 5 - Assessment service (hospital or clinical service)

Please complete the details of the Assessment Service that will be used for follow up purposes.

6. Ward Details (if applicable)	
6.1 Name:	
6.2 Tel no.:	
6.3 Discharge date:	

#### Section 6 - Ward details (if applicable)

If the patient is in hospital and due for discharge, section 6 should be completed. This will enable us to liaise with the hospital to ensure a smooth and consistent process with minimal delays or disruptions.

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		8.1 Static Concentrator Back up static cylinder(s) will be supplied as appropriate				
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#### Sections 7, 8 and 9 - Ordering

Section 7 relates to the oxygen the patient should use. The amount of oxygen being ordered needs to be stated in litres per minute, together with the number of hours of therapy required per day.

In section 8, the equipment to be delivered should be selected. When a static concentrator is chosen, backup static cylinders will automatically be supplied. For section 9, a choice of either nasal cannula or mask should be made, please tick which is required.

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Home Oxygen Order Form (HOOF)

#### **Mask percentages**

24%	2lpm
28%	4lpm
31%	6lpm
35%	8lpm
60%	15lpm

Please Note: The NHS oxygen contract states that no more than eight static cylinders should be ordered without the suppliers completion of an enhanced risk assessment that ensures safe storage capability within a property.

10.3 Urgent (4 Hours)

п

#### Section 10 - Delivery details

10.1 Standard (3 Business Days)

Please indicate the delivery timescale required. Be aware that there are cost implications when requesting an urgent (4 hours) delivery. **Please ensure that somebody will be at the home to receive delivery once a selection has been made** 

10. Delivery Details\*

10.2 Next (Calendar) Day

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11.	Additional	Patient	Information

#### **Section 11 - Additional patient information**

This section should be used to advise us of any special information relating to the patient's oxygen supply and on-going supply requirements. This could include, for example, physical disabilities, language difficulties, non-English speaker.

12. Clinical Co	ntact (if applicable)
12.1 Name:	
12.2 Tel no.	12.3 Mobile no.

#### Section 12 - Clinical contact (if applicable)

The details of the clinical contact for the patient need to be incorporated here. It is possible that this may be the same person signing the HOOF Part A and, in this case, those details must be repeated here.

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13. De	claration*			
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* I have completed/or confirm there is a previously signed cop Initial Home Oxygen Risk Mitigation Form IHORM Pollow the link to			ygen-orde	r-form
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Signature:	Date:	Referred for assessment:	🛛 Yes	No No
NHS email address for confirmation / corrections:				

#### **Section 13 - Declaration**

This declaration must be fully completed before the HOOF Part A is sent. We would strongly advise that 'Referred for assessment' boxes are completed and that the referral is made to the HOS-AR.

It is very important that not only is the declaration signed, but also a NHS email address is provided so that we are able to send confirmation/corrections back.

# **Progressing Your Order**

Once the HOOF Part A is fully completed, please email to Baywater Healthcare - BHLTD.ehoof@nhs.net.

**Note:** You will not need to write repeat order forms each time your patient needs a replenishment of oxygen cylinders.

# **Delivery Timescales**

There are three delivery options, as per Section 10 of the HOOF Part A:

- Standard (3 business days)
- Next (calendar) day
- Urgent (4 hours)

# **Equipment Available**



#### **Static concentrators**

Static concentrators are the most convenient source of home supplied oxygen available today.

The static concentrator is electrically operated.

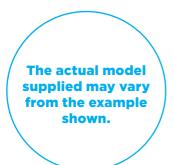
Note: The static concentrator does not store any volume of oxygen and it does not affect the air quality in the user's environment.

Flow rates from 0.1 lpm to 15 lpm can be accommodated (some high flow rates will require multiple concentrators).

#### **Static cylinders (B10)**

Static cylinders may be prescribed as the mode of supply for low-usage patients, and will be provided to all patients using a concentrator for use as backup in the event of power failure, or machine malfunction.

Should your patient suffer from cluster headaches, static cylinders together with a non-rebreathe mask, is normally the most suitable order.







For more information please contact:

**Baywater Healthcare** Wulvern House Electra Way Crewe Cheshire CW1 6GW

Call: 0800 373580 Fax: 0800 214709

- bhltd.ehoof@nhs.net
- 🕑 @BaywaterHealth
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