

# New PAP Machine Users

## Discharge Checklist



Patient Name:

Date of Birth:

Insurance Information/Medical Group (authorization)	Name: _____ Phone Number: _____
Equipment Company (for mechanical questions and refills)	Name: _____ Phone Number: _____
Equipment Type (model):	<input type="checkbox"/> CPAP <input type="checkbox"/> AutoCPAP <input type="checkbox"/> BPAP <input type="checkbox"/> AutoBPAP
Mask Type: Home Respiratory Therapist (RCP) will fit you with the right mask	Mask Type: _____
Pictures/videos needed: (Parents or caregivers will take photos or videos to use later at home)	<input type="checkbox"/> Mask style, pap machine <input type="checkbox"/> How the mask is secured to the head <input type="checkbox"/> How the pap machine is connected and used <input type="checkbox"/> The mask fitting/PAP set up suggested (video)
Settings	CPAP _____ CWP autoPAP span _____ - _____ CWP BPAP IPAP _____ CWP and EPAP _____ CWP, BPAP S/T IPAP _____ CWP and EPAP _____ CWP, BUR _____ per minute, I time _____ seconds BPAP IPAP span _____ - _____ CWP and EPAP span _____ - _____ CWP CWP = cm water pressure

## Important Information

Insurance policy information:

- Most insurance will allow:
  - refill of a full-face mask every six (6) months
  - nasal mask every four (4) months
  - tubing change every six (6) months
  - If the mask does not fit well, an exchange can be made only within the first month.
- Call your respiratory company for these refills three (3) to five (5) days in advance to allow for authorization and processing/shipping time.
- If PAP device is not used at least four (4) hours a day, most insurance companies will remove them from your home within one (1) to three (3) months.
- Your home RCP/company has the ability to monitor how many hours the machine is being used at home and what the settings are.
- With the doctor's order, your home RCP can change settings via the internet.

## Contact Information

<b>Pulmonary Clinic:</b> <ul style="list-style-type: none"><li>• Pulmonary Attending Doctor</li><li>• Respiratory Therapist (RCP)</li><li>• Nurse Care Manager (NCM)</li><li>• Nurse Practitioner (NP)</li></ul>	(323) 361-2287
After office hours, weekends, or holidays (ask to speak to the on-call lung doctor)	(323) 660-2450
Nurse Care Manager  Name: _____	(323) 361- 2287, ask to speak with a Pulmonary NCM. <ul style="list-style-type: none"><li>• The Pulmonary NCM will call you within 5 days after discharge.</li></ul>

## You have written information on:

- OSA (Obstructive Sleep Apnea) in Children
- PAP (Positive Airway Pressure) Therapy: Trouble Shooting
- Easy steps for parents to deal with PAP machine

## Pulmonary

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Approved by PFE 05/16/25