

Process for prescribing of oxygen in the GP Out of Hours setting (OOH)

In primary care oxygen can be supplied via;

1. Community Pharmacy Oxygen contractor- HS21 prescription
2. Home Oxygen Service Contractor, BOC via Home Oxygen Order Form (HOOF)

Oxygen is a medicinal product and, therefore, needs to be prescribed via an oxygen prescription, the Home Oxygen Order Form (HOOF Part A). The forms are available from the pharmaceutical section of the BSO website at:

<http://www.hscbusiness.hscni.net/services/2357.htm>

Guidance on completion of these forms can also be found at

www.hscbusiness.hscni.net/services/2359.htm

To avoid any potential delay for patients **the forms must be completed legibly and in full.**

When ordering a combination of equipment including ambulatory cylinders, check that the total number of hours per day does not exceed 24 hours.

Queries from patients with regard to their home oxygen

Patients may contact their Out of Hours Provider with queries they may have in relation to their home oxygen provided by BOC. Patients should be advised to contact BOC on **0800 136 603** in the first instance.

The following table lists the various options for the supply of home oxygen.

Oxygen modality	BOC Prescription via HOOF A form	Community pharmacy HS21 prescription form
Static concentrator (normal flow 0-5LPM)	Yes	No
Static concentrator (high flow 0-9 LPM)	Yes	No
Static cylinders (AF)	No	Yes
Standard ambulatory cylinder (460litres)	Yes	Yes
Lightweight cylinders	No	Yes

Additional ambulatory options are available under the new contract from BOC and these would normally be prescribed on the HOOF Part B form following specialist assessment or paediatric assessment.

For patients prescribed a concentrator, sufficient back up static cylinders to provide 8 hours of oxygen at the prescribed flow rate and hours/per day will be supplied by BOC.

1 Supply during community pharmacy opening hours

During community pharmacy opening hours, oxygen should be prescribed by OOH GPs via HS21 prescription and supplied through community pharmacies contracted to provide oxygen therapy services

2 Supply when community pharmacy is closed (see separate flowcharts)

For patients in the greater Belfast area requiring oxygen an OOH Community Pharmacy service is available.

Hours of Service:

6.00pm to 9.00am daily with an extension to 1.00pm on Sundays

The OOH GP should contact the OOH CP for the supply of oxygen. The OOH rota for CPs can be found at <http://www.communitypharmacyni.co.uk/belfast-on-call-pharmacy-service/>

For patients requiring oxygen outside of Belfast this is available from BOC (home oxygen service contractors). The OOH GP may prescribe either an oxygen concentrator or a suitable quantity of ambulatory cylinders, depending on the patient's clinical circumstances. Community pharmacists can only supply cylinders in the OOH period; concentrators are supplied via BOC.

The prescriber must also consider the following:

2.1 Duration of supply for ambulatory cylinders

BOC will supply ambulatory cylinders to the patient for the period defined by the GP by stating an expiry date on section 14 of the HOOF form. If a specific number of cylinders is required, this should be written in the quantity field of the order form. Only prescribe sufficient ambulatory cylinders to address the emergency situation until normal day-time service resumes.

2.2 Delivery times (Appendix 1)

There are three categories of installation:

1. Standard (within 3 business days)
2. Next calendar day
3. Urgent (within 4 hours)

Please ensure that you select the correct delivery category as there are cost implications for next day/4 hour supply.

2.3 Patient Consent

Prior to the ordering of oxygen the GP must obtain patient consent to the transfer of their data to:

- BOC Healthcare
- Northern Ireland Fire and Rescue Service (for fire safety reasons)
- The patient's electricity supplier (to identify essential electricity users)
- The Health and Social Care Board and Business Service Organisation for payment and probity purposes

A record of the patient's consent should be retained in the patient's record.

The completed HOOF should be faxed to:

BOC Patient Service Centre 0800 169 9989

BOC will confirm receipt by fax.

A second fax will be received to confirm details of the installation once the necessary arrangements have been made with the patient / carer.

The original copy should also be posted first-class to:

**BOC Homecare
Prince Regent Road
Castlereagh
Belfast
BT5 6RW**

2.4 Urgent orders required where a HOOF cannot be completed in advance

In clinical situations where oxygen is urgently required but the prescriber is unable to complete and fax a HOOF to BOC, an urgent order may be requested by telephone providing that all the necessary information can be provided to the contractor by the prescriber. In this case, the prescriber **MUST** provide the completed HOOF within 24 hours of the request being made by telephone.

The telephone number for urgent requests without a HOOF is **0845 6094345**

2.5 Communication to the GP

The OOH GP should ensure that there is comprehensive and timely communication to the patient's GP to include the following:

- The clinical indication for the prescription of oxygen
- Details of the prescription –i.e. Flow rate and number of hours / day that oxygen is required
- Further action required by the GP, if any.

Appendix 1: Ordering and Delivery schedule

Order placed with BOC	Standard supply				Next Day Supply	
	Received before 5pm	Received after 5pm			Received before 5pm	Received After 5pm
	DELIVERY BY END OF					
Monday	Thurs	Fri	Tue	Wed	Tue	Wed
Tuesday	Fri	Mon	Wed	Thurs	Wed	Thurs
Wednesday	Mon	Tue	Thurs	Fri	Thu	Fri
Thursday	Tue	Wed	Fri	Mon	Fri	Sat
Friday	Wed	Thurs	Mon	Tue	Sat	Sun
Saturday	Thurs	Thurs	Tue	Tue	Sun	Mon
Sunday	Thurs	Thurs	Tue	Tue	Mon	Tue