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**Guide to ordering oxygen for patients in their own home or in care homes**

Please see below a link to guidance on Oxygen prescribing and how to complete the Home Oxygen Order Form (HOOF):

<https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2020/04/Good-HOOF-guide-for-Primary-Care-and-Out-of-hours-teams-April-2020.pdf>

**Please ensure that you have read the guidance document and registered with the ‘Oxyshop Portal’ to enable you to order oxygen for patients.**

**If you wish to view the E-Learning package please follow here:** <https://www.baywater.co.uk/elearning>

Once you have logged into Baywater Healthcare, Oxyshop Portal for Home Oxygen Supplies you will have access to all documentation, links to example documents are listed below**:**

**Initial Home Oxygen Risk Mitigation Form (IHORM) and Home Oxygen Consent Form (HOCF) for new patients only.**

<https://www.baywater.co.uk/wp-content/uploads/2017/08/Final-IHORM_-IG-approved-298-v1.3.pdf>

**Home Oxygen Order Form (HOOF)**

<https://www.baywater.co.uk/wp-content/uploads/2019/04/Updated-Part-A-HOOF-Final-March-17-V.1.pdf>

Once an order has been placed, oxygen can be delivered within 4 hours including out of hours.

**Informing Community Respiratory Team**

For patients on long term oxygen therapy a referral should be made to the Community Respiratory Team: <https://www.shropscommunityhealth.nhs.uk/respiratory-care-services>

**Removal of Oxygen**

Should a patient become deceased then a call can be made by the family, carers or Healthcare Professional to the Healthcare Helpline on 0800 373 580 to arrange removal of any cylinders.

**If a patient is Moving House:**

If a patient is moving house, please ask them to call the Healthcare Helpline on 0800 373 580 and Baywater will organise everything with them over the phone. Baywater should be informed two weeks in advance of any permanent change of address.

Before you are able to order Oxygen for a patient you will need to be registered to use the Oxyshop portal for Baywater Healthcare.

For registration visit the following:<https://www.oxyshop.org/Account/Login?ReturnUrl=%2f>

Registration should be completed **at least 48 hours before you need to prescribe Oxygen** as registration takes time to be authorised by a Baywater Healthcare representative. Once registered, you will have access to Baywater Healthcare’s Oxyshop portal to order Oxygen.