

The Air Liquide Part A portal has been developed to give non specialist prescribers access to the **Home Oxygen Consent Form (HOCF)** and **Initial Home Oxygen Risk Mitigation Form (IHORM)** along with the ability to submit Part A HOOFs.

Via the ALH Portal Prescribers are able to select **static equipment** in line with flow rates selected. The HOOF can only be submitted once all fields have been completed, which reduces rejected HOOFs and saves time.

Oxygen patients should be referred to the local Home Oxygen Assessment and Review (HOS-AR), respiratory or specialist teams (Part B prescribers) where possible. However, static oxygen equipment can be ordered using a HOOF Part A where a patient is not suitable for a formal oxygen assessment (e.g. Palliative) or where a local HOS-AR/Specialist service is not currently available.

A change to normal practice has been agreed temporarily for the duration of the COVID-19 Pandemic. The rejection of a Part A HOOF for a Part B patient will no longer occur. You are still encouraged to discuss any changes in requirement with the Part B clinician where possible. However, if Air Liquide receives a Part A HOOF for an existing Part B Patient then the requested changes to static equipment will be made, leaving any existing ambulatory equipment as per Part B HOOF. The Part B prescriber will be informed.

Before prescribing oxygen it is important that you carry out a risk assessment to ensure that the patient and/or carer understands the safety advice around the use of home oxygen, this includes the dangers of smoking cigarettes and e-cigarettes near to their oxygen equipment. If you are not confident that they will adhere to the safety advice given, then oxygen should not be ordered. Prior to completing a HOOF you will need to gain the patient's consent to share their details.

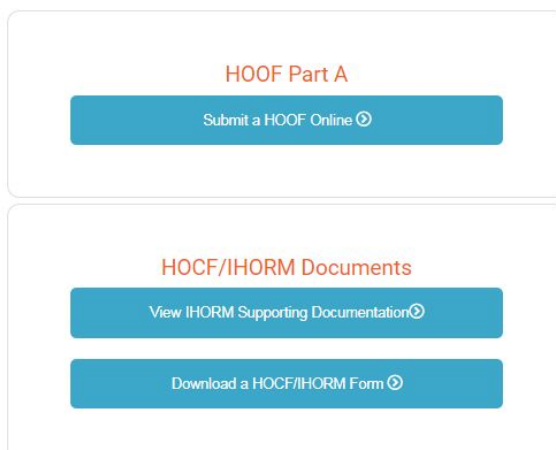
The Home Oxygen Consent Form (HOCF) and Initial Home Oxygen Risk Mitigation Form (IHORM) **MUST** be completed **PRIOR** to completing a HOOF and can be found here:

<https://www.airliquidehomehealth.co.uk/hcp/Content/HORM.pdf>

the Supporting/guidance documents can be found here:

https://www.airliquidehomehealth.co.uk/hcp/Content/IHORM_Supporting_notes_and_HOCF_guidance.pdf

A copy of the signed form should be stored in the patient's record.



HOOF Part A

Submit a HOCF Online

HOCF/IHORM Documents

View IHORM Supporting Documentation

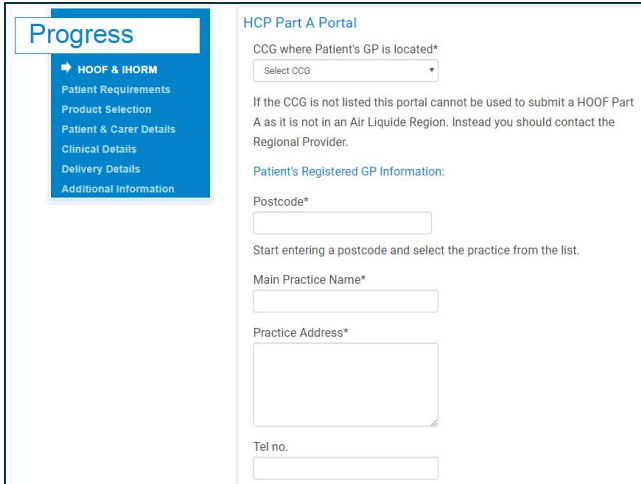
Download a HOCF/IHORM Form

To complete and submit a Part A HOOF you should go to:

<https://www.airliquidehomehealth.co.uk/hcp/HOOFA>

Follow all instructions in the portal, if you need further guidance see **'How to complete a Part A HOOF'** below or call the Air Liquide Prescriber Support Team on 08082022099

How to complete a Part A HOOF via Air Liquide Portal :

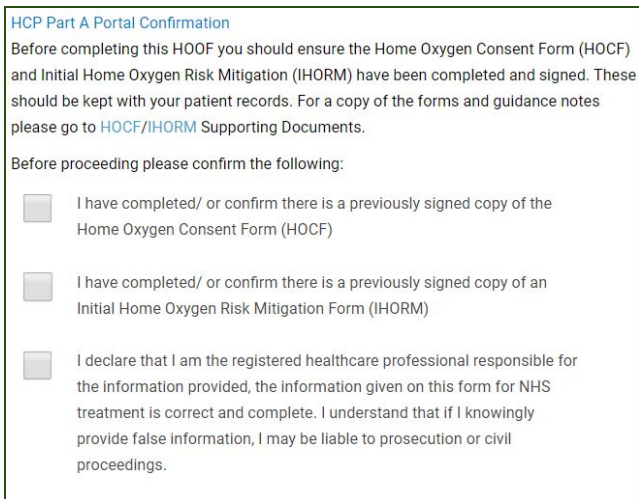


Select the CCG where the patient's GP is located

If the CCG is not listed this portal cannot be used to submit a HOOF Part A as it is not in an Air Liquide Region. Instead you should contact the Regional Provider.

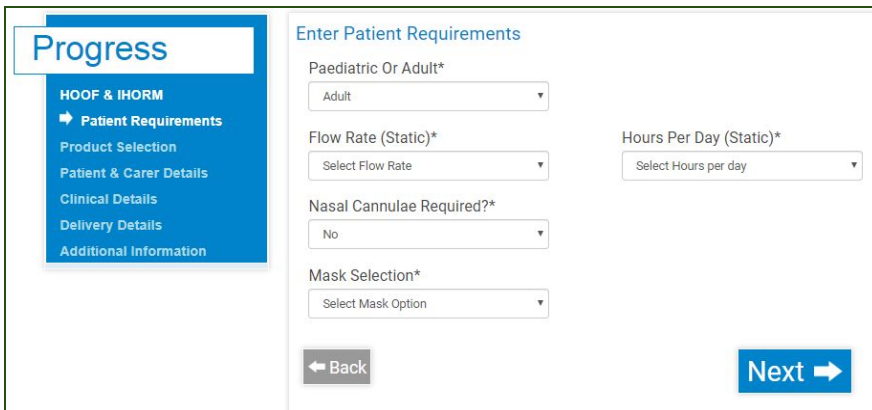
Enter the Patient's Registered GP full postcode

Select the appropriate GP surgery



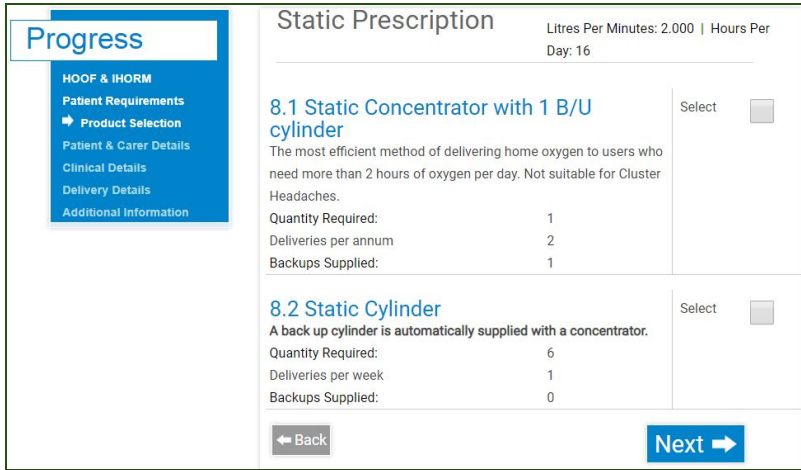
Next Complete the HCP declaration

Click Next to enter Patient Requirements



Select whether the patient is adult or paediatric
 Select the appropriate litres per minute. This is the flow rate
 Select if nasal cannulae are required or select the appropriate mask
 Select how many hours per day that the patient will need to use their oxygen

Click next



Progress

- HOOF & IHORM
- Patient Requirements
- Product Selection
- Patient & Carer Details
- Clinical Details
- Delivery Details
- Additional Information

Static Prescription Litres Per Minutes: 2.000 | Hours Per Day: 16

8.1 Static Concentrator with 1 B/U cylinder Select

The most efficient method of delivering home oxygen to users who need more than 2 hours of oxygen per day. Not suitable for Cluster Headaches.

Quantity Required: 1
Deliveries per annum: 2
Backups Supplied: 1

8.2 Static Cylinder Select

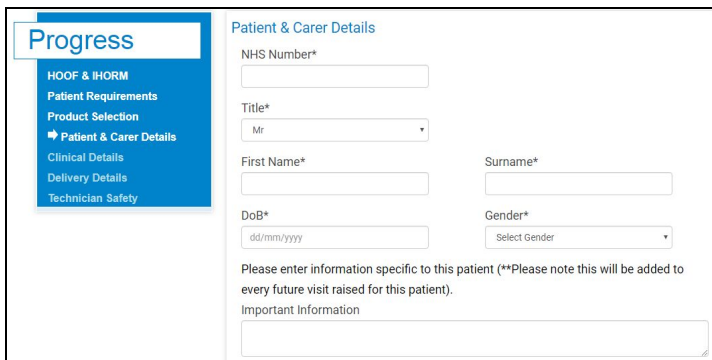
A back up cylinder is automatically supplied with a concentrator.

Quantity Required: 6
Deliveries per week: 1
Backups Supplied: 0

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This page show the equipment options. The concentrator is the most efficient method of delivering home oxygen to users who need more than 2 hours of oxygen per day. However Static cylinders may be more appropriate for paediatric patients on low flow rates (less than 1 litre per minute) and should always be selected for cluster headache patients.

Select the most suitable option and then click Next.



Progress

- HOOF & IHORM
- Patient Requirements
- Product Selection
- Patient & Carer Details
- Clinical Details
- Delivery Details
- Technician Safety

Patient & Carer Details

NHS Number*

Title*

First Name* Surname*

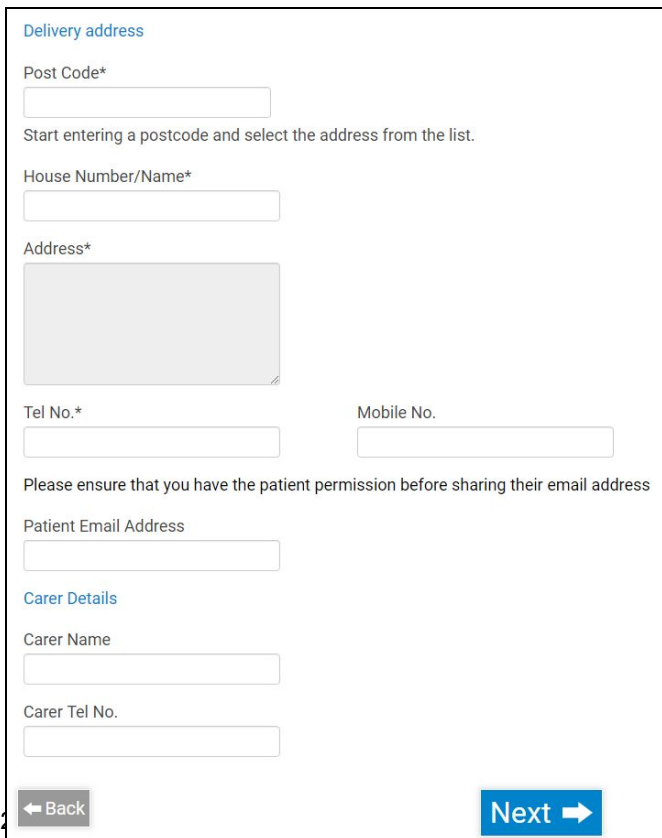
DoB* Gender*

Please enter information specific to this patient (**Please note this will be added to every future visit raised for this patient).

Important Information

This screen will ask you for patient information, please complete all mandatory fields

Important Information will be considered part of the patient's prescription and automatically added to all future jobs for technician visits



Delivery address

Post Code*

Start entering a postcode and select the address from the list.

House Number/Name*

Address*

Tel No.* Mobile No.

Please ensure that you have the patient permission before sharing their email address

Patient Email Address

Carer Details

Carer Name

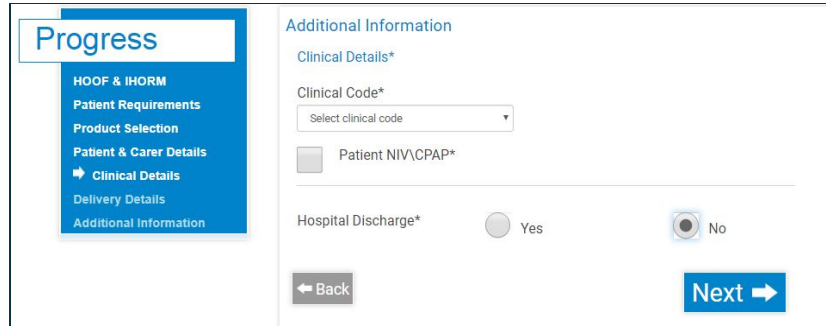
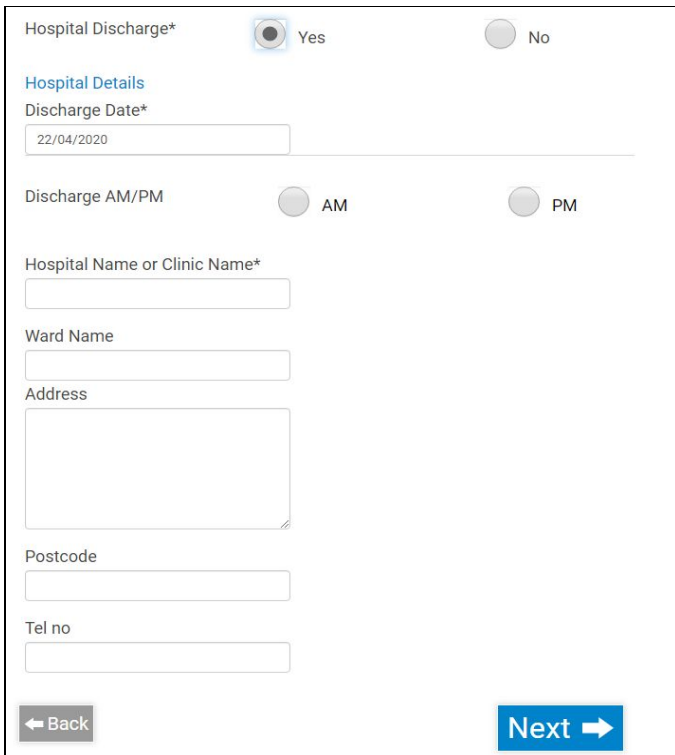
Carer Tel No.

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Please provide 2 numbers if possible. If the carer needs to be contacted to arrange delivery please also provide these details.

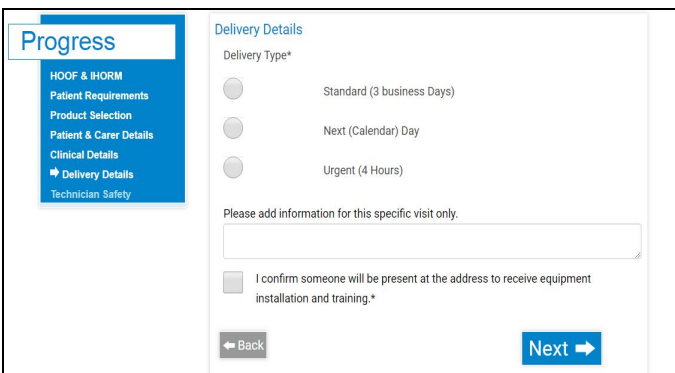
If Patient is happy for us to contact them by email please provide the email

The next screen asks for clinical details, firstly select the clinical code, next if the patient uses NIV or CPAP change this to yes, please be aware that Air Liquide will not connect NIV or CPAP to our equipment.

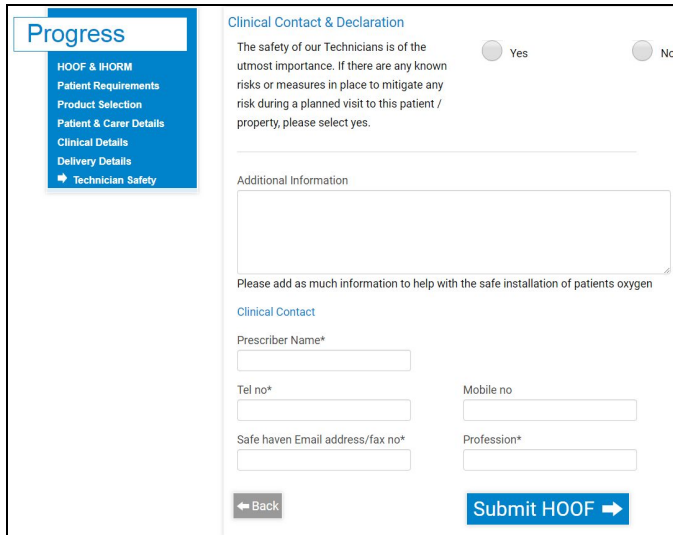
If this is a hospital discharge, please select yes and provide all of the information requested including ward contact details and discharge date. . If you have agreed that someone will be at property to take delivery before 1pm please select AM, if they are going to take delivery after 1pm select PM.

Remember that you must have made arrangements for someone to be at the property to take delivery and training before submitting your order.



The next screen asks how quickly your patient requires their oxygen, there are 3 options. Standard delivery is 3 business days, the majority of patients will require this option. Next calendar day, should only be selected to facilitate a hospital discharge. Urgent 4 hour delivery is more costly to the NHS and should only be used on the rare occasion that there is a clinical need for the patient to receive their oxygen within 4 hrs.

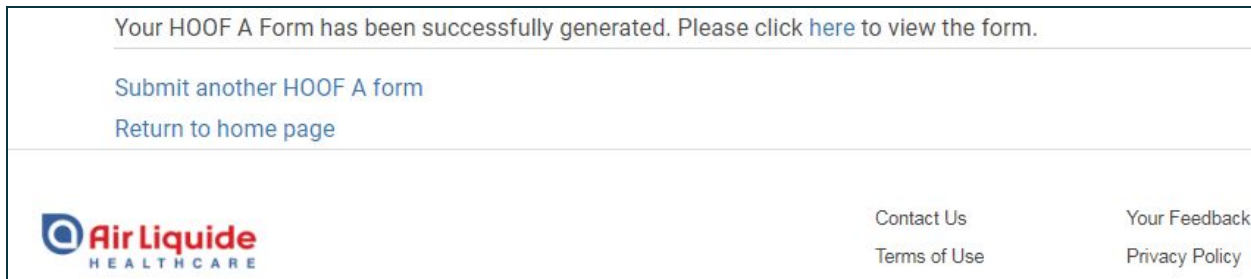
There is also an information box here, information included here will not be considered part of the prescription and only applicable to this visit.



Finally we have a section to support the safety of our employees. This has been introduced following a small number of serious incidents. For example a patient who was always visited in twos, however this important information was not reported to Air Liquide.

Please therefore give us information that you feel we need to know to keep our employees safe. This will be recorded as *special measures* on the HOOF. It can also be used during Pandemic to identify where additional PPE is required.

Submit the HOOF and you will see the message that confirms Air Liquide have received your HOOF. A copy of the HOOF can be downloaded and saved into patient record at this point.



You will receive a confirmation to the email address provided within 24 hours for a standard HOOF or within 1 hour if you selected next day or urgent delivery. If you do not receive this confirmation contact Air Liquide.

Please do not hesitate to contact the Air Liquide Prescriber Support Team on:

T: 08082022099

E: alhomecare.hcpsupport@nhs.net

Contact details for Air Liquide Prescriber and Patient Support teams, terms of use, privacy policy and feedback form are located at the bottom right of the portal. Links to the Air Liquide HealthCare Website (UK and Worldwide) can be found at the top left of the portal.

