



Supply Replacement Schedule for PAP supplies  
And  
PAP Cleaning Directions

Setup Date: \_\_\_\_\_

Unit is a: \_\_\_\_\_

Settings are: \_\_\_\_\_

**\*\*\*You need a YEARLY prescription to order sleep supplies.\*\*\***

Supply Replacement Schedule for PAP supplies you **may** be eligible for with a current prescription:

- Mask frame with cushion or nasal pillows and headgear – every 6 months
- Mask frame with cushion or pillows ONLY – every 3 months
- Headgear ONLY – every 6 months
- Nasal cushions – 1-2 per month
- Nasal pillows – 1 – 2 per month
- Full face mask cushion – 1 per month
- Tubing – 1 every 3 months
- Humidifier chamber – 1 every 6 months
- Chin strap – 1 every 6 months
- Disposable filters – 2 per month
- Non-disposable filters (if required) – 1 every 3 months

PAP Cleaning Directions: Use mild soap when cleaning equipment. NO DAWN or other anti-bacterial or harsh cleansers. Baby Shampoo is recommended. Convenient PAP cleaning wipes also available for purchase at TCAH

Daily: Wash/wipe down the mask cushion/pillows each morning.

1 – 2 times each week: Wash mask, headgear, tubing and water reservoir

- Tubing, mask, headgear, water reservoir can be completely immersed in mild soapy water
- Rinse thoroughly and allow to air dry out of direct sunlight or heat
- Wipe the exterior of the machine with a dry cloth and check filters
  - **Replace filter monthly** – throw old filters away, they are not intended to be washed
- Do not use dishwasher or washing machine.

Please contact us for your sleep related questions and needs:

- For sleep questions/ Appts: 920.730.3532
- To reorder your PAP supplies: 920.454.8865
- General TCAH Fax Number: 920.969.0020
- General TCAH Phone Number: 920.969.0919

ThedaCare At Home retail locations:

- Appleton – 3000 East College Ave. Suite A
- New London – 1405 Mill Street (Inside TC-NL campus)
- Shawano – 100 county Road B (Inside ThedaCare Physician, TC – Shawano campus)
- Waupaca – 710 Riverside Drive (Inside TC Physicians, TC-Waupaca campus)
- Berlin – 191 Memorial Drive, Entrance is Suite 200 (middle of building) Building next to Berlin Hospital (Sleep medicine building)
  - PAP supply reorders encouraged via phone.
  - Reorders only may be made by non-clinical staff at: Appleton, New London, Shawano and Waupaca locations. NOT available at Berlin.
- Oshkosh – 1561 W. South Park Avenue

PLEASE NOTE:

- **Sleep supplies require a prescription yearly.** Repairs and/or replacements of sleep machine also require a prescription. Regular replacement of supplies is important because;
  - Oils and other residue from your face and everyday wear may reduce the performance of your mask and supplies
  - Saline gel may help fend off internal nasal irritation and dryness.
  - Mask cushions will deteriorate causing discomfort and increased leaks
  - Filters that become clogged will no longer remove dust and other airborne particles which could affect and the cleanliness of the air you are breathing and how your device is operating
  - Headgear and chinstraps will become stretched out, lose elasticity and Velcro will no longer adhere
  - Humidifier chambers may develop cracks, trap bacteria and weaken seal resulting in loss of air and cause water spills. Use: distilled water.
- When you have a current script, our supply replacement program will:
  - Remind you when you are eligible to reorder your supplies
  - Supply (free) shipping to the address of your choice
  - Directly bill to your insurance, when eligible
  - Provide customer service support during regular business hours

Thank you for choosing ThedaCare At Home for your sleep therapy needs.