

## Home Oxygen Request Forms Matrix

**\*N.B. All new clients must submit EnableNSW Consumer Application Form in addition to the Equipment Request Form in order for Home Oxygen requests to be processed**

Home Oxygen Forms	Indications for Program/Form	In what instances should the form be completed?	When should the form be sent to EnableNSW to ensure funding?	Comments
<b>Adult/Paediatric Short Term Oxygen Therapy Form (STOT)</b>	<p>STOT Program: Clients with significant daytime hypoxia in the setting of an acute illness.</p> <p><i>N.B. Palliative care clients are not eligible for funding of STOT equipment. Hospitals/palliative care services are responsible for the management of STOT equipment for palliative care clients for the first 3 months.</i></p> <p><i>Neonatal(≤ 6 months) clients are not eligible for funding of STOT equipment. Hospitals/neonatal care services are responsible for the management of STOT equipment for neonatal clients.</i></p>	Clients who have been discharged from hospital on trial of oxygen therapy (1st month of oxygen covered by hospital).	Within 2 weeks of hospital discharge date to ensure appropriate funding for up to the 3rd month.	A clinical review is required prior to the end of the 3rd month of STOT provision to determine if the client requires further oxygen. If the client is deemed to require oxygen therapy for ≥ 12 months, the LTOT Request Form needs to be submitted to EnableNSW prior to the end of the 3rd month of STOT provision
<b>Adult/Paediatric Long Term Oxygen Therapy Form (LTOT)</b>	<p>LTOT Program: This is supplied for clients who have significant daytime hypoxemia while in a stable clinical state (as per EnableNSW Prescription and Provision Guidelines) and requiring oxygen for the next 12 months.</p> <p><i>N.B. In order for applications for transition from STOT to LTOT to be processed in a timely manner, please ensure all supporting documentation is submitted to EnableNSW at least 2 weeks prior to commencement of LTOT.</i></p>	<b>Current EnableNSW clients</b> transitioning from 3 month-STOT and requiring continuation of oxygen therapy for the next 12 months for the treatment of hypoxaemia (daytime/nocturnal)	The LTOT Request Form needs to be submitted to EnableNSW prior to the end of the 3rd month of STOT provision.	If client needs to remain on LTOT after the first 12 months, the Annual Re-Application LTOT Form must be submitted to EnableNSW 2 weeks prior to annual expiry date in order to continue funding for the subsequent year
		<b>New community based clients</b> prescribed oxygen whilst in the community and determined to require oxygen for the next 12 months for the treatment of hypoxaemia (daytime/nocturnal)	As required	
		<b>Palliative care patients</b> demonstrating a clinical requirement as per all other consumers for long term oxygen (≥12 months) for the treatment of hypoxaemia (daytime/nocturnal)	As required	
<b>Adult/Paediatric Long-Term Oxygen Therapy Annual Re-Application and Change of Prescription Request Form</b>	Clients who continue to have significant daytime hypoxaemia while in a stable clinical state and requiring oxygen for another 12 months	Clients who have completed LTOT for 12 months and require oxygen for an additional 12 months.	Every 12 months	This form must be completed on an <u>annual</u> basis and submitted to EnableNSW 2 weeks prior to annual expiry date for funding to continue for the subsequent year.
	Clients whose condition changes and in the opinion of the prescriber requires a prescription change.	Prescription changes for patients currently on LTOT (outside of annual review)	As required	
<p>STOT : Short Term Oxygen Therapy</p> <p>LTOT : Long Term Oxygen Therapy</p>				