



Texas Department of State Health Services

Regulatory Licensing Unit/Facility Licensing Group - Mail Code 2835

1100 West 49th Street, Austin, TX 78756

Phone: 512/834-6648 Facsimile 512/834-4514

<http://www.dshs.state.tx.us/hfp/contact.shtm>

Hospital Closure and Change of Ownership Instructions

In accordance with Title 25, Texas Administrative Code Chapter 133 Hospital Licensing Rules, prior to a hospital closure or change of ownership (CHOW), the hospital must send written notification to the Facility Licensing Group.

CLOSURES:

1. In the written notice to Facility Licensing Group, include the date of closure, the location where the medical records will be stored, the name of the custodian of the medical records, and the custodian's contact information.
2. Return the hospital's license certificate to Facility Licensing Group the day hospital services are terminated.
3. Notify the Patient Quality Care Zone office of the date of closure and include the termination date for the CLIA registration (<http://www.dshs.state.tx.us/hfp/PDF/ADDRESS.PDF>).
4. If the hospital is Medicare certified, The Centers for Medicare and Medicaid Services (CMS) requires the hospital to publish a notice of the closure in one or more local newspapers, not less than 15 days before the effective termination date. The publication must include the date of the hospital's termination and the extent of services after termination. Submit the CMS-855A to the fiscal intermediary to terminate the provider number.
5. Pharmaceuticals must be transferred to other hospitals or destroyed according to the Texas Pharmacy Act and the Texas Controlled Substances Acts. The pharmacy license must be returned to the Texas State Board of Pharmacy within 10 days of the pharmacy's closure. The telephone number for the Texas State Board of Pharmacy is 512/305-8000.
6. Notify DSHS Radiation Safety Licensing Branch for registered equipment. The Radiation Safety Licensing Branch phone number is 512/834-6688.
7. Notify the Drug Enforcement Agency (DEA) registration certification for narcotics must be returned to the DEA in Dallas, Houston or San Antonio.
8. Notify the Department of Public Safety (DPS) registration certificate for possession of prescription drugs must be returned to the DPS in Austin. The DPS office phone number is 512/424-2188.
9. Notify the Texas Department of Licensing and Regulations Boiler Program regarding Boiler Inspections. The Boiler Program phone number is 512/463-2904.
10. Notify the Department of Transportation's District Office, in the district in which the hospital is located, for the removal of highway signs directing traffic to the hospital.
11. Notify the Local EMS providers of hospital closure.
12. Notify the County Indigent Care Coordinator (for Hospital Districts).

CHANGE OF OWNERSHIP:

SELLER

In a written notice to Facility Licensing Group, the Seller is to include the effective date of the CHOW; the location where the medical records will be stored, the name of the custodian of the medical records, and the custodian's contact information; and return the hospital's license certificate.

BUYER

1. The Buyer is to notify Facility Licensing Group of the effective date of the CHOW and submit required license application, fees, & documents in accordance with 25 Texas Administrative Code Chapter 133 (<http://www.dshs.state.tx.us/hfp/>).
2. Notify the Patient Quality Care Zone office of the effective date of the CHOW (<http://www.dshs.state.tx.us/hfp/PDF/ADDRESS.PDF>).
3. If the hospital is Medicare certified, submit the CMS-855 and supporting legal document to the fiscal intermediary.
4. Notify EMS if there is a name change.
5. Notify the Texas State Board of Pharmacy. The Texas State Board of Pharmacy phone number is 512/305-8000.
6. Notify the Drug Enforcement Agency (DEA) registration certification for narcotics in Dallas, Houston or San Antonio.
7. Notify the Department of Public Safety. The DPS office phone number is 512/424-2188.
8. Notify the Texas Department of Licensing and Regulations Boiler Program regarding Boiler Inspections. The Boiler Program phone number is 512/463-2904.