



**Texas Department of State Health Services
Regulatory Licensing Unit/Facility Licensing Group
Mail Code 2835
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Change of Ownership (CHOW) Overview

From: Hospital Licensing Rules, 25 TAC Chapter 133 (<http://www.dshs.state.tx.us/facilities/>)

SELLER RESPONSIBILITIES

1. Notify the Facility Licensing Group (FLG) and the Patient Quality Care (PQC) Zone Office, of the following:
 - the effective date of the CHOW;
 - the location where medical records will be stored;
 - the name of the custodian of the medical records; and
 - the medical records custodian's contact information.

BUYER RESPONSIBILITIES

1. Complete the General or Special Hospital License Application available on our website at: <http://www.dshs.state.tx.us/facilities/hospitals/forms.aspx#general-special>. An application and fee for a change of ownership shall be submitted prior to the date of the change of ownership or not later than 10 calendar days following the date of the change of ownership.
2. Transfer Agreement(s) to the Facility Licensing Group for review and approval.
3. Contact your PQC Zone Office to schedule attendance at a pre-survey conference. Pre-survey conferences must be completed prior to licensure. Please find Zone Office contact information on our website at: <http://www.dshs.state.tx.us/facilities/compliance-zones.aspx>.
4. Submit the signed bill of sale or lease agreement that reflects the effective date of the sale or lease.
5. Notify the following agencies of the effective date of the CHOW and for further information/instructions:
 - DSHS Patient Quality Care Zone Office <http://www.dshs.state.tx.us/facilities/compliance-zones.aspx>
 - Texas State Board of Pharmacy <http://www.pharmacy.texas.gov/contact>
 - Drug Enforcement Agency (DEA) Registration Certification <http://www.dea.gov/contact.shtm>
 - Department of Public Safety <http://www.txdps.state.tx.us/contact.htm>
 - Texas Department of Licensing and Regulations Boiler Program <http://www.tdlr.texas.gov/contact.htm>
 - DSHS Radiation Control Program <http://www.dshs.state.tx.us/radiation/contact.shtm>
 - DSHS Office of EMS Trauma Systems <http://www.dshs.state.tx.us/emstraumasystems/about.shtm> and the local EMS providers of closure
 - DSHS County Indigent Health Care Program (for Hospital Districts) <https://www.dshs.state.tx.us/cihcp/default.shtm>
 - HHSC Rate Analysis Department (Hospitals Section) <http://www.hhsc.state.tx.us/rad/hospital-svcs/index.shtml>