



Texas Department of State Health Services
Regulatory Licensing Unit/Facility Licensing Group
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Hospital License Closure Instructions

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

1. Notify the Facility Licensing Group (FLG), within the Regulatory Services Division and your local Health Facility Zone Office of the date of closure, including the termination date for the CLIA registration (<http://www.dshs.state.tx.us/hfp/PDF/ZoneAddressList.PDF>).
2. Notify the Facility Licensing Group in writing of the location where the medical records will be stored, and provide the name and contact information of the custodian of these records.
3. Notify, if applicable, the Centers for Medicare and Medicaid Services (CMS) and your fiscal intermediary of your planned closure.
4. Notify the Texas State Board of Pharmacy, Drug Enforcement Agency (DEA) and Department of Public Safety (DPS) for closure rules and considerations for pharmaceuticals.
5. Notify DSHS Radiation Safety Branch and DSHS Radiation Licensing of the facility closure.
6. Notify the Texas Department of Licensing and Regulations Boiler Program regarding Boiler Inspections.
7. 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.
8. Notify the Office of EMS/Trauma Systems and the local Regional Advisory Committee (RAC), including EMS providers of the closure.
<http://www.dshs.state.tx.us/emstraumasystems/about.shtm>
9. Notify the County Indigent Care Coordinator (for Hospital Districts).
- 10. After completing 1-9, return the hospital's license to Facility Licensing Group when the hospital ceases operation. In cases of a Change of Ownership, please refer to those specific instructions.**

NOTE: This list is for your convenience and DOES NOT include all aspects of facility closure in the Hospital Licensing Rules. Please consult the rules early and often when working on hospital closures. Hospital Licensing Rules can be found online at <http://www.dshs.state.tx.us/hfp/rules.shtm>. Contact FLG staff for assistance and clarification of rules and procedures on an as needed basis.