Hospital Closure Instructions

1. Notify the Facility Licensing Group (FLG) and your Health Facility Compliance Zone Office of the closure, including the termination date for the CLIA registration (http://www.dshs.texas.gov/facilities/contact.aspx).

2. Notify the Facility Licensing Group in writing of the location where the medical records will be stored, and the name and contact information for the custodian of these records.

3. Notify, if applicable, the Centers for Medicare and Medicaid Services (CMS) and your Fiscal Intermediary of the closure.

4. Notify the Texas State Board of Pharmacy and Drug Enforcement Agency (DEA) of the closure.


6. Notify the Texas Department of Licensing and Regulation Boiler Program of the closure.

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.texas.gov/emstraumasy stems/contact.shtm).

9. Notify the County Indigent Care Coordinator (for Hospital Districts).

10. **Return the hospital’s license to the 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 provided for your convenience and may not include all agencies that require notification.**

April 11, 2017