

Change of Ownership (CHOW) Overview

SELLER RESPONSIBILITIES

1. Notify the Health Facility Licensing Unit and the Health Facility Compliance Zone Office
<https://hhs.texas.gov/doing-business-hhs/provider-portals/health-care-facilities-regulation/contact-us> of the following:
 - the effective date of the CHOW;
 - the location where medical records will be stored; and
 - the name and contact information for the custodian of the medical records

BUYER RESPONSIBILITIES

1. Complete the Hospital License Application available on our website at: <https://hhs.texas.gov/doing-business-hhs/provider-portals/health-care-facilities-regulation/applications-forms-hospital-licensing-regulation>. 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. Submit transfer documents to Health Facility Licensing for review and approval (see application).
3. Contact your Health Facility Compliance Zone Office to schedule attendance at a pre-survey conference. Pre-survey conferences must be completed prior to approval of the application.
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:
 - Texas State Board of Pharmacy
<http://www.pharmacy.texas.gov/contact>
 - Drug Enforcement Agency (DEA) Registration Certification
<http://www.dea.gov/contact.shtml>
 - Texas Department of Licensing and Regulation Boiler Program
<http://www.tdlr.texas.gov/contact.htm>
 - DSHS Radiation Control Program
<http://www.dshs.texas.gov/radiation/contact.aspx>
 - DSHS Office of EMS Trauma Systems
<http://www.dshs.texas.gov/emstraumasystems/contact.shtml>
 - DSHS County Indigent Health Care Program (for Hospital Districts)
<https://hhs.texas.gov/services/health/county-indigent-health-care-program>
 - HHSC Rate Analysis Department (Hospitals Section)
<https://rad.hhs.texas.gov/hospitals-clinic-services>