

Hospital Closure Instructions

1. Notify the Health Facility Licensing Unit and your Health Facility Compliance Zone Office of the closure, including the termination date for the CLIA registration (<https://hhs.texas.gov/doing-business-hhs/provider-portals/health-care-facilities-regulation/contact-us>).
2. Notify Health Facility Licensing 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.
5. Notify DSHS Radiation Safety Branch and DSHS Radiation Licensing 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/emtraumasystems/contact.shtm>).
9. Notify the County Indigent Care Coordinator (for Hospital Districts).
10. **Return the hospital's license to Health Facility Licensing 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.