Change of Ownership (CHOW) Overview

SELLER RESPONSIBILITIES

Notify the Health Facility Licensing Unit and the Health Facility Compliance Regional Office of all the following:

- The effective date of the CHOW.
- The location where medical records will be stored.
- The name and contact information for the custodian of the medical records.

BUYER RESPONSIBILITIES

- Complete the applicable facility license application and submit to the Texas Health and Human Services Commission (HHSC).
  
  o To access the applicable application, select the appropriate facility type on the HHSC Health Care Facilities webpage.
  
  o Note: The facility application will only notify HHSC of the CHOW. It is the facility's responsibility to notify all other state or federal agencies or other organizations as appropriate.