



## **Hospital Closure Instructions**

1. Notify [Health Facility Licensing](#) and your [Health Facility Compliance Regional Office](#) of the closure, including the termination date for the CLIA registration.
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 the Drug Enforcement Administration (DEA) of the closure.
5. Notify the Texas Department of State Health Services (DSHS) [Radiation Control Program](#) of the closure.
6. Notify the [Texas Department of Licensing and Regulation Boiler Program](#) of the closure.
7. Notify the [Texas 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 DSHS [EMS-Trauma Systems](#) and the local regional advisory committee (RAC), including EMS providers, of the closure.
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.**