

APPENDIX C

HELPFUL ADDRESSES AND CONTACT INFORMATION

Drug Enforcement Administration

Dallas:

10160 Technology Blvd. East, Dallas, TX 75220

ATTN: Licensing

(214) 366-6900

El Paso:

660 Mesa Hills Dr., Ste. 2000, El Paso, TX 79912

(915) 832-6000

Houston:

1433 West Loop South, Ste. 600, Houston, TX 77027

(800) 743-0495

If the physician is retiring, send letter stating plans along with controlled substance registration certificate and any remaining controlled substance prescription pads to the above address. A copy of controlled substance prescription forms must be retained for two years.

Texas Medical Board

Physician Licensure

PO Box 2029, Austin, TX 78768-2029

(512) 305-7010 or (800) 248-4062

www.tmb.state.tx.us/page/licensing or email verificic@tmb.state.tx.us

Texas Medical Association

Attn: Membership Department

401 W. 15th St., Austin, TX 78701-1680

(512) 370-1300 or (800) 880-1300

www.texmed.org or email knowledge@texmed.org

American Medical Association

Attn: Member Relations

AMA Plaza, 330 N. Wabash Ave., Ste. 39300, Chicago, IL 60611-5885

(800) 262-3211

www.ama-assn.org or msc@ama-assn.org

- If retiring, see Texas Medical Board annual registration rules and Appendix C of this publication. TMB registration rules can be found at www.tmb.state.tx.us/page/board-rules, in Chapter 166.
- If retiring or changing address, notify the Texas Medical Board in writing at the above address.
- Advise county medical society, specialty society, and the membership departments of TMA and AMA of a change of address or retirement. Use the TMA and AMA addresses above.

- If the physician has practiced under a name other than his or her own (e.g., Doctors Westside Clinic), the physician should have been using an assumed name certificate filed with the county clerk. Contact the county clerk and deactivate this assumed name if closing the practice without a buyer or if someone else is assuming practice under that name.
- If the physician and other physicians have practiced as a professional association and the professional association will continue in existence after the physician's retirement or departure, shares of ownership must be transferred to another physician licensed in Texas. Consult a lawyer in this matter.
- If the physician and other physicians have been practicing as a partnership (or have had an "operating agreement" like a partnership to share office space) and the partnership will continue to exist after the physician's retirement or departure, either withdrawing as a partner or otherwise transferring the partnership interest is necessary. Consult a lawyer in this matter.
- If a physician is in solo practice as a professional association, a lawyer must file Articles of Dissolution with the Texas Secretary of State office in Austin. In addition, a lawyer or accountant should contact the Comptroller of Public Accounts to pay any annual franchise taxes that may be due.

Department of State Health Services

Radiation Control Program

PO Box 149347, Austin, TX 78714-9347

(512) 834-6688

www.dshs.texas.gov/radiation/default.shtm

Medicare

Novitas Solutions, Inc.

PO Box 3110 (for general inquiries, Texas)

Mechanicsburg, PA 17055-1826

(855) 252-8782

www.novitas-solutions.com

Medicaid

Texas Medicaid and Healthcare Partnership

12365 Riata Trace Pkwy., Austin, TX 78727

(512) 506-3310 or (800) 925-9126

www.tmhp.com

TRICARE

East (most of Texas): (800) 444-5445

West (Lubbock, Amarillo, and El Paso areas): (844) 866-9378

www.tricare.mil/

- If the physician has operated x-ray or mammography equipment in the office, he or she has a license from the Texas Department of State Health Services and must maintain a record of the transfer or disposal of such equipment.
- Notify Medicare and Medicaid, in writing, of either retirement or change of practice address. Include specific date of retirement or address change.