



## **Complaints Handling Policy (NHS treatment) Code of practice for patient**

In this practice we take complaints very seriously and try to ensure that all our patients are pleased with their experience of our service. When patients complain, they are dealt with courteously and promptly so that the matter is resolved as quickly as possible. This procedure is based on these objectives.

Our aim is to react to complaints in the way in which we would want our complaint about a service to be handled. We learn from every mistake that we make and we respond to patients' concerns in a caring and sensitive way.

1. The person responsible for dealing with any complaint about the service which we provide are Dr A Sood, the practice Complaints Managers .
2. If a patient complains by telephone or in person, we will listen to their complaint and offer to refer him or her to the Complaints Manager immediately. If the Complaints Manager is not available at the time, then the patient will be told when they will be able to talk to the Complaints Manager and arrangements will be made for this to happen. The member of staff will make a written record of your complaint and provide the patient with a copy as well as passing it on to the Complaints Manager. If we cannot arrange this within a reasonable period or if the patient does not wish to wait to discuss the matter, arrangements will be made for someone else to deal with it.
3. If the patient complains in writing or by email it will be passed on immediately to the Complaints Manager.
4. If a complaint is about any aspect of clinical care or associated charges it will normally be referred to the dentist concerned, unless the patient does not want this to happen.
5. We will acknowledge the patient's complaint in writing and enclose a copy of this code of practice as soon as possible, normally within 3 working days. We will offer to discuss the complaint at a time agreed with the patient, asking how the patient would like to be kept informed of developments, for example, by telephone, face to face meetings, letters or e-mail. We will inform the patient about how the complaint will be handled and the likely time that the investigation will take to be completed. If the patient does not wish to discuss the complaint, we will still inform them of the expected timescale for completing the process.
6. We will seek to investigate the complaint speedily and efficiently and we will keep the patient regularly informed, as far as reasonably practicable, as to the progress of the investigation. Investigations will normally be completed within six months
7. When we have completed our investigation, we will provide the patient with a full written report. The report will include an explanation of how the complaint has been considered, the conclusions reached in respect of each specific part of the complaint, details of any necessary remedial action and whether the practice is satisfied with any action it has already taken or will be taking as a result of the complaint.

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8. Proper and comprehensive records are kept of any complaint received as well as any actions taken to improve services as a consequence of a complaint

9. In order to comply with the requirements of the annual complaints return to:-

Hamp-pct.commentsand[complaints@nhs.net](mailto:complaints@nhs.net) the ethnicity of the complainant will be recorded

10. If you feel that your complaint has not been dealt with satisfactorily and you wish to take the matter further please contact the **Commissioning Support Unit** in the first instance and the team will be able to advise you further.

NHS south commissioning Support Unit, comments and complaints unit, Omega House, 112 Southampton Road, Eastleigh, Hants, SO50 5PB

The CSU team will acknowledge your enquiry within 3 working days of receipt and discuss a time scale for a formal written response. Alternatively you may contact NHS England via the following details:

NHS England, Tel: 0300 311 2233

Email: [NHSEngland.contactus@nhs.net](mailto:NHSEngland.contactus@nhs.net)

Postal Address: NHS England, PO Box 16738, Redditch, B97 9PT

If the complaint is still not resolved to your satisfaction you may approach the Health Service Ombudsman:

Health Service Ombudsman, Millbank Tower, Millbank London SW1P 4QP, Tel: 0845 015 4033 or [www.ombudsman.org.uk](http://www.ombudsman.org.uk) for complaints about NHS treatment.

The Independent Complaints Advocacy Services (ICAS) can provide support to anyone wishing to make a complaint and their details are:

ICAS 1st Floor, Clarendon House, 9-11 Church Street, Basingstoke, Hants, RG21 7QG Tel: 0845 600 8616 or 01256 463758 or [www.seap.org.uk/icas/](http://www.seap.org.uk/icas/)

Other useful contact details:

- The Dental Complaints Service, The Lansdowne Building, 2 Lansdowne Road, Croydon, Greater London CR9 2ER, 08456 120 540 or [www.dentalcomplaints.org.uk](http://www.dentalcomplaints.org.uk) for complaints about private treatment.
- The General Dental Council, 37 Wimpole Street, London, W1M 8DQ the dentists' registration body.
- Care Quality Commission, Finsbury Tower, 103-105 Bunhill Row, and London EC1Y 8TG Website: [www.cqc.org.uk](http://www.cqc.org.uk). Email: [enquiries@cqc.org](mailto:enquiries@cqc.org). Tel: 03000 616161

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