



ARTHINGTON MEDICAL CENTRE PATIENT COMPLIMENT/ COMPLAINT FORM

If you have a compliment or complaint /concern about the service you have received from the doctors or any of the personnel working in this practice, please let us know. We welcome feedback from good experiences as well as bad, although we realise that people usually only make comments about bad experiences. We operate a practice complaints procedure as part of an NHS complaints system, which meets national criteria.

HOW TO COMPLAIN

We hope that we can sort most problems out easily and quickly, often at the time they arise and with the person concerned. If you wish to make a formal complaint, please do so **AS SOON AS POSSIBLE** - ideally within a matter of a few days. This will enable us to establish what happened more easily. If doing that is not possible your complaint should be submitted within 12 months of the incident that caused the problem; or within 12 months of discovering that you have a problem. You should either address your complaint verbally to a member of staff who will ensure that it is passed onto the practice manager or in writing. (you can use the attached form); The management team will make sure that your concerns are dealt with promptly and in the correct way. You should be as specific and concise as possible.

You can alternatively choose to complain to:

NHS England
Customer contact centre
PO Box B97 9PT
Email: England.contactus@nhs.net
Tel: 0300 311 2233

COMPLAINING ON BEHALF OF SOMEONE ELSE

We keep strictly to the rules of medical confidentiality. If you are not the patient, but are complaining on their behalf, you must have their permission to do so. An authority signed by the person concerned will be needed (3rd party consent form is at the bottom of this page), unless they are incapable (because of illness or infirmity) of providing this. Parents may complain on behalf of children under the age of 16.

WHAT WE WILL DO

We will acknowledge your complaint within 3 working days and aim to have fully investigated within 10 working days of the date it was received. If we expect it to take longer we will explain the reason for the delay and tell you when we expect to finish. When we look into your complaint, we will investigate the circumstances; make it possible for you to discuss the problem with those concerned; make sure you receive an apology if this is appropriate and take steps to make sure any problem does not arise again.

