



Policy for Handling Patient Complaints

In our practice we take complaints very seriously and try to ensure that all 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 we provide is **Practice Manager**
2. If a patient complains on the telephone or at the reception desk, we will listen to his or her complaint and offer to refer him or her to the **Practice Manager** immediately.
If Joanne is not available at the time, then the patient will be told when he or she will be able to talk to the dentist and arrangements will be made for this to happen. The member of staff will take brief details of the complaint and pass them on. 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 the letter will be passed on immediately to the **Practice Manager**
4. If a complaint is about any aspect of clinical care or associated charges it will normally be referred to **the dentist**, 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 seek to investigate the complaint within ten working days of the complaint being received to give an explanation of the circumstances which led to the complaint. If the patient does not wish to meet us, then we will attempt to talk to him or her on the telephone. If we are unable to investigate the complaint within 10 working days we will notify the patient, giving reasons for the delay and a likely period within which the investigation will be completed and, if necessary, a progress report will be sent to the patient every ten days.
6. We will confirm the decision about the complaint in writing to the patient immediately after completing our investigation.
7. Proper and comprehensive reports are kept of any complaint received.
8. Should the patient not be happy with the results there are outside sources to contact:

LHB:

Telephone:- 01443 744800

Email:- CTHB_concerns@walesnhs.uk

HIW:

Telephone: 0300 0628163

Email: hiw@gov.wales

NHS Direct

Tel: 0845 4647

www.nhsdirect.wales.nhs.uk

Health in Wales

www.wales.nhs.uk/ourservices/directory

Putting Things right

www.puttingthingsright.wales.nhs.uk

Board of Community Health Councils in Wales

Tel: 0845 644 7814

Tel: 02920 235558

www.communityhealthcouncils.org.uk

Email: enquiries@waleschc.org.uk

The Public Services Ombudsman for Wales

1 Ffordd yr Hen Gae

Pencoed

CF35 5LJ

www.ombudsman-wales.org.uk

Tel: 0845 601 0987

Email: ask@ombudsman-wales.org.uk

Find your local citizens Advice Bureau by contacting

Tel: 0845 477 2020

www.adviceguide.org.uk/wales