



## **Patient Complaints Policy**

We aim to always have satisfied patients, to meet their expectations of care and service, to deal with complaints quickly, to investigate complaints in a full and fair way and to respect patient confidentiality. To help us achieve these aims we follow this policy and have an effective complaints procedure (G 110).

If you are not entirely satisfied with any aspect of our care or service please let us know as soon as possible to allow us to address your concerns promptly. We never discriminate against patients who have made a complaint and we aim resolve complaints as quickly, effectively and smoothly as possible. Please address all complaints to Andy Cox, the Practice Manager.

If you wish to make a complaint on the telephone or in person please ask for the Practice Manager. If he is unavailable, we will take brief details about the complaint and let you know when you can talk to the dentist. If we cannot arrange this within a reasonable period of time or if you do not wish to wait, we will make arrangements for another team member to speak to you as soon as possible.

If you choose to complain in writing please address it to the Practice Manager. If your complaint is about any aspect of clinical care or associated charges, your dentist will be asked for their view, unless you do not want us to do so.

We will keep comprehensive and confidential records of your complaint. All details will be stored securely and only those persons who need to know about it will be informed.

If we cannot resolve your complaint immediately it will be acknowledged in writing within 3 working days and we will provide a full response within a reasonable time, confirmed with you. We aim to provide the response within 10 working days.

If the complaint needs to be investigated, this will involve the treating dentist if there is one, the relevant members of the team, the practice owner and others if necessary. If the investigation is likely to take longer than the time we have agreed with you, you will be informed about the reasons for the delay and the date the investigation will be completed. You will also be informed about the progress of the investigation and of any further delays.

When the investigation has been completed, you will be informed of its outcome and invited to a meeting to discuss the results and any practical solutions.

This practice regularly analyses any patient complaints to learn from them and to improve our standards of care and service. That's why we always welcome your feedback, comments, suggestions and complaints.

If you are dissatisfied with our response to a complaint you can take it further, contact information will be provided in the response letter. Please also see the contact details below.

### **Contacts**

The private dental complaints service: call 08456 120540 or visit [www.dentalcomplaints.org.uk](http://www.dentalcomplaints.org.uk)

The Care Quality Commission: Tel: 03000 616161, [www.CQC.org.uk](http://www.CQC.org.uk)

The Health Ombudsman: 0345 015 4033 or visit [www.ombudsman.org.uk](http://www.ombudsman.org.uk)