



PATIENT COMPLAINTS POLICY

We want all our patients to be pleased with the service they receive, so we take complaints seriously. If a patient makes a complaint, we will deal with it promptly and courteously. Our aim is to resolve the matter as quickly as possible following the agreed procedure and, wherever possible, to the satisfaction of the patient.

A complaint may indicate a failing on our part, which we can learn from and make improvements to our service. We will adopt a 'no blame' approach when investigating a complaint and especially where individuals are identified, with the aim of reach a satisfactory conclusion. We will, at all times, be polite and respectful to our patients.

Practice procedure

1. The Practice Complaints Manager Sanjay Tailor is responsible for dealing with all complaints about our service.
2. If a patient makes a complaint in person or by telephone, the member of staff receiving the complaint makes an initial record of their concerns and checks this for accuracy with the patient. The patient is given a copy of the record and the original is passed to Sanjay Tailor. If the Complaints Manager is available, the patient is asked whether they would like to see him/her immediately or speak to Meera Tailor. Otherwise the patient is advised when the Complaints Manager will make contact to arrange a meeting in person or by telephone.
3. If the patient complains in writing or by e-mail, the complaint will be passed immediately to the Complaints Manager.
4. Complaints about clinical care or the amount charged for treatment will be referred to the dentist concerned, unless the patient requests otherwise.

5. All complaints are acknowledged in writing as soon as possible but within 3 working days. A copy of this code of practice will be sent with the acknowledgement. If the patient has not yet discussed the matter with the Complaints Manager, they will be offered the opportunity to do so and also be asked how they would like to be kept informed of developments – by letter, e-mail, telephone or face-to-face meetings. The patient will also be advised of the process we will follow in resolving the complaint and the anticipated timescale.

6. We will investigate the complaint speedily and efficiently and, as far as reasonably practicable, will keep the patient informed of our progress. Investigations will normally be completed within 6 months.

7. On completion of our investigation, we will provide the patient with a full written report, which 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.

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

9. If a patient is not satisfied with the result, then the complaint may be referred to:

* NHS England (contact details below).

* Parliamentary and Health Service Ombudsman, Millbank Tower, Millbank London SW1P 4QP, telephone: 0345 015 4033 or www.ombudsman.org.uk for complaints about NHS treatment.

* The Dental Complaints Service, Stephenson House, 2 Cherry Orchard Road, Croydon CR0 6BA, 020 8253 0800 or www.dentalcomplaints.org.uk for complaints about private treatment.

* The General Dental Council, 37 Wimpole Street, London, W1M 8DQ the dentists' registration body.

* The Oral Health Foundation: Word of Mouth Advice Line: **01788 539780**

10. For **NHS patients** who do not wish to complain directly to the practice, they can contact NHS England who can investigate and manage the complaint.

Post:

NHS England PO Box 16738 Redditch B97 9PT

Email england.contactus@nhs.net marked 'For the attention of the complaints manager' in the subject line.

By telephone:

0300 311 22 33 (Monday to Friday 8am to 6pm, excluding English Bank Holidays)

Patients should be aware that that if they make a complaint to NHS England, their information might need to be shared with a Commissioning Support Unit. If you do not want your information to be shared with the CSU, you will need to inform them as part of your complaint. If they require consent for the investigation they will contact you directly to ensure we have the appropriate consent in place.

As from April 2013 Primary Care Serious Incidents (SIS) reporting should be made to NHS England in a timely manner.

All SI's should be reported to the Hertfordshire and South Midland Area Team using the hsmlat.sui@nhs.net email address. The reporting must be concise and not contain any staff or patient identifiable data.

This should be submitted no later than 2 days after the incident being identified.

The Area Quality and Safety Team can provide advice on management of SI's on 01707 390855.

An email correspondence should be sent to hsmlat.sui@nhs.net