



FOREST HALL MEDICAL GROUP

Station Road, Forest Hall, Newcastle upon Tyne. NE12 9BQ

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Code of practice for patient complaints

In this practice we take complaints very seriously indeed 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.

The person responsible for dealing with any complaint about the service which we provide is Johan Reynolds our Business Manager.

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 Business Manager immediately.

If the Business Manager is not available at the time, then the patient will be told when she will be able to talk to her 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.

If the patient complains in writing the letter will be passed on immediately to the Practice Manager.

If a complaint is about any aspect of clinical care or associated charges it will normally be referred to the doctor, unless the patient does not want this to happen.

We will acknowledge the patient's complain in writing and enclose a copy of this code or practice as soon as possible normally within two working days. We will seek to investigate the complaint within ten working days of the complaint being received to give an explanation of the circumstance, 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 ten working days we will notify the patient, giving the reasons for the delay and a likely period within which the investigation will be completed.

We will confirm the decision about the complaint in writing to the patient immediately after completing our investigation.

Proper and comprehensive records are kept of any complaint received.