

If you are dissatisfied with the outcome

You have the right to approach the
Parliamentary & Health Service Ombudsman.

Their contact details are:

The Parliamentary and Health Service Ombudsman

Millbank Tower

30 Millbank

London

SW1P 4QP

Tel: 0345 015 4033

Website: www.ombudsman.org.uk

www.ombudsman.org.uk/make-a-complaint

You may also approach PALS, Healthwatch or the
Independent Health Complaints Advocacy
for help or advice;

The local Healthwatch can be found at:

www.healthwatch.co.uk

The IHCA is able to be contacted at:

www.seap.org.uk/services/nhs-complaints-advocacy

The Patient Advice and Liaison Service (PALS)

is based at:

Countess of Chester Hospital

NHS Foundation Trust

Liverpool Road

Chester CH2 1UL

www.coch.nhs.uk

Tel: 01244 365000

**If you need this
information in an
alternative format,
please ask a member
of the team**

Heath Lane Medical Centre

Complaints Procedure



Making a Complaint

Most problems can be sorted out quickly and easily with the person concerned, often at the time they arise, and this may be the approach you try first.

Where you are not able to resolve your complaint in this way and wish to make a formal complaint you should do so, preferably **in writing** as soon as possible after the event and ideally within a few days, giving as much detail as you can, as this helps us to establish what happened more easily. In any event, this should be:

- Within 12 months of the incident,
- or within 12 months of you becoming aware of the matter

If you are a registered patient, you can complain about your own care. You are not normally able to complain about someone else's treatment without their written authority. See the separate section in this leaflet for what to do in this case.

Send your written complaint in the first instance to

The Complaints Manager at Heath Lane Medical Centre via post, or email to...

wcccg.heathlane.feedback@nhs.net

What We Do Next

We aim to settle complaints as soon as possible. We will usually acknowledge receipt within three working days and try to get a response to you within 10 working days. If it cannot be done in 10

days, you will be notified and given an idea of response time. You will then receive a formal reply in writing, or you may be invited to meet with the person(s) concerned to attempt to resolve the issue.

When looking into a complaint, we attempt to see what happened and why, to see if there is something we can learn from this, and make it possible for you to discuss the issue with those involved if you wish to do so.

When the investigations are complete, a final written response will be sent to you. Where your complaint involves more than one organisation (e.g. social services) we will liaise with that organisation so that you receive one coordinated reply. We may need your consent to do this. Where your complaint has been initially sent to an incorrect organisation, we may seek your consent to forward this to the correct person to deal with.

Complaining on Behalf of Someone Else

We keep to the strict rules of medical and personal confidentiality. If you wish to make a complaint and are not the patient involved, we will require the written consent of the patient to confirm that they are unhappy with their treatment and that we can deal with someone else about it. In the event the patient is deceased, then we may agree to respond to a family member or anyone acting on their behalf or who has had an interest in the welfare of the patient.

Please ask at reception for a Consent Form, which

contains a suitable authority for the patient to sign to enable the complaint to proceed with someone else's direction. Alternatively, we will send one to you to return to us when we receive your initial written complaint.

Where the patient is incapable of providing consent due to illness, accident or mental capacity, it may still be possible to deal with the complaint. Please provide the precise details of the circumstances that prevent this in your covering letter.

Please note that we are unable to discuss any issue relating to someone else without their express permission, which must be in writing, unless the circumstances above apply. You may also find that if you are complaining on behalf of a child who can make their own complaint, we will expect that child to contact us themselves to lodge their complaint.

We may still need to correspond directly with the patient, or may be able to deal directly with the third party. This depends on the wording of the authority provided.

You may also make your complaint directly to NHS England, who commissions our service:

By telephone: 0300 311 22 33

By email: england.contactus@nhs.net

By post: NHS England, PO Box 16738, Redditch, B97 9PT

However, they prefer that you contact the surgery first