**Patients Complaint Form**

If you have a complaint or concern about the service you have received from the doctors or any of the personnel working in Berwick Surgery, please let us know. We operate a practice complaint procedure as part of an NHS complaints system, which meets national criteria.

**How to complain**

We hope that we can sort most problems our easily and quickly, often at time they arise and with the person concerned. If you wish to make a formal complaint, please so AS SOON AS POSSIBLE- ideally within a matter of a few days. This will enable us to establish what happened more easily. If doing that is not possible your complaint should be submitted within 12 months of the incident that cause the problem; or within 12 months of discovering that you have a problem. You should address your complaint in writing to the Practice Manger (you can use the form attached). Practice Manger will make sure that we deal with your concerns promptly and in the correct way. You should be as specific and concise as possible.

**Complaining on behalf of someone else**

We keep strictly to the rules of medical confidentiality (a separate leaflet giving more detail on confidentiality is available on request). If you are not the patient, but are complaining on their behalf, you must have their permission to do so. An authority signed by the person concerned will be needed, unless they are incapable (because of illness or infirmity) of providing this. A third party form in provided below.

**What we will do**

We will acknowledge your complaint within 3 working days and aim to have fully investigated within 10 working days of the date the complaint was received. If we expected it to take longer the Practice will explain the reason for the delay and tell you when we expect to finish. When we look into your complaint, we will investigate the circumstances; make it possible for you to discuss the problem with those concerned; make sure you receive an apology if this is appropriate, and take steps to make sure any problem does not arise again.

You will receive a final letter setting out the results of any practice investigations.

**Taking complaints further**

If you remain dissatisfied with the outcome you may refer the matter to:

The Parliamentary and Health Service Ombudsman

Millbank Tower

Millbank

London

SW1P 4QP

Tel: 0345 0154 033

**Complaint Form**

Patients Full Name: …………………………………………………………………………

Date of Birth: ……………………..

Address: ………………………………………………………….

…………………………………………………………………….

……………………………………………………………………..

Postal Code: ……………………………………

Complaint details: (include dates, times, name of practice personnel, if known)

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Signed: …………………………………. Dated: …………………………………………….

Print name: …………………………………………………………………………………….

(Continue overleaf if necessary)

**Patient Third- Party Consent**

Patients name: ………………………………………………………………………………...

Telephone number:……………………………………………………………………………

Address: ………………………………………………………………………………………..

…………………………………………………………………………………………………………………………………………………………………………………………………......Postal Code:……………………………………………………………………………………

Enquirer/ Complainant Name: …………………………………………………………………………………………………

Telephone Number: …………………………………………………………………………..

Address: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

Postal Code: …………………………………………………………………………………..

**If you are complaining on behalf of a patient or your complaint or enquiry involves the medical care of a patient then the consent of the patient will be required. Please obtain the patients signed consent below.**

I ………………………………………………………………. Fully consent to my doctor releasing information to, and discussing my care and medical record with the person named above in relation to this complaint, and I wish this person to complain on my behalf.

This authority is for an indefinite period/ limited period only ( delete as appropriate)

Where a limited period applies, this authority is valid until………………………………… ( insert date)

Signed:……………………………………………………………………..( patient only)

Date:…………………………………………………………………………