Investigating Complaints

Wyke Regis & Lanehouse Medical Practice will investigate all complaints effectively and in conjunction with extant legislation and guidance.

Confidentiality

Wyke Regis & Lanehouse Medical Practice will ensure that all complaints are investigated with the utmost confidentiality and that any documents are held separately from the patient’s healthcare record.

# Third party complaints

Wyke Regis & Lanehouse Medical Practice allows a third party to make a complaint on behalf of a patient. The patient must provide consent for them to do so. A third-party patient complaint form is available from reception.

# Final response

Wyke Regis & Lanehouse Medical Practice will issue a final formal response to all complainants which will provide full details and the outcome of the complaint. Further information is detailed in our organisation policy.

Advocacy support

* POhWER support centre can be contacted via 0300 456 2370
* SeAp Advocacy gives advocacy support on 0330 440 9000
* Age UK on 0800 055 6112
* Local Council can give advice on local advocacy services

Further action

If you are dissatisfied with the outcome of your complaint from either NHS England or this organisation then you can escalate your complaint to:

Parliamentary Health Service Ombudsman (PHSO)

Citygate

47-51 Mosely Street

Manchester

M2 3HQ

[www.ombudsman.org.uk](http://www.ombudsman.org.uk)

Tel No: 0345 015 4033

 **The**

 **Complaints**

 **Process**

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Talk to us

Every patient has the right to make a complaint about the treatment or care they have received at Wyke Regis & Lanehouse Medical Practice We understand that we may not always get everything right and, by telling us about the problem you have encountered, we will be able to improve our services and patient experience.

Who to talk to

Most complaints can be resolved at a local level. Please speak to a member of staff if you have a complaint; our staff are trained to handle complaints. Alternatively, ask to speak to Cathy Scourfield our Complaints Lead

If for any reason you do not want to speak to a member of our staff, you can request that the local ICB investigate your complaint. They will contact us for you-:

You can contact the ICB at the

following address -:

NHS Dorset

Vespasian House

Barrack Road

Dorchester

DT1 1TG

Email address:

customer.careteam@nhsdorset.nhs.uk

A complaint can be made verbally or in writing. A complaints form is available from reception. Additionally, you can complain via email wykeregis.postmaster@dorsetgp.nhs.uk

Time frames for complaints

The time constraint on bringing a complaint is 12 months from the occurrence giving rise to the complaint, or 12 months from the time you become aware of the matter about which you wish to complain.

The Complaints Lead will aim to acknowledge receipt all complaints within three business days.

We will aim to investigate and provide you with the findings as soon as we can and will provide regular updates regarding the investigation of your complaint.