

## **Woodlands Family Medical Centre**

*We always welcome the opportunity to deal with any part of our service which is causing you concern.*

*We operate a practice complaints procedure as part of the NHS system for dealing with complaints and our system meets national criteria.*

*We will do our best to resolve the problem as quickly as possible.*

### **HOW TO COMPLAIN**

Many problems can be sorted out quickly and easily as they arise and with the person concerned. If your problem cannot be resolved in this way and you wish to make a complaint, you should let us know as soon as possible as this will enable us to establish what happened more easily.

Ideally you should let us know of your complaint within a matter of days, or at most a few weeks, of the incident. If this is not possible, then you should let us have details

- within twelve months of the incident that caused the problem, or
- within twelve months of discovering that you have a problem

Complaints should be addressed to Mrs Sharon Leonard, the Practice Manager, or to your doctor if you prefer. Alternatively you can telephone Mrs Sharon Leonard, or make an appointment to meet with her to discuss your concerns.

### **WHAT WE SHALL DO**

We will acknowledge your complaint within three working days, and then fully investigate and provide a full response within a reasonable timeframe. We will

- establish what happened and what went wrong
- identify how we can ensure the problem doesn't happen again
- be in a position to offer you an explanation, or a meeting with the people concerned

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- make sure you receive an apology, where this is appropriate

## **COMPLAINING ON BEHALF OF SOMEONE ELSE**

We must keep strict rules of confidentiality. If you wish to complain on behalf of someone else, we need to know you have their permission to do so. A note signed by the person concerned will be needed (unless they are too ill to provide this).

## **Taking your complaint further**

If you have a problem, we hope you will use our Practice Complaints Procedure as this will give us the best chance of correcting whatever has gone wrong, and give us an opportunity to improve our practice.

If you wish to speak to someone other than ourselves regarding concerns about your healthcare then you can contact Healthwatch Stockton on Tees.

You may feel you need help and advice to make your complaint and there are people who can help you. You can contact the Independent Complaints and Advocacy Service (ICAS).

If you want to complain about the care you have received by the practice, but do not wish to follow the local complaints procedure, then you can contact NHS England Customer Contact Centre.

Having gone through the above procedures, if you are still not satisfied but do not wish to take the matter further within the practice, then you have the right to request an independent review of your complaint from the Parliamentary and Health Service Ombudsman (PHSO) within 12 months of the date of the final response letter.

## **Contact Details:-**

Independent Complaints Advocacy Service (ICAS)  
Evans Business Incubation Centre  
Durham Way South  
Newton Aycliffe

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DL5 6XP

Freephone: 0808 802 3000

Email: [aycliffeicas@carersfederation.co.uk](mailto:aycliffeicas@carersfederation.co.uk)

Healthwatch Stockton on Tees

Catalyst House

27 Yarm Road

Stockton on Tees

TS18 3NJ

For general enquiries Tel: 01642 688312

For information and advice Tel: 0808 1729559

Email: [healthwatchstockton@pcp.uk.net](mailto:healthwatchstockton@pcp.uk.net)

Website: [www.healthwatchstockton.co.uk](http://www.healthwatchstockton.co.uk)

NHS England Customer Contact Centre

PO Box 16728

Redditch

B97 9PT

Tel: 0300 311 22 33 (open 8.00am – 6.00pm)

Email: [nhscommissioningboard@hscic.gov.uk](mailto:nhscommissioningboard@hscic.gov.uk)

The Parliamentary and Health Service Ombudsman

Millbank Tower

Millbank

London

SW1P 4QP

Tel: 0345 015 4033

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