

## COMPLAINTS HANDLING POLICY

In this practice we take complaints seriously and we aim to ensure that all our patients are pleased with their experience of our service. When a patient complains, he/she is dealt with courteously and promptly so that the matter is resolved as quickly as possible. The policy is based on these objectives.

We aim to respond to your complaint effectively and ensure we take the opportunity to learn and improve our service.

We endeavour to deal with problems as they arise, before resulting in a complaint and the need to carry out a full complaint investigation. However, complaints are inevitable in any practice from time to time. We take all complaints and customer feedback seriously and respond in a timely and professional manner.

If a patient wishes to complain our Code of Practice for Patient Complaints is followed.

All complaints are logged using forms Patients Complaint Form (OF 004) and Patient Complaints Log (OF 005).

## CODE OF PRACTICE FOR PATIENT COMPLAINTS

In this practice we take complaints very seriously and try to ensure that all our 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 customers' concerns in a caring and sensitive way.

- 1 The person responsible for dealing with any complaint about the service we provide is our Complaints Manager, **Victoria Tooth**
- 2 If a patient complains on the telephone or at the reception desk, we will listen to their complaint and offer to refer him or her to the Complaints Manager immediately. If the Complaints Manager is not available at the time, then the patient will be told when they will be able to talk to the dentist 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.
- 3 If the patient complains in writing the letter or email will be passed on immediately to the Complaints Manager.
- 4 If a complaint is about any aspect of clinical care or associated charges it will normally be referred to the dentist.
- 5 We will acknowledge the patient's complaint in writing and enclose a copy of this code of practice as soon as possible, normally within three working days.
- 6 We will seek to investigate the complaint within ten working days of receipt to give an explanation of the circumstances which led to the complaint. If the patient does not wish to meet us, then we will attempt to talk to them on the telephone. If we are unable to investigate the complaint within ten days we will notify the patient, giving reasons for the delay and a likely period within which the investigation will be completed.
- 7 We will confirm the decision about the complaint in writing immediately after completing our investigation.
- 8 Proper and comprehensive records are kept of any complaint received.
- 9 If patients are not satisfied with the result of our procedure then a complaint may be made to:
  - ◆ The Dental Complaints Service, Stephenson House, 2 Cherry Orchard Road, Croydon, Greater London CR0 6BA (Telephone: 08456 120 540) for complaints about private treatment
  - ◆ The General Dental Council, 37 Wimpole Street, London W1M 8DQ (Telephone: 08452 224 141), the dentists' regulatory body for complaints about professional misconduct