



# Patient Information Leaflet on the Practice Complaints Procedure

Telephone: 01254 964820

Email: [Frances.procter@nhs.net](mailto:Frances.procter@nhs.net)

Frances Procter  
Practice Manager

1<sup>st</sup> BA Hons Degree in Health and Social Care,  
Diploma in Primary Care and Health Management

## Surgery Address

Darwen Healthlink,  
Darwen Health Centre, James Street West  
Darwen, Lancashire, BB31PY

## Privacy Notice

How we use your personal information. The notice explains why the GP Practice collects information about you and how it can be used.

This information is available on our website and is displayed in the surgery



## Getting further help with your complaint

We hope that, if you have a problem, you will use our practice complaints procedure. We believe this will give us the best chance of putting right whatever has gone wrong and an opportunity to improve our practice.

If you do not wish to raise concern directly with the practice, you can contact:

NHS England, P.O. Box 16738, Redditch, B97 9PT

Tel: 0300 311 2233

Email: [England.contactus@nhs.net](mailto:England.contactus@nhs.net)



Complaints regarding commissioning decisions should be directed to:

Customer Care Team  
Lancashire Commissioning Support Unit  
Lancashire Business Park  
Jubilee House  
Centurion Way  
Leyland, PR26 6TR  
Tel: 0800 032 2424  
Email: [customer.care@lancashirecsu.nhs.uk](mailto:customer.care@lancashirecsu.nhs.uk)

Please see attached information sheet for your convenience on Healthcare Commissioning.



# Darwen Healthlink

An essential link in your healthcare



## Practice Complaints Leaflet



## Practice Complaints Procedure

If you have any complaint or concern about the service you have received from the doctors or staff working for this surgery you are entitled to ask for an explanation. We operate an informal, in-house complaints procedure to deal with your complaints. This procedure does not deal with matters of legal liability or compensation.

We hope that most problems can be sorted out easily and quickly, often at the time they arise and with the person concerned. If your problem cannot be sorted out in this way and you wish to make a complaint, we would like you to let us know as soon as possible, ideally within a couple of days, or at most a few weeks, because this will enable us to establish what happened more easily. If it is not possible to do that, please let us have details of your complaint:



- Within twelve months of the incident that caused the problem or
- Within twelve months of discovering that you have a problem.

### Your complaint should be addressed to:

Mrs Frances Procter Practice Manager who will ensure that it is investigated thoroughly and as speedily as possible. It will be a great help if you are as specific as possible about your complaint.

### What we shall do

We will acknowledge your complaint within three working days in date of receipt and provide you with a response within 3 months.



We shall then be in a position to offer you an explanation, or a meeting with the people involved. When we look into your complaint we shall aim to:

- Find out what happened and what went wrong.
- Make it possible for you to discuss the problem with those concerned, if you would like this.
- Make sure you receive an apology, where this is appropriate.
- Identify what we can do to make sure the problem does not happen again. Highlight the complaint to see if the practice can learn anything significant from it.

## How to Complain

A copy of our complaints form is available; you may use it to complain on behalf of someone else. You do not have to use the form if you prefer you can set out your complaint in your own way, for example writing a letter. If you need help, contact:

**Mrs Frances Procter, Practice Manager.**

Complete the complaint form or write a letter as soon as you can and return it to: **Mrs Frances Procter Practice Manager**, Darwen Health Centre. Someone within the surgery will then investigate your complaint. It is likely that, as a first step, the investigator will contact you directly to ensure that he/she fully understands your complaint. The investigator will then interview appropriate members of the practice staff and may inspect relevant documents.

## Complaining on behalf of someone else

Please note that the practice must ensure strict adherence to the rule of medical confidentiality. We cannot provide confidential information without appropriate authority, if you are not the patient in question.

## If the complainant remains dissatisfied

With the response from the practice or NHS England and feel's there is nothing further to be obtained by going back to the practice or NHS England then you can contact the Parliamentary and Health Service Ombudsman to request a review.

## Health Service Ombudsman contact details:

Parliamentary & Health Service Ombudsman  
Millbank Tower  
30 Millbank  
LONDON  
SW19 4QP  
Helpline: 0345 015 4033  
Email: [phso.enquiries@ombudsman.org.uk](mailto:phso.enquiries@ombudsman.org.uk)

CQC National Customer Service Centre  
Citygate, Gallowgate  
Newcastle upon Tyne, NE1 4PA  
Tel: 03000 616161 Fax: 03000 616171



# COMPLAINTS FORM

*Dr Choudry, Dr Patel,  
Dr Jesthi & Dr Muzaffar*

Please return this form to:

Mrs Frances Procter,  
Practice Manager,  
Darwen Health Link.



## Complainant's Details

Name .....

Address .....

Contact Telephone number *(please include mobile telephone numbers)*

.....

Date of Birth ...../...../.....      Signature .....

Usual GP .....

### **Patient Representative** *(please complete if complaining on behalf of someone else)*

Name .....

Address.....

Contact Telephone number *(please include mobile telephone numbers)*

.....

**Details of Complaint** (please try to provide as much information as possible – for example date/ time, member of staff involved (if appropriate), reason for complaint.

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....