

<b>Policy Document</b>	<b>Complaints Policy</b>
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In this practice we take complaints very seriously indeed 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 patients' concerns in a caring and sensitive way.

1. The person responsible for dealing with any complaint about the service which we provide is **the practice Complaints Manager**.
2. If the patient complains in writing or by e-mail it will be passed on immediately to the Complaints Manager.
3. If a complaint is about any aspect of clinical care or associated charges it will normally be referred to the dentist concerned, unless the patient does not want this to happen.
4. We will acknowledge the patient's complaint in writing and enclose a copy of this code of practice as soon as possible. We will offer to discuss the complaint at a time agreed with the patient, asking how the patient would like to be kept informed of developments, for example, by telephone, face to face meetings, letters or e-mail. We will inform the patient about how the complaint will be handled and the likely time that the investigation will take to be completed. If the patient does not wish to discuss the complaint, we will still inform them of the expected timescale for completing the process.
5. We will seek to investigate the complaint speedily and efficiently and we will keep the patient regularly informed, as far as reasonably practicable, as to the progress of the investigation. Investigations will normally be completed within six months (for NHS treatment) or more if the complaint is private and depending on the nature of the complaint and the investigations undertaken.
6. When we have completed our investigation, we will provide the patient with a full written report. The report will include an explanation of how the complaint has been considered, the conclusions reached in respect of each specific part of the complaint, details of any necessary remedial action and whether the practice is satisfied with any action it has already taken or will be taking as a result of the complaint.
7. Proper and comprehensive records are kept of any complaint received as well as any actions taken to improve services as a consequence of a complaint.
8. If patients are not satisfied with the result of the practice procedure then a complaint may be made to

**The Practice Owner**, Dr Folake Ogunnowo , 4 Mangravet Avenue, Maidstone, ME15 9BQ  
t. 01622 741817 or [info@orcharddentalmaidstone.co.uk](mailto:info@orcharddentalmaidstone.co.uk)

9. If patients are not satisfied with the result of this review then a complaint may be referred to:

**For complaints about NHS treatment:**

t. 01732 375200

NHS England, Kent and Medway Area Team, Wharf house, Medway Wharf Road Tonbridge TN91RE

**Parliamentary and Health Service Ombudsman**, Millbank Tower, Millbank London, SW1P 4QP t. 0345 015 4033 or [www.ombudsman.org.uk](http://www.ombudsman.org.uk)

For complaints about private treatment

**The Dental Complaints Service**, The Lansdowne Building, 2 Lansdowne Road, Croydon, CR9 2ER t. 08456 120 540 or [www.dentalcomplaints.org.uk](http://www.dentalcomplaints.org.uk)