



Dane Bank House Dental Practice

CODE OF PRACTICE FOR PATIENT COMPLAINTS.

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 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 we provide is initially Mrs Julie Jones who will process the complaint and inform Stuart Hopkins, the Practice Principle.
2. If a patient complains over the telephone or at the reception desk, we will listen to their complaint and offer to refer him or her to Stuart Hopkins immediately. If Stuart Hopkins is unavailable at the time, then the patient will be told when he will be available to speak to, and arrangements will be made for this to happen. The member of staff will make a written record of your complaint and provide the patient with a copy as well as passing it on to Stuart Hopkins. 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 or by email it will be passed on immediately to Stuart Hopkins.
4. 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.
5. We will acknowledge the patients complaint in writing and enclose a copy of this code of practice as soon as possible, normally within two working days. 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.

6. 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 ten days, but may in some cases take longer.
7. 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.
8. 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.
9. If patients are not satisfied with the result of our procedure then a complaint may be referred to:

East Cheshire Primary Care Trust Contact your local Health watch Cheshire east, 81 Park Lane, Macclesfield, SK11 6TX, Telephone 01625838394

or Parliamentary and Health Service Ombudsman, Millbank Tower, Millbank London SW1P 4QP, telephone 03450154033 or www.ombudsman.org.uk for complaints about NHS treatment

The Dental Complaints Service, The Lansdowne Building, 2 Lansdowne Road, Croydon, Greater London CR9 2ER, 08456120540 or www.dentalcomplaints.org.uk for complaints about private treatment.

The General Dental Council, 37 Wimpole Street, London, W1M 8DQ the dentists' registration body.

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