| Advocacy support   * [HEALTHWATCH England](https://www.healthwatchwakefield.co.uk/) on 01924 787379 * [POhWER](https://www.pohwer.net/) support centre can be contacted via 0300 456 2370 * [Advocacy People](https://www.theadvocacypeople.org.uk/) gives advocacy support on 0330 440 9000 * [Age UK](https://www.ageuk.org.uk/) on 0800 055 6112 * Local Council can give advice on local advocacy services   Further action  If you are dissatisfied with the outcome of your complaint from either the ICB or this organisation then you can escalate your complaint to:  Parliamentary Health Service Ombudsman (PHSO)  Milbank Tower  Milbank  London  SW1P 4QP  Tel: 0345 015 4033  www.ombudsman.org.uk | **Northgate Surgery** – Northgate. Pontefract, WF8 1NF  01977 703635  Northgate.surgery4@nhs.net |  | **The Complaints Process**  Northgate Surgery C:\Users\alison.sugarman\Desktop\Practice photo.png |
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| Talk to us  Every patient has the right to make a complaint about the treatment or care they have received at Northgate Surgery.  We understand that we may not always get everything right and, by telling us about the problem you have encountered, we will be able to improve our services and patient experience.  Who to talk to  Most complaints can be resolved at a local level. Please speak to a member of staff if you have a complaint; our staff are trained to handle complaints. Alternatively, ask to speak to the complaint’s manager, Rebecca Clegg (The Practice Manager). | If for any reason you do not want to speak to a member of our staff, then you can request that the ICB who commission and pay for the NHS services you use, to investigate your complaint. They will contact us on your behalf:  West Yorkshire Integrated Care Board Complaints Team  White Rose House  West Parade  Wakefield  WF1 1LT  01924 552150  [wyicb.complaints@nhs.net](mailto:wyicb.complaints@nhs.net)  A complaint can be made verbally or in writing. A complaints form is available from reception. Additionally, you can complain via email to northgate.surgery4@nhs.net  Time frames for complaints  The time constraint on bringing a complaint is 12 months from the occurrence giving rise to the complaint, or 12 months from the time you become aware of the matter about which you wish to complain.  A member of the management team will respond to all complaints within three business days.  We will aim to investigate and provide you with the findings as soon as we can and will provide regular updates regarding the investigation of your complaint. | | Investigating complaints  Northgate Surgery will investigate all complaints effectively and in conjunction with extant legislation and guidance.  Confidentiality  Northgate Surgery will ensure that all complaints are investigated with the utmost confidentiality and that any documents are held separately from the patient’s healthcare record.  Third party complaints  Northgate Surgery allows a third party to make a complaint on behalf of a patient. The patient must provide consent for them to do so. A third-party patient complaint form is available from reception.  Final response  Northgate Surgery will issue a final formal response to all complainants which will provide full details and the outcome of the complaint. Further information is detailed in our organisation policy. |