

# The Manor Surgery

## Complaints Procedure

Telephone: 0115 9076960 Email: [nnicb-nn.manorsurgeryreceptionist@nhs.net](mailto:nnicb-nn.manorsurgeryreceptionist@nhs.net)

### Making a Complaint

Most problems can be sorted out quickly and easily, often at the time they arise with the person concerned, and this may be the approach you try first.

We want to re-assure our patients, carers, and patient representative that the practice will not discriminate against any patients that feels the need to complain. We believe that whatever has gone wrong we would like the opportunity to put thing right

Where you are not able to resolve your complaint in this way and wish to make a formal complaint you should do so, preferably **in writing** as soon as possible after the event and ideally within a few days, as this helps us to establish what happened more easily.

In any event, this should be:

- Within 12 months of the incident,
- or within 12 months of you discovering that you giving as much detail as you can.

If you are a registered patient, you can complain about your own care. You are unable to complain about someone else's treatment without their written authority. See the separate section in this leaflet.

We can provide you with a separate complaint form to register your complaint and this includes a third-party authority form to enable a complaint to be made by someone else. Please ask at reception for this. You can provide this in your own format providing this covers all the necessary aspects.

#### Send your written complaint to:

The Practice Manager by email to [nnicb-nn.manorsurgeryreceptionist@nhs.net](mailto:nnicb-nn.manorsurgeryreceptionist@nhs.net), by post or in person at reception. All complaints regarding GPs, Pharmacists, Optoms and Dentistry either need to go to the service directly or alternatively, email [nnicb-nn.patientexperience@nhs.net](mailto:nnicb-nn.patientexperience@nhs.net) or telephone 0115 8839570.

### What we do next

We look to settle complaints as soon as possible.

We will acknowledge receipt within 3 working days and aim to have investigated the matter within 28 working days. You may then receive a formal reply in writing, or you may be invited to meet with the person(s) concerned to attempt to resolve the issue. If the matter is likely to take longer than this we will let you know, and keep you informed as the investigation progresses.

When looking into a complaint we attempt to see what happened and why, to see if there is something we can learn from this, and make it possible for you to discuss the issue with those involved if you would like to do so.

When the investigations are complete your complaint will be determined and a final response sent to you.

Where your complaint involves more than one organisation (e.g. social services) we will liaise with that organisation so that you receive one coordinated reply. We may need your consent to do this.

Where your complaint has been sent initially to an incorrect organisation, we may seek your consent to forward this to the correct person to deal with.

The final response letter will include details of the result of your complaint and also your right to escalate the matter further if you remain dissatisfied with the response.

## Complaining on Behalf of Someone Else

We keep to the strict rules of medical and personal confidentiality. If you wish to make a complaint and are not the patient involved, we will require the written consent of the patient to confirm that they are unhappy with their treatment and that we can deal with someone else about it.

Please ask at reception for the Complaints Form which contains a suitable authority for the patient to sign to enable the complaint to proceed.

Where the patient is incapable of providing consent due to illness or accident it may still be possible to deal with the complaint. Please provide the precise details of the circumstances which prevent this in your covering letter.

Please note that we are unable to discuss any issue relating to someone else without their express permission, which must be in writing, unless the circumstances above apply.

We may still need to correspond direct with the patient, or may be able to deal direct with the third party, and this depends on the wording of the authority provided.

## If you are Dissatisfied with the Outcome

You have the right to approach the following:

### **Patient Experience Team**

Nottingham and Nottinghamshire Integrated Care Board  
Sir John Robinson House  
Sir John Robinson Way  
Arnold  
Nottingham  
NG5 6DA  
Tel: 0115 8839570  
Email: [nnicb-nn.patientexperience@nhs.net](mailto:nnicb-nn.patientexperience@nhs.net)

### **Ombudsman**

The Parliamentary and Health Service  
Ombudsman  
Millbank Tower  
Millbank  
London  
SW1P 4QP  
Tel: 0345 0154033  
Website: [www.ombudsman.org.uk](http://www.ombudsman.org.uk)

For complaints relating to secondary care (i.e. hospitals) or community services, please write to:

### **Patient Advice & Liaison Service**

NUH NHS Trust, c/o PALS  
Freepost, NEA 14614  
Nottingham NG7 1BR  
Tel: 0800 183 0204 (free from a UK landline)

If you require assistance or support in making a complaint about the NHS you may wish to contact POhWER. POhWER is independent from the NHS and provides an NHS complaints advocacy service.  
Tel: 0300 456 2370 (charged at local rate).

Website: [www.pohwer.net](http://www.pohwer.net)