

## Advocacy Support

- POhWER support centre can be contacted via 0300 456 2370
- Advocacy People gives advocacy support on 0330 440 9000
- Age UK on 0800 055 6112
- Local Council can give advice on local advocacy services
- Other advocates and links can be found on the PHSO webpage

## Further Action

If you are dissatisfied with the outcome of your complaint from either Leicester, Leicestershire and Rutland ICB or this organisation, then you can escalate your complaint to Parliamentary Health Service Ombudsman (PHSO) at either:

Milbank Tower, Milbank  
LONDON  
SW1P 4QP

Citygate, Mosley Street  
MANCHESTER  
M2 3HQ

Tel: 0345 015 4033

[www.ombudsman.org.uk](http://www.ombudsman.org.uk)

Woodbrook Medical Centre



28 Bridge Street, Loughborough, Leicestershire LE11 1NH



01509 239 166



[www.woodbrookmedicalcentre.co.uk](http://www.woodbrookmedicalcentre.co.uk)

## THE COMPLAINTS PROCESS

Woodbrook Medical Centre



[www.woodbrookmedicalcentre.co.uk](http://www.woodbrookmedicalcentre.co.uk)



### **Talk to us**

Every patient has the right to make a complaint about the treatment or care they have received at Woodbrook Medical Centre.

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 concern and they will assist you where possible. Alternatively, ask to speak to the Practice Manager, Anne Jones, but note this may need to be a booked appointment.

If for any reason you do not want to speak to a member of our staff, then you can request that the Integrated Care Board (ICB) investigates your complaint. They will contact us on your behalf:

NHS Leicester, Leicestershire and  
Rutland Integrated Care Board (ICB)  
Room G30, Pen Lloyd Building  
County Hall, Glenfield  
Leicester, LE3 8TB

Telephone: 0116 295 7572

Email: [llricb-llr.enquiries@nhs.net](mailto:llricb-llr.enquiries@nhs.net)

A complaint can be made verbally or in writing. A complaints form is available from reception. Additionally, you can complain via our website at [www.woodbrookmedicalcentre.co.uk](http://www.woodbrookmedicalcentre.co.uk)

### **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.

The complaints manager will respond to within three business days to acknowledge your complaint.

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**

We will investigate all complaints effectively and in conjunction with extant legislation and guidance.

#### **Confidentiality**

We 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**

We allow third parties 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**

We will issue a final formal response to all complainants which will provide full details and the outcome of the complaint. We will liaise with you about the progress of any complaint.