

Taking it further

It is sincerely hoped that any complaint you have about the Group can be dealt with by those responsible for ensuring patient care and delivery of services within the Group, but there are times when you may feel this is inappropriate, or you may not be happy with the results of the procedure. For initial help and support you may wish to contact:

The Commissioner for GPs is NHS England.

If you wish to make a comment or complaint about GP services, and it cannot be resolved locally with the practice manager, please contact NHS England by email: england.contactus@nhs.net
By telephone: 0300 311 22 33
By Post: NHS England, PO Box 16738, Redditch, B97 9PT

If you are remain dissatisfied with the outcome

You have the right to approach the Parliamentary & Health Service Ombudsman.

The contact details are:

**The Parliamentary and Health Service
Ombudsman, Millbank Tower
30 Millbank
London
SW1P 4QP**

Tel: 0345 0154033

Website: www.ombudsman.org.uk

<http://www.ombudsman.org.uk/make-a-complaint> (To complain online or download a paper form).

Wallingbrook Health Group

Wallingbrook Health Group
Back Lane
Chulmleigh
Devon EX18 7DL

Surgery: 01769 580295

www.wallingbrook.co.uk

Wallingbrook
Health Group
Chulmleigh • Winkleigh

Complaints Procedure

**Also see separate
Complaints Form
available at Reception**

The doctors and staff working for Wallingbrook Health Group strive to deliver high quality patient care at all times and in all areas of contact with the patient or patient's representative. Unfortunately there may be a time when less than efficient service is given or instances where the patient is less than happy with the service that has been received.

In order to attain and maintain high standards of care, feedback is required from those to whom the care is delivered; one mechanism is the complaints procedure.

Making a Complaint

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

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, giving as much detail as you can, 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 becoming aware of the matter

If you are a registered patient you can complain about your own care. You are not normally able to complain about someone else's treatment without their written authority. See the separate section in this leaflet for what to do in this case.

We are able to provide you with a separate complaints 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 it covers all of the necessary aspects.

Send your written complaint to:

**Lucy Harris, Practice Manager,
Wallingbrook Health Group, Back Lane,
Chulmleigh, Devon. EX18 7DL.**

What we do next

We aim to settle complaints as soon as possible.

We will usually acknowledge receipt within 3 working days, and aim to resolve the matter as soon as possible but will give you some idea of how long that may take at the outset. You will 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 wish to do so.

When the investigations are complete, a final written response will be 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 refer 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. In the event the patient is deceased. Then we may agree to respond to a family member or anyone acting on their behalf or who has had an interest in the welfare of the patient.

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, accident or mental capacity, it may still be possible to deal with the complaint. Please provide the precise details of the circumstances that 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. You may also find that if you are complaining on behalf of a child who is capable of making their own complaint, we will expect that child to contact us themselves to lodge their complaint.

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