

Blaenavon Medical Practice

Raising a complaint/concern

Making a complaint

We make every effort to give the best service possible to everyone who attends our practice.

However, we are aware that things can go wrong resulting in a patient feeling that they have a genuine cause for complaint. If this is so, we would wish for the matter to be settled as quickly, and as amicably, as possible.

If you have any complaints or concerns about the service that you have received from the doctors or staff working for this practice, please let us know.

We hope that most problems can be sorted out easily and quickly, often at the time they arise and with the person concerned. If your problem cannot be sorted out in this way and you wish to make a complaint, we would like you to let us know **as soon as possible** – ideally within a matter of days or at most a few weeks – because this will enable us to establish what happened more easily. If it is not possible to do that, please let us have details of your complaint:

- Within 6 months of the incident that caused the problem; or
- Within 6 months of discovering that you have a problem, provided that is within 12 months of the incident.

Maria Potter will be pleased to deal with any complaint. She will explain the procedure to you and make sure that your concerns are dealt with promptly. You can make your complaint:

In person – ask to speak to Maria Potter

In writing – some complaints may be easier to explain in writing - please give as much information as can, then send your complaint to the practice for the attention of Maria Potter as soon as possible

What we shall do

Our complaints procedure is designed to make sure that we settle any complaints as quickly as possible.

We shall acknowledge your complaint within 2 working days and aim to have looked into your complaint within 20 working days of the date when you raised it with us. We shall then be in a position to offer you an explanation, or a meeting with the people involved.

When we look into your complaint, we shall aim to:

- find out what happened and what went wrong
- make it possible for you to discuss the problem with those concerned, if you would like this
- make sure you receive an apology, where appropriate
- identify what we can do to make sure the problem doesn't happen again.

At the end of the investigation your complaint will be discussed with you in detail, either in person or in writing.

Complaining on behalf of someone else

Please note that we keep strictly to the rules of medical confidentiality. If you are complaining on behalf of someone else, we have to know that you have his or her permission to do so. A note signed by the person concerned will be needed, unless they are incapable (because of illness) of providing this.

What you can do next

We hope that, if you have a problem, you will use our practice complaints procedure. We believe that this will give us the best chance of putting right whatever has gone wrong and the opportunity to improve our practice.

However this does not affect your right to initiate an independent review if you are dissatisfied with the outcome. The Independent Review Secretariat Wales undertakes this role (see below)

If you remain dissatisfied with the responses to your complaint under the first 2 stages, you have the right to ask the Public Services Ombudsman for Wales to review your case, or Aneurin Health Board or your local Community Health Council.

Contact details:

Independent Review Secretariat:

Mid and West Wales: PO Box 2, Brecon, Powys LD3 0XR.
Tel: 01874 712748, Fax: 01874 712756

South Wales: PO Box 21, Cardiff CF10 2ZR.
Tel: 029 2040 2262, Fax: 029 2040 2398

North Wales: PO Box 125, Mold CH7 1WH.
Tel: 01352 700227, Fax: 01352 754649

Web Address: www.npsa.nhs.uk

Public Services Ombudsman For Wales:

1 Ffordd yr Hen Gae,
Pencoed,
CF35 5LJ

Tel: 0845 601 0987
Email: ask@ombudsman-wales.org.uk

Web Address: www.ombudsman-wales.org.uk

Local Citizens Advice Bureau Tel 0144 477 2020 www.adviceguide.org.uk/wales

Aneurin Bevan Health Board
Tel: 01495 745656
E-mail: Puttingthingsright.ABHB@wales.nhs.uk

Community Health Council
Tel: 0845 6447814
E-mail: enquiries@waleschc.org.uk
Web Address: www.communityhealthcouncils.org.uk

