

WEST PARK DENTAL CARE

Practice Complaint Procedure

If you have a complaint about the service that you have received from the dentists or any of our staff working in this practice, please let us know. We operate a practice complaint procedure, which follows the national guidelines and is available to all our patients.

We hope that problems will be few and that most 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. Complaints should be addressed to either Dr Alex Hales or Dr Andrew Groves. They will explain the complaint procedure to you and will ensure that your concerns are dealt with promptly. It will be a great help if you are as specific as possible about your complaint.

What we shall do

We shall acknowledge your complaint normally within two working days and aimed to have looked into your complaint within ten 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 those involved. In investigating your complaints, 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 it is appropriate:
- identify what we can do to make sure the problem doesn't happen again

Complaining to the Dental Complaints Service

We hope that, if you have a problem, you will use our practice complaint procedure. We believe this will provide the best chance of putting right whatever has gone wrong and an opportunity to improve our practice. But this does not affect your right to approach the Dental Complaints Service; if you feel you cannot raise your complaint with us **or** are dissatisfied with the results of our investigation. You should contact:

Dental Complaints Service

Stephenson House
2 Cherry Orchard Road
Croydon
CR0 6BA

Tel: 08456 120 540

Denplan Patients

Freephone 0800 169 7200

www.denplan.co.uk/patients/contact-us-patients/making-a-complaint