| Further actionsIf you are dissatisfied with the outcome of your complaint you can seek further guidance from:NHS EnglandPO BOX 16738Redditch B97 9PTTel: 03003 112233england.contactus@nhs.net Or alternatively complain to the:Parliamentary Health Service OmbudsmanMilbank TowerMilbankLondon SW1P 4QPTel: 0345 015 4033www.ombudsman.org.uk  | Tinkers Lane Surgery Tinkers LaneRopyal Wootton BassettWiltsSN4 7AT |  | The Complaint ProcessTinkers Lane Surgery  |
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| Talk to usEvery patient has the right to make a complaint about the treatment or care they have received at Tinkers Lane Surgery. 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 toMost complaints can be resolved at a local level. Please speak to a member of staff if you have a complaint; all our staff are trained to handle complaints effectively. Alternatively, ask to speak to the Complaints Manager, who is our Practice Manager  | At Tinkers Lane Surgery theComplaints Manager is :The Practice Manager and they are supported by the Responsible Officer who is:The Assistant Practice ManagerA complaint can be made verbally or in writing. A Complaints Form is available from reception. Additionally, you can complain via email to: tinkers.lanesurgery@nhs.net Time frames for complaintsThe 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 practice manager will respond to all complaints within three business days. Furthermore, they will provide regular updates for you regarding your complaint, whilst aiming to have the complaint completely resolved within 40 days. | Investigating complaintsTinkers Lane Surgery will investigate all complaints effectively and in conjunction with extant legislation and guidance. ConfidentialityTinkers Lane Surgery will ensure that all complaints are investigated with the utmost confidentiality and any documents are held separately from the patient’s healthcare record. Third party complaintsTinkers Lane Surgery allows a third party 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 responseTinkers Lane Surgery will issue a final formal response to all complainants which will provide full details and the outcome of the complaint. Further information is detailed in our practice policy. |