



Patient Complaints Procedure

It is our priority to maintain the satisfaction of our patients, to meet your expectations of care and service and to resolve any complaints as efficiently, effectively and politely as possible. We take complaints very seriously, investigating them fully and fairly, and to protect your confidentiality. We always strive to learn from any complaints so that we can improve the care and service we provide. We will never discriminate against patients who have made a complaint and we will be happy to answer any questions you may have about this procedure.

If you are not entirely satisfied with any aspect of our care or services, please let us know as soon as possible to allow us to address your concerns promptly. We accept complaints made verbally as well as written complaints.

The complaints manager is our Practice Manager (Thomas McCann) and will be your personal contact to assist you with any complaints.

You can send your complaints in writing to:

29 Kimberley Park Dental Practice, Falmouth, TR11 2DA

call us on **01326 312264**

or email the Complaints Manager on **info@kimberleyparkdentist.co.uk**

If the Complaints Manager is unavailable, we will take brief details about the complaint and will arrange for a meeting when it is suitable for you and the practice. We will keep comprehensive and confidential records of your complaint, which will be stored securely and only be accessible by those who need to know about your complaint. If the complaint investigation takes longer than anticipated, the Complaints Manager will contact you at least every ten working day to keep you informed of the reason for any delays, the progress of the investigation and the proposed date it will be completed.

When the investigation has been completed, you will be informed of its outcome in writing. We will make our response clear, addressing each of your concerns as best as we can. You will also be invited to a meeting to discuss the results and any practical solutions that we can offer to you. These solutions could include replacing treatment, refunding fees paid, referring you for specialist treatments or other solutions that meet your needs and resolve the complaint.

We regularly analyse patient complaints to learn from them and to improve our services. That's why we always welcome your feedback, comments, suggestions and complaints. If you are dissatisfied with our response to a complaint you can take the matter further, please see the contacts below.

If you are dissatisfied with our response to a complaint you can contact the GDC private dental complaints service within 12 months of the treatment or within 12 months of becoming aware of the issue. Please see the contact details below.

Contacts

GDC private dental complaints service can be contacted by calling 020 8253 0800 or visiting www.dentalcomplaints.org.uk.

If you are still unhappy about your NHS complaint, you can contact NHS England at: **ciosicb.complaints@nhs.net**



**KIMBERLEY
PARK**
DENTAL PRACTICE

Kimberley Park Dental Practice
29 Kimberley Park Road, Falmouth, Cornwall TR11 2DA

Tel.: (01326) 312264

info@kimberleyparkdentist.co.uk

A. Rowley B.D.S. (Principal)

R. Chandara B.D.S. A. Roberts B.D.S. S. Michaels B.D.S.

You can also contact:

Care Quality Commission: **03000 616161** or the

Parliamentary Health Ombudsman by calling **0345 015 4033**

The General Dental Council is responsible for regulating all dental professionals. You can complain using their online form at www.gdc-uk.org contact them on **information@gdc-org.uk** or by calling **020 7167 6000**.

We aim to resolve verbal complaints within 24 hours where possible, but if you complain in writing the Complaints Manager will send an acknowledgement letter within 3 working days and will aim to provide a full response in writing as soon as practical.