

## Patient Complaints Procedure

It is our aim to always have satisfied 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, we investigate them in a full and fair way and take great care to protect your confidentiality. We learn from complaints to improve our care and service. We will never discriminate against patients who have made a complaint.

If you are not entirely satisfied with any aspect of our care or service please let us know as soon as possible to allow us to address your concerns promptly.

If you do not feel you can raise a complaint about your NHS service directly with us, you can address your complaint directly to our reception staff. You can complain verbally in person or over the phone 0208 783 0401. Alternatively, you may wish to write to us at [info@tw13dental.co.uk](mailto:info@tw13dental.co.uk) or TW13 Dental, 160a Twickenham Road, Hanworth, Middlesex, TW13 6HD.

Principal Dentist Dr Pratik Patel is the Complaints Manager and will be your personal contact to assist you with any complaints. If your verbal complaint is not resolved to your satisfaction within 48 hours or if you complain in writing, the Complaints Manager will provide a full response in writing within 14 days. In meantime an investigation will have commenced and been completed with regard to your issues raised.

If the Complaints Manager is unavailable, we will take brief details about the complaint and will arrange for a meeting when the Complaints Manager is next available. We will keep comprehensive and confidential records of your complaint, which will be stored securely and only be accessible only by those who need to know about your complaint.

If the complaint investigation takes longer than anticipated the Complaints Manager will keep you informed of the reason for the delay, 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 and 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.

The handling of complaints is of great importance to our practice. We always welcome your feedback, comments, suggestions and complaints. Our goal is to treat each case impartially, sympathetically and in a consistent manner with the minimal possible delay. Where it is possible to resolve your problem to your complete satisfaction with the consultant directly, we aim to act in a courteous, reasonable and prompt manner.

If you are dissatisfied with our response to a complaint you can take it further, please see the contacts below.

### Contacts

For private dental treatment 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 by calling 020 8253 0800 or visiting [www.dentalcomplaints.org.uk](http://www.dentalcomplaints.org.uk)

If you are still unhappy about your NHS complaint, you can contact [england.contactus@nhs.net](mailto:england.contactus@nhs.net)

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

