

**If you are Dissatisfied with the Outcome**

If you do not get the resolution you require when you raise a complaint, you can contact:

**The Ombudsman at:**

The Parliamentary and Health Service  
Ombudsman

Millbank Tower  
Millbank  
London  
SW1P 4QP

Tel: 0345 0154033

Website: [www.ombudsman.org.uk](http://www.ombudsman.org.uk)

**Or Swindon Healthwatch on:**

01793 497777

[info@healthwatchswindon.org.uk](mailto:info@healthwatchswindon.org.uk)

The Practice Complaints Manager is:

Mrs J Osborn

**Where to complain to:**

All staff at Hawthorn Medical Centre are committed to providing a quality service to our patients.

Inevitably there will be times when a patient may feel that they have experienced a situation that warrants them making a complaint.

We recognise that all our patients views are important and in order for us to continually improve the service that we offer we rely on our patients voicing their concerns.

You can either complain directly to the surgery at:

**Hawthorn Medical Centre  
May Close  
Gorse Hill  
Swindon  
SN2 1UU**

**Tel: 01793 536541**

**OR** you can complain to **NHS England** at:  
**PO Box 16738  
Redditch  
B97 9PT**

**Tel: 0300 311 2233**

**Email: [england.contactus@nhs.net](mailto:england.contactus@nhs.net)**

**Hawthorn Medical  
Centre**

**Complaints  
Procedure**

**January 2024**

## Making a Complaint

Most problems can be sorted out quickly, often at the time they arise with the person concerned, and this may be the approach you try first.

Where you are not able to resolve your complaint in this way and wish to make a formal complaint you should do so, preferably **in writing**, as soon as possible after the event, as this helps us to establish what happened more easily. In any event, this should be:

- Within 12 months of the incident,
- or within 12 months of you discovering that you have a problem.

State your case clearly giving as much detail as you can.

If you are a registered patient you can complain about your own care. You are unable to complain about someone else's treatment without their written authority. See the separate section in this leaflet.

We are able to provide you with a separate complaints form to register your complaint and this includes a third-party authority form to enable a complaint to be made by someone else. Please ask at reception for this. You can provide this in your own format providing this covers all the necessary aspects.

**Send your written complaint to:**

**Hawthorn Medical Centre, May Close,  
Swindon SN2 1UU.**

**OR** you can complain to **NHS England at:**

**PO Box 16738**

**Redditch**

**B97 9PT**

**Tel: 0300 311 2233**

## What we Do Next

We look to settle complaints as soon as possible.

Complaints should normally be resolved within 6 months. The practice standard is normally 10 working days for a response. You may then receive a formal reply in writing, or you may be invited to meet with the person(s) concerned to attempt to resolve the issue. If the matter is likely to take longer than this we will let you know, and keep you informed as the investigation progresses.

When looking into a complaint we attempt to see what happened and why, to see if there is something we can learn from this, and make it possible for you to discuss the issue with those involved if you would like to do so.

When the investigations are complete your complaint will be determined and a final response sent to you.

Where your complaint involves more than one organisation (e.g. social services) we will liaise with that organisation so that you receive one coordinated reply. We may need your consent to do this. Where your complaint has been sent initially to an incorrect organisation, we may seek your consent to forward this to the correct person to deal with.

The final response letter will include details of the result of your complaint and also your right to escalate the matter further if you remain dissatisfied with the response.

## Complaining on Behalf of Someone Else

We keep to the strict rules of medical and personal confidentiality. If you wish to make a complaint and are not the patient involved, we will require the written consent of the patient to confirm that they are unhappy with their treatment and that we can deal with someone else about it.

Please ask at reception for the Complaints Form which contains a suitable authority for the patient to sign to enable the complaint to proceed.

Where the patient is incapable of providing consent due to illness or accident it may still be possible to deal with the complaint. Please provide the precise details of the circumstances which prevent this, in your covering letter.

Please note that we are unable to discuss any issue relating to someone else without their express permission, which must be in writing, unless the circumstances above apply.

We may still need to correspond directly with the patient, or may be able to deal directly with the third party, and this depends on the wording of the authority provided.