| Advocacy support  You may also approach Healthwatch for help or advice or POhWER for NHS Complaints Advocacy:   * The local Health Watch   <http://www.healthwatch.co.uk/>  Tel: 03000 68 3000   * POhWER   [www.pohwer.net/suffolk-advocacy-service](http://www.pohwer.net/suffolk-advocacy-service)  Tel: 0300 456 2370  Further action  If you are dissatisfied with the outcome of your complaint from either [Integrated Care Board (ICB)](https://www.england.nhs.uk/contact-us/about-nhs-services/contact-your-local-integrated-care-board-icb/) or this organisation, then you can escalate your complaint to Parliamentary Health Service Ombudsman (PHSO):  Citygate Mosley Street Manchester M2 3HQ  Tel:0345 0154033 | Leiston Surgery  Main Street, Leiston,  Suffolk, IP16 4ES  01728 830526, leiston.sec@nhs.net | |  | The Complaints Process  Leiston Surgery |
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| Talk to us  Every patient has the right to make a complaint about the treatment or care they have received at Leiston 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 to  Most complaints can be resolved at a  local level. Please speak to a member of staff if you have a concern and they will assist you where possible. Alternatively, ask to speak to the Complaints Manager, Sarah McLennan (Practice Manager), but note this may need to be a booked appointment.  How can I make a complaint?  A complaint can be made verbally or in writing.  A complaints form is available from reception. Additionally, you can complain via email to leiston.sec@nhs.net. | | I want to complain to a third-party  If for any reason you do not want to speak to a member of our staff, then you can request that the Integrated Care Board (ICB) investigates your complaint.  They will contact us on your behalf:  Tel: 0800 389 6819  Email: [complaints@snee.nhs.uk](mailto:complaints@snee.nhs.uk)  Please note, you can only raise your complaint with one organisation, you cannot complain to both the Practice and the ICB.  Time frames for complaints  The 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 within three business days to acknowledge your complaint.  We will aim to investigate and provide you with the findings as soon as we can and will provide regular updates regarding the investigation of your complaint | | Investigating complaints  We will investigate all complaints effectively and in conjunction with extant legislation and guidance.  Confidentiality  We will ensure that all complaints are investigated with the utmost confidentiality and that any documents are held separately from the patient’s healthcare record.  Third party complaints  We allow third parties 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 response  We will issue a final formal response to all complainants which will provide full details and the outcome of the complaint. We will liaise with you about the progress of any complaint. |