

Advocacy support

[POhWER](#) support centre can be contacted via 0300 456 2370

[Advocacy People](#) gives advocacy support on 0330 440 9000

[Age UK](#) on 0800 055 6112

The [Local Council](#) can give advice on local advocacy services

Other advocates and links can be found on this [PHSO webpage](#)

Further action

If you are dissatisfied with the outcome of your complaint from either [Integrated Care Board \(ICB\)](#) or this organisation, then you can escalate your complaint to Parliamentary Health Service Ombudsman (PHSO) at either:

Milbank Tower, Milbank  
LONDON  
SW1P 4QP

Citygate, Mosley Street  
MANCHESTER  
M2 3HQ  
Tel: 0345 015 4033  
[www.ombudsman.org.uk](http://www.ombudsman.org.uk)

Moss Grove Surgery

15 Moss Grove Kingswinford, High Street Kinver

West Midlands

Phone: 01384 277377 You can also send in your complaint using our website or email

[bcicb.communicationsmossgrove@nhs.net](mailto:bcicb.communicationsmossgrove@nhs.net)

# The Complaints Process

## Moss Grove Surgery



## Talk to us

Every patient has the right to make a complaint about the treatment or care they have received at Moss Grove 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 Reception Managers Kingswinford: Michelle Stock or Kinver: Chloe Francis but note this may need to be a booked appointment.

## How can I make a complaint?

A complaint can be made verbally, in writing or on our website

A complaints form is available from reception. Additionally, you can complain via our website or by letter format.

Or email

[bcicb.communicationsmossgrove@nhs.net](mailto:bcicb.communicationsmossgrove@nhs.net)

## For data protection Complaints:

Please follow the same process detailed in 'How can I make a complaint.'

You can also contact the surgeries data Protection Officer:

Email: [info@pcdc.org.uk](mailto:info@pcdc.org.uk)

Postal: PCIG Consulting Limited

7 Westacre Drive

Quarry Bank

Dudley

West Midlands

DY5 2EE

## 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:

Time2Talk, NHS Black Country ICB,  
Civic Centre, St Peters Square,  
Wolverhampton, WV1 1SH  
Telephone: 03000 120281 option 1

## 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.

Management 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.