

Riverside Dental Practice

Complaints Policy and Procedure

We try to ensure that all our patients are pleased with their experience of our services. We welcome feedback from patients and take any complaints seriously. We aim to deal with any complaints courteously and efficiently so that they can be resolved as quickly as possible.

Our complaints procedure outlines how we deal with any complaints.

The person responsible for dealing with any complaints in practice is Dr. Megha Sethi, Complaints Officer.

How to Complain

We hope that most issues can be resolved easily and quickly, often at the time they arise and with the person concerned. If your issues cannot be sorted out this way and you wish to make a complaint, you can do so verbally by speaking to one of our team members, who will direct you to our complaints lead, or you can write to us by letter or email.

Complaints Made Verbally

If you wish to make a complaint over the phone or in person, we will listen to your complaint and offer to refer you to our complaints lead. If they are unavailable, the staff member will take your details and a brief explanation of the complaint to pass on. Your complaint will be acknowledged within 3 working days.

Complaints Made via Email or Letter

Any letters or emails regarding a complaint will be immediately passed to our complaints' leads. Your complaint will be acknowledged within 3 working days.

Investigations

We will contact you to discuss your complaint unless it can be resolved easily. Any complaints involving clinical care will be referred to the treating dentist unless you request this not to happen.

We will then investigate your complaint and will aim to have a response for you within 10 working days. If it is not possible to resolve this within that timeframe, we will inform you and let you know when it is likely to be resolved.

Once we have made a decision regarding your complaint, we will inform you by your preferred