

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
- Healthwatch West Sussex 0300 012 0122
helpdesk@healthwatchsussex.co.uk

Further action

If you are dissatisfied with the outcome of your complaint from either Surrey Sussex ICB or this organisation, then you can escalate your complaint to Parliamentary Health Service Ombudsman (PHSO) at:
Millbank Tower, Millbank
LONDON
SW1P 4QP
Tel: 0345 015 4033
www.ombudsman.org.uk

Rudgwick Medical Centre
Station Road, Rudgwick
West Sussex, RH12 3HB
01403 822103

Sxib-wsx.rudgwick-rudgwick@nhs.net

The Complaints Process

Rudgwick Medical Centre

Talk to us

Every patient has the right to make a complaint about the treatment or care they have received at Rudgwick Medical Centre.

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 Practice Manager or Deputy, but note this is likely to be a booked appointment.

How can I make a complaint?

A complaint can be made verbally or in writing, by letter or email. A complaints form is available from reception.

It is suggested that PHSO guidance is followed when producing a letter using AI tools. [Filling in our complaint form | Parliamentary and Health Service Ombudsman \(PHSO\)](#)

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:

Surrey Sussex ICB
0300 140 9854
[Sxicb.complaints.nhs.net](https://sxicb.complaints.nhs.net)

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/Deputy 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. Lengthy, or complex complaints will, by nature take longer to respond to.

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.