



## **Complaints Policy and Procedure**

### **Our Commitment**

At DIPS DENTAL PRACTICE we are committed to providing high-quality dental care to all our patients. We take feedback and complaints seriously and view them as an opportunity to learn, improve our services, and maintain trust and transparency with our patients.

We aim to handle all complaints courteously, efficiently, and promptly so that concerns can be resolved as quickly as possible.

The person responsible for handling all complaints in the practice is **DEEPTI PATEL**

### **How to Make a Complaint**

We hope that most issues can be resolved quickly and informally, often at the time they arise and with the person concerned.

If your concern cannot be resolved this way, or you would prefer to make a formal complaint, you may do so verbally, in writing, or by email.

### **Complaints Made Verbally**

If you make a complaint in person or by telephone:

- We will listen to your concerns and, where possible, attempt to resolve them immediately.
- If the Complaints Lead is not available, a team member will record your details and a brief description of your complaint.
- Your complaint will be acknowledged within 3 working days, and arrangements will be made for the Complaints Lead to contact you directly.

### **Complaints Made in Writing or by Email**

Written and emailed complaints will be passed immediately to the Complaints Lead, who will acknowledge receipt within 3 working days of receiving your correspondence.

### **Investigation and Response**

- We will make every effort to resolve your complaint within 10 working days of acknowledgment.
- If the investigation is likely to take longer (for example, where clinical advice is required), we will inform you of the delay and agree on an updated timescale with you.
- If your complaint involves clinical care or treatment, the complaint will usually be referred to the treating dentist, unless you specifically request otherwise.
- Once our investigation is complete, we will contact you via email to share our findings and any actions taken.

Where necessary, we may seek advice from our indemnity provider, insurer, or legal adviser to ensure a fair and compliant response. In such cases, only relevant information will be shared, and

confidentiality will be maintained at all times.

## **Confidentiality**

All complaints are treated in the strictest confidence. Patient records will remain confidential, and only those involved in investigating or resolving your complaint will have access to the necessary information.

## **Learning from Complaints**

We record all complaints centrally and regularly review them as part of our governance and quality improvement processes. This ensures we identify any trends, improve our services, and share learning across the team.

## **Time Limits for Making a Complaint**

Complaints should normally be made **within 12 months** of the incident or the date the issue came to your attention.

However, we will always consider reasonable exceptions if there are valid reasons for the delay.

## **If You Are Not Satisfied**

We hope that, if you have a problem, you will use our practice complaints procedure first. We believe this gives us the best chance to put things right and improve our services.

However, if you remain dissatisfied, you may contact one of the following independent bodies:

**The NHS:** If you would rather not go directly to your practice, and your treatment is provided by the NHS, you can contact your local ICB, which is responsible for NHS dental services.

The ICB can be contacted if you feel unable to raise your concerns with the practice. Please send your complaint to:

[nlicb.complaints@nhs.net](mailto:nlicb.complaints@nhs.net)

The ICB, however, cannot re-investigate the same complaints, and therefore, if you feel unhappy with how the practice or the ICB has handled a complaint, you should contact the Parliamentary and Health Service Ombudsman.

## **The Parliamentary and Health Service Ombudsman**

Telephone: 0345 015 4033

Website: <https://www.ombudsman.org.uk>

**Private Patients: The Dental Complaints Service handles complaints made by private patients.**

Telephone: 0208 253 0800 (Mon-Fri, 9am-5pm)

Website: <https://dcs.gdc-uk.org/>

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