

# How to make a complaint Wollaton Park Medical Centre



Do you want to make a complaint?



If you are unhappy let us know.



Tell us what you want to complain about. You may want help from family, friends or your support worker to do this.



You can report abuse by phone 0115 985 5016

# How to make a complaint

## Wollaton Park Medical Centre



Tell us as much information as possible.  
This should include the following four things:



1. Dates, times and places.



2. Names of people and organisations.



3. Any other documents you think may help.



4. How would you like your complaint to be sorted out?



We will investigate your complaint and then reply.



Complaints are confidential.

# How to make a complaint Wollaton Park Medical Centre



Please give your name. If you don't give us your name we cannot reply to your complaint.



Please tell us if someone else is making the complaint for you, and how to contact them.



If you don't want to complain, you can just send us feedback.



Your feedback will be passed onto the Practice Manager and the Doctors. They will check the quality of services but may not reply to you.

## Ways to complain:



Use our website  
[www.wollatonparkmedicalcentre.co.uk](http://www.wollatonparkmedicalcentre.co.uk)

# How to make a complaint Wollaton Park Medical Centre



By phone: 0115 985 5016



In person at the surgery



In writing: Mrs Claire Glover (Practice Manager)  
Wollaton Park Medical Centre  
12 Harrow Road  
Wollaton  
Nottingham  
NG8 1FG