| Advocacy support   * [POhWER](https://www.pohwer.net/) support centre can be contacted via 0300 456 2370 * [Advocacy People](https://www.theadvocacypeople.org.uk/) gives advocacy support on 0330 440 9000 * [Age UK](https://www.ageuk.org.uk/) on 0800 055 6112 * Local Council can give advice on local advocacy services   Further action  If you are dissatisfied with the outcome of your complaint from either NHS England or this organisation then you can escalate your complaint to Parliamentary Health Service Ombudsman (PHSO) at either:  Milbank Tower, Milbank  LONDON  SW1P 4QP  or  Citygate, Mosley Street  MANCHESTER  M2 3HQ  Tel: 0345 015 4033  www.ombudsman.org.uk | **Fort House Surgery**  Rodney Road, Walton-on-Thames, Surrey. KT12 3LD  Tel: 01932 253055  [forthousesurgery@nhs.net](mailto:forthousesurgery@nhs.net) [www.forthousesurgery.co.uk](http://www.forthousesurgery.co.uk/)  Harriet Reid – Managing Partner |  | The Complaints Process  Fort House Surgery |
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| Talk to us  Every patient has the right to make a complaint about the treatment or care they have received Fort House 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 complaint; our staff are trained to handle complaints. Alternatively, ask to speak to the complaint’s manager Fort House Surgery. | If for any reason you do not want to speak to a member of our staff, then you can request that NHS England investigates your complaint. They will contact us on your behalf:  NHS England  PO BOX 16738  Redditch  B97 9PT  03003 112233  [england.contactus@nhs.net](mailto:england.contactus@nhs.net)  A complaint can be made verbally or in writing. A complaints form is available from reception. Additionally, you can complain via email to Fort House Surgery.  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.  Harriet Reid (Managing Partner) will respond to all complaints within three business days.  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  Fort House Surgery will investigate all complaints effectively and in conjunction with extant legislation and guidance.  Confidentiality  Fort House Surgery 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  Fort House Surgery allows a third party 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  Fort House Surgery 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. |