

Our booklet '**A Step by Step guide to making a complaint about the NHS'** takes you through the procedure and contains handy hints. You can find the booklet and other useful information on our website. With these resources you may be able to manage your complaint without help but remember, we are here if you need us.

**If you have difficulties reading this leaflet we can provide information in a way to suit you.**

We can provide information in:

Different languages

Braille

Large Print

Easy Read

Audio format

We have access to translation and interpreting services.

## How to get in touch



Email - suffolkadvocacyservice@pohwer.net



Telephone - 0300 456 2370  
(charged at local rate)



Text - send the word 'pohwer' with your name and number to 81025



Post - Suffolk Advocacy Service, PO Box 17943, Birmingham, B9 9PB



Website - [www.pohwer.net/suffolk-advocacy-service](http://www.pohwer.net/suffolk-advocacy-service)

# NHS Complaints Advocacy Service



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**Suffolk  
Advocacy  
Service**

# NHS Complaints Advocacy Service

Are you unhappy with the care and treatment that you, or someone else, is currently receiving or has received from the NHS?

Do you want to complain and get things put right?

The statutory NHS Complaints Advocacy Service works within the NHS Complaints regulations.

Our NHS Complaints Advocates can help you to use this process to raise your concerns

NHS complaints advocacy works within the NHS complaints regulations.

This service is delivered by the Suffolk Advocacy Service Partnership. Independent Health Complaints Advocacy is free, independent and confidential.

## NHS Complaints Advocacy can:

- Listen to your concerns
- Signpost you to the right organisations outside of the complaint process if you need these
- Answer any questions about the complaints procedure and explain your options
- Provide a step by step guide to the complaints process and some self help tools
- Provide you with a POhWER advocate, who can help you to make your complaint and support you through the NHS Complaint process
- Support you to make a complaint about care and treatment provided or funded by the NHS
- Support you to make a complaint on someone else's behalf if they would like you to
- Support you to raise and ask questions following a death
- Support a young person under 16 if they have capacity to

reach their own decisions. If a child does not have the capacity to make a decision about their treatment, only a parent or guardian may complain on behalf of their child without permission.

## NHS Complaints Advocacy can't:

- Guarantee that a complaint will be investigated if it is over 12 months old
- Investigate complaints
- Give legal advice
- Give medical advice
- Provide counselling
- Help with issues not covered by NHS complaints regulations, such as privately funded treatment, personnel matters, such as getting staff disciplined or contractual matters
- Help with legal action and matters relating to compensation
- Provide a secretarial service.

We aim to work with everyone, taking account of their needs.