

**Formal complaint form**

Name of complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Where did the problem occur?

Rarotonga Hospital    Tupapa Primary Health Care    Main Office Tupapa    Dental    Puna/Clinic

Other (Please specify): \_\_\_\_\_

Nature of complaint: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name(s) of staff involved: \_\_\_\_\_

\_\_\_\_\_

Were there any witnesses? If so, please list their name(s) and phone number: \_\_\_\_\_

\_\_\_\_\_

Did our staff attempt to correct the problem or resolve the situation when it occurred?    Yes    No

I understand that by signing this formal complaint form, I request that Te Marae Ora Ministry of Health will investigate my complaint. I will provide any and all information and cooperate in helping Te Marae Ora Ministry of Health resolve my complaint. The information I have and will provide is true and accurate.

Signature of complainant: \_\_\_\_\_

Date: \_\_\_\_\_