

COMPLAINT FORM

PAAFHT puts its patients first and therefore takes any complaint very seriously. If you would like to file a complaint, please complete this form and submit it to the attention of the Executive Director, Anna Gibson-Olajos. You may do so by e-mail (please note, this e-mail can be read by any admin staff), postal mail, or at the office in a sealed envelope addressed to Anna Gibson-Olajos (please mark CONFIDENTIAL).

Any complaint will receive immediate attention. You will be contacted within five (5) working days of receiving the complaint and investigation will be completed within forty (40) working days of its initiation.

CLIENT DETAILS:

Your Name:	Date and Time of Occurrence:
Your Contact Info (phone #, E-mail):	
Nature of Complaint (please state full details including names of staff involved, if applicable):	

Your signature: _____ Date: _____