

# Patient Complaint Log

Clinic

Year

Log kept by

Log every complaint within one business day. Use chart numbers, not patient names. Flag anything clinical to the medical director.

| Date received | From (chart # or other) | How received | Summary of complaint | Clinical? (Y/N) | Handled by | Action taken / response | Date resolved | Follow-up |
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Reviewed by: \_\_\_\_\_

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