Western Counties Equine Hospital

**Our aim is to provide the best possible veterinary care.**

If you have a compliment, a suggestion on how to improve our service, or a concern we would like to hear about it.

**Compliments or suggestions**

We are always pleased to know that we are providing a high-quality service, or our team is doing a good job. We are also constantly looking for ways to improve our service, if you have any suggestions, we would like to hear from you.

**Let us know if you have a concern**

Please let us know if you have any questions or concerns about our service as soon as possible, it will make it easier for us to resolve quickly.

1. First, tell the person in charge of your animal’s care, they may be able to immediately resolve your concern.
2. If they are unavailable, discuss your concerns with a member of the team.
3. Alternatively, you are welcome to write to us. Please send your correspondence to our ‘Practice Manager’ and include the following information:
* Name
* Contact details
* Name of your pet
* The date of the visit your concerns relate to
* A brief description of your concerns
* What we can do to best resolve this for you

We will acknowledge your correspondence within 5 working days. In some cases, we may need to carry out further investigation. In such cases, we will endeavour to respond to your concern within 20 working days and if we are not able to address your concern within this timeframe, we will let you know.

1. If you are not satisfied with the written response from us, then you may raise your concerns by emailing clientfeedback@cvsvets.com, or writing the address below. Please ensure that you include all the information below.
* Your name
* Your contact details
* Name of your pet
* The date of the visit your concerns relate to
* A brief description of your concerns
* The reason you’re not happy with the response you have received from the practice
* What we can do to best resolve this for you

Attention: Client Feedback

CVS Group

CVS House

Owen Road

Diss, Norfolk IP22 4ER

1. If your complaint relates to concerns on how we have used your personal data, please contact our Data Protection Officer: **dataprotection@cvsvets.com**

Group Website content:

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**Let us know if you have a concern**

Please inform your practice should you have any questions or concerns about our service as soon as possible. This will will make it easier for them to quickly resolve your matter.

* + - 1. First, tell the person in charge of your animal’s care, they may be able to immediately resolve your concern.
			2. If they are unavailable, discuss your concerns with a member of the team.
			3. If you are unable to resolve your concern directly with a member of the team, please then write to the practice. Please send your correspondence to the ‘Practice Manager’ and include the following information:
* Your name
* Your contact details
* Name of your pet
* The date of the visit your concerns relate to
* A brief description of your concerns
* What we can do to best resolve this for you

The practice will acknowledge your correspondence within 5 working days. In some cases, they may need to carry out further investigation. In such cases, they will endeavour to respond to your concern within 20 working days and if they are not able to address your concern within this timeframe, they will let you know.

* + - 1. If you are not satisfied with the written response from the practice, then you may raise your concerns by emailing clientfeedback@cvsvets.com, or writing the address below. Please ensure that you include all the information below.
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