

As a valued patient of The Woods Medical Centre, we invite all feedback whether it be positive or negative, to ensure we always provide you the patient a high-quality service.

Please direct any feedback to our Practice Manager and include the following information, we will then respond within two business days:

- The nature of your feedback
- Your name and relevant contact details
- The name(s) of the individual(s) involved
- The date and approximate time of when the incident occurred
- Your comments or your ideas about how you would like us to help you, or how we could ensure such an incident is not repeated in the future

[Please email your correspondence to practicemanager@thewoodsmedical.com.au](mailto:practicemanager@thewoodsmedical.com.au)

In the event you are not satisfied with our response you may address your feedback to the Health and Disability Services Complaints Office (HaDSCO).

- [Download the form](#) and save it onto your computer. **Please Note:** you must open the form from your download folder as a document or the digital signature will not work.
- Fill in all the fields as much as you can, remember to save as you go
- Sign the form [using the digital signature](#)
- Save the form and send it to us with any attachments (such as a letter or email from the service provider) by email to: mail@hadsco.wa.gov.au

If you're not using your own computer, or find it hard to set up the digital signature, you might prefer to use the website online form above.

If you have filled in the fillable form and can't get the digital signature to work, then you can always just print it and sign it. If you have saved it, then all the details you have filled in should print out too.