



## Patient Complaint/Grievance Form

Our patients should have reasonable expectations of care and services provided to him or her while at Comprehensive Dermatology of Idaho, PLLC. CDI intends to make available a means whereby differences and disagreements in the areas of ethical and professional conduct may be brought to a settlement that is fair to the interests of all parties. We are committed to addressing situations when those expectations are not met in a timely, reasonable, and consistent manner.

Our office manager and staff are all available to assist you with completing this form, filing a formal grievance over the phone, or to answer questions at (208) 467-SKIN (7546). Please return this form to: Comprehensive Dermatology of Idaho, ATTN: Complaints, 4400 E. Flamingo Ave., Nampa, ID 83687.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Last) (First) (MI)

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

Telephone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Account Number: \_\_\_\_\_  
(Optional)

### DETAILS OF YOUR COMPLAINT

(Please be as specific as possible with the following [1] please state your concern; [2] date of event; [3] time of event; [4] staff member(s) involved, and [5] location of event. Use the other side of this form if you need more room).

---

---

---

---

---

---

---

Date: \_\_\_\_\_  
Signature of Patient or Legal Representative

If Legal Representative, state relationship: \_\_\_\_\_

### THIS SECTION TO BE COMPLETED BY THE REVIEWER

Date Received: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Reviewer's Comments: \_\_\_\_\_

---

Date patient was notified of resolution by mail to address stated above: \_\_\_\_\_

Date: \_\_\_\_\_ Healthcare Representative Signature: \_\_\_\_\_

4400 E. Flamingo Ave., Nampa, ID 83687 | 200 Forest St., McCall, ID 83638

Phone: (208) 467-SKIN (7546)

Fax: (208) 467-7500

dermidaho.com